Pradnya Niketan Education Society's

THE ORCHID SCHOOL

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Minutes of the Meeting

Safety committee

Date: 24.9.26

Members Present:

Ms. Namrata Majhail	Director- Principal
Ms. Sonali Khambete	Vice principal
Ms. Amarpreet Kotkar	UH Primary
Ms. Rinku Goyal	UH Middle
Ms. Sanjukta Sen	UH SSS
Ms. Jayashri Samudra	Coordinator SSS
Ms. Shaily Bhatt	Coordinator MD
Ms. Pallabi Mohapatra	Coordinator PD
Ms. Priyanka Salagare	Counsellor
Mr. Matin Shaikh	Admin head
Ms. Nishada Patil	Head Girl (MD)
Mst. Upanshu Kulkarni	Head Boy (MD)
Mst. Palash Jain	Head BOY (SSS)
Ms. Kavya Charaborty	Head Girl (SSS)
Ms. Komal Pendrunekar	Parent representative

Points discussed:

. Safety and Cleanliness During Recess

- It was observed that leftover food is sometimes found in common areas during recess, creating a **slipping hazard** for students.
- The area, particularly the **staircases**, needs to be kept clean and free from food waste.
- Younger students often have their food and then move out of the designated eating area. Students should be encouraged to **carry a napkin while having food in common areas.**
- A pilot initiative will be introduced from **1 October** to encourage students to use napkins and maintain cleanliness.
- The school will send a communication to parents requesting them to **send a napkin with their child.**

2. Dispersal Safety

- The committee discussed the **rush and pushing observed during dispersal** and the need for better crowd management.
- The documents/guidelines related to **dispersal duty** are yet to be received.
- A clear **backup arrangement for student duty members who are absent** needs to be established.
- Dispersal duties will be reviewed and monitored **fortnightly in coordination with the SCR.**
- A meeting with the SCR will be held every **Wednesday** to discuss and plan dispersal duties.
- In case there are insufficient SCR members available for dispersal duty, the responsibility may be assigned to **students from other domains who demonstrate good leadership potential**, ensuring appropriate supervision.

3. Students Staying Back After School

- It was observed that some students remain in school beyond **2:30 p.m.** and may move around the school premises without adequate supervision, increasing the possibility of accidents.
- To ensure that students remain engaged in a safe environment, **board games and other suitable indoor activities** may be arranged for students who stay back.

4. Washroom Usage and Student Safety

- The SCR committee will speak to students about **appropriate and responsible use of washrooms** and discourage students from spending unnecessary time there.
- Students will be encouraged to be **mindful of their own safety and the safety of others** while moving around the school premises.

5. Physical Safety Measures

- Additional safety measures will be planned for vulnerable corners/areas of the school premises for the **next academic year.**
- **Reflector strips and skid-proof tape** have already been installed in identified areas to improve visibility and reduce the risk of slips and falls.

6. Road Safety Awareness

- **Palash has recorded a message on road safety,** which can be used as part of the school's road safety awareness initiative.