

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:	Monday, November 24, 2025, 08:00 AM to 09:00 AM
ATTENDEES:	Mr. Carl, Dr. Vijayakumari Sathyan, Ms. Chanda Pant; Ms. Grace Aluoka, Mr. Ahmed, Mr. Eluid (Lead Security), Ms. Binny, Dr. Suriya, Mr. Kiran Bhasker		
KEY TOPICS COVERED:	Genome study- Update, Medical reports-, Offsite Educational Trips and Visits, Dispersal Process, EFS & STS Efficiency		

REF	ISSUE/TOPIC RAISED	ACTION REQUIRED	BY WHO	TARGET DATE	UPDATE
1	Followed up on the agenda items for the month of Oct 2025	Completed	MSO		
2	Genome study- Update	21 Learners is part of the Genome program 25-26. Medical team are in contact with the parent 1 on 1 via call	TWS Medical Team	28.11.2025	
3	Medical reports- Process Update	Medical team to work with Academic Team and Assistant principals for follow up medical history of students.	TWS Medical Team /APs	08.01.2026	
4	Offsite Educational Trips and Visits Policy- 2025-26- What Went Well” and “Areas for Development.”	Reiterate the importance of conducting the field trip safely, timely and ensuring the purpose of the trip is taken care	Operations/Academic Team	Next Trip onwards	
5	Dispersal Process (Bus & OT)- Student Handover & Supervision.	Student Supervision after dispersal- Security Team. All gate-duty academic staff members will remain under supervision until 2:45 PM. From 2:45 PM to 3:30 PM, one member of the Security Team should monitor/patrol Gates 1, 2, and 3. Similarly, one member of the Security Team should monitor/patrol Gates 5, 6, and 7, which are located along the same straight stretch.	MSO/Security Team	24.11.2025	
6	Follow up on the efficiency and effectiveness of EFS & STS	EFS shift team members to be more vigilant about any unwanted drawings found in classrooms, washrooms, corridors, walls (including exterior areas), etc. Kindly ensure they take pictures of any such drawings, post them in the	MSO/EFS	25.11.2025	

		maintenance group, and have them cleaned immediately. Our staff who arrive at 5:00 AM will continue to monitor these areas as well. We will also work with the academic team to minimize such occurrences			
7	Vendors for International Day and other upcoming events	DM and DCD approval obtained	MSO/Procurement	24.11.2025	
8	Use of henna on International Day.	Separate RA for Henna Application. Parent consent mail sent to All Parents	UAE National Day Core Team	25.11.2025	
9	Support staff assigned to the Science Lab for cleaning and handling chemicals	Chemical handing certificate for Lab Technicians. Lab Technicians will provide instructions for cleaning of apparatus.	OPS Team	28.11.2025	
10	Incident Reporting Analysis – October 2025: injuries and near misses, with the highest number reported at TWS	Continue to report incidents and near misses to maintain the excellent HSE culture	OPS Team	Ongoing	