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 Hafety 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 & SAFETY

GEMS EDUCATION

HEALTH AND SAFETY COMMITTEE MEETING ACTION PLAN

SCHOOL:	The Westminster School, Dubai (TWS)	DATE:	28.08.2024, Wednesday: 10:10 AM-10:40 AM
ATTENDEES:	Carl Roberts, Vijayakumari Sathyan, Anju Mehta, Chanda Pant; Grace Aluoka, Binny Aji Pillai, Ahmed Abdelwahab Mohamedali, Muhammed Asim, Eluid (Lead Security), Suriya Sofi ,Ramya Beesa		
KEY TOPICS COVERED:	Emergency Preparedness Plan- Form 4 Arrival & Dispersal Process Heat Index- Hot Weather Policy Student Bus Behavior Safeguarding Training for Admin & Support Staff		

REF	ISSUE/TOPIC RAISED	ACTION REQUIRED	BY WHO	TARGET DATE	UPDATE
1	Emergency Preparedness Plan- Form 4- Roles & Responsibilities Communicated to All Staff. Fire Drill for Term1 was scheduled for 09.09.2024. Moved to October after the approval from HSE Manager GCO	Finalise the date with HSE Team	MSO	05.09.2024	07.10.2024, 07:45 to 08.30
2	Arrival & Dispersal Process	Working with Ms. Anju	MSO	09.09.2024	

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3	Heat Index- Hot Weather Policy	Policy sent to All STAFF- New	MSO & Medical Team	Ongoing
		Format of Heat Index Followed. No Outdoor Activities		
4	Student Bus Behaviour- New Process started from 26.08.2024	Good feedback from Academic Team- Weekly Report to follow	MSO	Ongoing
5	Safeguarding Training for Admin & Support Staff	Scheduled in September	Ms. Anju	17.09.2024

Principal signature: Date: 9/9/24

Safety Committee Chair signature: Date: 9. 9. 24.