

GEMS HS FORM 15:

HEALTH AND SAFETY COMMITTEE ACTION PLAN

The following form can be used in order to capture information obtained during the monthly health and safety committee meetings. All schools are required to establish a Health and Safety Committee; the committee must meet each and every month and submit the completed minutes to the Health and Safety Department via HSE Guard.

The suggested agenda and further information relating to health and safety committees can be found within IMS-MGT 05 – Health and Safety Committees. Below are the key agenda items:

- Summary and feedback from last minutes, this includes identifying open and closed actions.
- Issues arising from health and safety and fire inspections.
- Audit review - this includes reviewing the findings from any internal or external related audits.
- Incidents and & accidents - this includes reviewing any incident investigations, risk assessments, trends, etc.
- Training needs and upcoming training courses.
- Policies and procedures - this includes looking at any new policies or identifying potential gaps in policy.
- Current or upcoming activities which represent potential risks.
- Risk assessments – this can be a separate working group and should look at areas such as: review of risk assessment, identifying work activities which require a risk assessment, communication of the risk assessments, etc.

In order to track and monitor agenda items the tracking sheet below should be used. The actions should be discussed with the Principal and agreed, prior to sending the Health and Safety Department. The action plan must be submitted prior to the end of each month.

HEALTH AND SAFETY COMMITTEE MEETING ACTION PLAN

SCHOOL:		The Westminster School, Dubai (TWS)		DATE:	Wednesday, September 3rd, 2025, 12:00 PM To 13:00	
ATTENDEES:		Dr. Vijayakumari Sathyan, Ms. Chanda Pant; Ms. Grace Aluoka, Mr. Eluid (Lead Security), Mr. Kiran Bhasker Mr. Carl- at WSR Ms. Binny- Had lesson. Dr Suriya- Apologies Mr. Ahmed- Apologies				
KEY TOPICS COVERED:		Review HSE Committee for 2025-26, Facilities and Cleanliness- Parent Survey, Arrival & Dispersal Duties, Bus Operations, FS Trip, Bus Parking, Update on Lanyards, Process for students being handed over to siblings/Health forms/consents				
REF	ISSUE/TOPIC RAISED		ACTION REQUIRED	BY WHO	TARGET DATE	UPDATE
1	Review HSE Committee for 2025-26		Validate and confirmed the HSE Committee for 2025-26	HSE Committee	Completed	
2	Facilities and Cleanliness- Parent Survey		Weekly meeting with the EFS Team- Friday afternoon. Document the meeting – TBT with pictures.	MSO	Weekly Ongoing	
			WPWD- Termly updated- First Edition	MSO	08.09.2025	
3	Arrival & Dispersal Duties		Librarians and Lab Technicians are part of the Arrival & Dispersal Duties	APs & MSO	04.09.2025	Ongoing
			Meeting with the team of Librarians and Lab Technicians to discuss the leave protocol, international leaves and Arrival & Dispersal Duties	APs & MSO	03.09.2025	Completed
			Explore the option of additional security at Gate no: 3- Budgeting	CR& MSO	15.09.2025	
4	Bus Operations, FS Trip, Bus Parking		Meeting with Head of Operations STS on 4 th September to provide all details	Mr. Carl & MSO	04.09.2025	Completed

		of STS operations and draw expectations and timelines			
5	Update on Lanyards	100% of students and parents to have the lanyards	STS & MSO	08.09.2025	
6	Process for students being handed over to siblings	No access for students from other school to get their siblings from TWS	APs & MSO	Ongoing	
7	Health forms/consents	Medical Team to provide the first update	Medical Team	15.08.2025	