

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:	03.10.2024, Thursday: 12:00 To 13:00
ATTENDEES:	Carl Roberts, Vijayakumari Sathyan, Anju Mehta, Chanda Pant; Grace Aluoka, Binny Aji Pillai, Ahmed Abdelwahab Mohamedali, Eluid (Lead Security), Suriya Sofi ,Ramya Beesa		
KEY TOPICS COVERED:	<p>Fire Evacuation Drill on 07.10.2024, Monday- Preparation, Readiness</p> <p>Influenza Vaccination Update</p> <p>PEEP- Anju Mehta</p> <p>Student Bus Behaviour Teachers on Buses</p> <p>Risk Assessment in Science Labs</p> <p>Safeguarding Training Support Staff</p> <p>Arrival & Dispersal Duties</p> <p>STS ROAD SAFETY AWARENESS DAY</p>		

REF	ISSUE/TOPIC RAISED	ACTION REQUIRED	BY WHO	TARGET DATE	UPDATE
1	Fire Evacuation Drill for Term 1 will be 07.10.2024	Phase Wise Evacuation was completed the previous week. Feedback to be provided to TWS All Staff after the drill. Work in coordination with EFS and Safecore to provide the updates.	MSO	14.10.2024	
2	Influenza Vaccination Update	TWS Staff has registered -250 members for the vaccination drive.	Medical Team/MSO	As applicable- DHA to confirm	

		Waiting for the update from DHA for confirmation.			
3	Updated PEEP List to be maintained and communicated to Medical Team, Academic Team and Operations Team	PEEP documents to be reviewed and updated monthly	DSL/MS. Anju	14.10.2024	Monthly
4	Student Bus Behaviour Teachers on Buses	Continue to do follow the process- Operations Team- Academic Team- Learners/Parents-Resolution- Better Behaviour on the buses. Teaching Staff on the Buses to work Bus Supervisors to improve Bus Behaviour.	APs/MSO	Ongoing	To be reviewed monthly
5	Risk Assessment in Science Labs	Suitable, Relevant RA for Science Labs specific to the experiment. HSE induction be done before all classes/sessions	HOD	Ongoing	To be reviewed monthly
6	Safeguarding Training Support Staff	To be conducted during Mid-Term Break	DSL/MSO	16.10.2024	
7	STS ROAD SAFETY AWARENESS DAY	STS ROAD SAFETY AWARENESS Programs- Proposals sent to APs by MSO	Ms. Chanda/Ms. Grace	21.10.2024	



Principal signature:

Date:

30/10/24.



Safety Committee Chair signature:

Date:

28.10.2024.

