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| --- | --- | --- | --- | --- |
| Date |  | | | |
| Time |  | Location |  | |
| Attendees |  | | |  |
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| Item | Subject | Actions Arising | Assigned |
| 1 | **Minutes**  Agree Minutes of previous meeting | Meeting minutes from XXX agreed and ratified |  |
| 2 | **Action Points**  Review action points arising from previous meetings |  |  |
| 3 | **Health, Safety and Wellbeing Performance** |  |  |
| 4 | **Inspections, Surveillance, Audit Reports** |  |  |
| 5 | **Policy Review** |  |  |
| 6 | **Accident/Incidents** |  |  |
| 7 | **Reporting System** |  |  |
| 8 | **Health, Safety & Wellbeing Updates** |  |  |
| 9 | **Campaigns** |  |  |
| 10 | **Bulletins** |  |  |
| 11 | **AOB** |  |  |

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| Date of Next Meeting |  |
| Time of Next Meeting |  |
| Location of Next Meeting |  |