

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:	Thursday, December 04, 2025, 12:00 to 13:00
ATTENDEES:	Dr. Vijayakumari Sathyan, Ms. Chanda Pant; Ms. Grace Aluoka, Mr. Ahmed, Ms. Binny, Dr. Suriya, Mr. Kiran Bhasker Apologies: Mr. Carl, - Meeting at GCO, Mr. Eluid (Lead Security)- PC Day responsibility at Gate 1		
KEY TOPICS COVERED:	Update on the Plan and Projects during Winter Break, Plan and priority for readiness for Term 2 Re-opening		

REF	ISSUE/TOPIC RAISED	ACTION REQUIRED	BY WHO	TARGET DATE	UPDATE
1	Followed up on the agenda items for the month of November 2025 Follow up on the efficiency and effectiveness of EFS & STS	Followed up on all the agenda items for Nov 2025` EFS shift team members to be more vigilant about any unwanted drawings found in classrooms, washrooms, corridors, walls (including exterior areas), etc.	MSO MSO/EFS	Ongoing	
2	Update on the Plan and Projects during Winter Break	Room for 1 on 1 sessions for SEND Dept. LED Light Project- 1052 LED Lights to be replaced across school as per the approved project AC installation project- Pending AC installation as part of the summer work project 2022-25 Mosaic at different location at TWS- EFS- HSE Concern. Approved PO. EFS has to complete this during winter break	AMSO/MSO AMSO/MSO AMSO/MSO AMSO/MSO	31.12.2025(For all winter projects)	

		Metacognition /HWR Posters to be updated across school- Update the posters across TWS Lost & Found Cabinets and Policy- Update the policy, communicate to All Staff Staff Room Organisation- Email to staff ICT lab second floor- check the crack- EFS. Rusting of the windows- Across school- Work with EFS and take care of the painting. AC in classes 6- EFS to ensure that all ACs are un running conditions before Term 2 re-opening	AMSO/MSO AMSO/MSO AMSO/MSO AMSO/MSO AMSO/MSO AMSO/MSO		
3	Meeting with New STS in charge to set the expectations for TWS. Work on the update policies and procedures for STS Operations	Meeting with New STS in charge to set the expectations for TWS. Work on the update policies and procedures for STS Operations	MSO	05.01.2025	