



## 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.

|                            |  |              |                                      |
|----------------------------|--|--------------|--------------------------------------|
| <b>SCHOOL:</b>             | The Westminster School, Dubai (TWS)  | <b>DATE:</b> | 07.11.2024, Thursday: 12:00 To 13:00 |
| <b>ATTENDEES:</b>          | Carl Roberts, Vijayakumari Sathyan, Anju Mehta, Chanda Pant; Grace Aluoka, Binny Aji Pillai, Ahmed Abdelwahab Mohamedali, Eluid (Lead Security), Suriya Sofi, Ramya Beesa, Bhavna Fudani, Kiran Bhasker  |              |                                      |
| <b>KEY TOPICS COVERED:</b> | Lockdown Drill, Oct- Major Incidents- Lessons Learnt, Medical Consent for all learners, National Measles vaccination campaign, L2- Risk assessment training, EFS Team Performance- Efficiency & Behaviour, ID Card Scanning, Employee Wellbeing- AP/Medical Team, COVID vaccination to Re-take, Medical Consent forms. |              |                                      |

| REF | ISSUE/TOPIC RAISED   | ACTION REQUIRED   | BY WHO           | TARGET DATE | UPDATE |
|-----|--|---|------------------|-------------|--------|
| 1   | Action points-October discussed  | Done  |                  |             |        |
| 1   | Lockdown Scheduled on 12.11.2024, Tuesday                              | Confirmed by the team again. Small change in start of the drill at 08:20 after the field trip to leaves TWS. Follow up meeting to be set up with Dewiness to discuss and approve plan | MSO              | 12.11.2024  |        |
| 2   | Oct- major Incidents- lessons learnt                                   | Work with Doctor Mirrah to access the Risk Assessment on Ammar Dossani 11B5. set up on 08.11.2024   | Medical Team     | 08.11.2024  |        |
| 3   | National measles vaccination campaign                                  | Waiting for the update from DHA. Medical team to work with Ms. Sara to understand the process when the Parent does not give consent.  | Medical team     | 28.11.2024  |        |
| 4   | L2-risk assessment training- Sumaiya Abdul Chaugle & Ume Salma Hasnain | Sumaiya Abdul Chaugle & Ume Salma Hasnain attended the training. Waiting for certification. Good feedback from the participants.  | NA               | NA          |        |
| 5   | EFS team performance- Efficiency & Behaviour                           | Kiran to create folder on share drive so that TWS all staff can provide feedback  | MSO              | 13.11.2024  |        |
| 6   | ID card scanning   | ID Scanning to be done mandatory by all learners and all staff on the Bus   | SLT              | 15.11.2024  |        |
| 7   | Employee wellbeing- AP/medical team                                    | Medical form for all Staff. Before 6th of Dec   | All staff/SLT    | 06.12.2024  |        |
| 8   | Flu- vaccination   | Vaccinations are out of stock as per DHA. Medical team to follow up   | Medical team/MSO | 18.11.2024  |        |

|    |  |   |                  |            |  |
|----|--|---|------------------|------------|--|
| 9  | COVID vaccination to re-take.          | Confirm that in writing with DHA/SEHA.                                    | Medical team/MSO | 18.11.2024 |  |
| 10 | Medical consent forms for all learners | 100% of TWS learners to have updated medial form in their files for 24-25 | Medical team/MSO | 06.12.2024 |  |

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Principal signature:

Date: 13/11/24.

*[Handwritten signature: Dr. Vijaya Kumari Sridhar]*

Safety Committee Chair signature:

Date: *[Handwritten signature]* / 12/11/24.

