

Safety Panel Agenda Template

To aid consistency across the Safety Panel's it is appropriate to have a template agenda to give the panel Chairs a guide to ensuring there is full consultation on all relevant safety, health and welfare matters.

For the best running of the meeting, and to ensure that resources are provided to minute the meeting, it is expected that the minuting of the meeting is organised by a Service Manager, ideally the Chair, and distributed to the group within an agreed timescale (5 working days). Minutes may be held in electronic format, and a hardcopy also displayed on a local health and safety noticeboard. In addition, the Corporate H&S Team are to hold all relevant Safety Panel documents, e.g. *agenda*, *minutes*, *action plan*, centrally on the ForestNet intranet pages.

Agenda.

- **Apologies;**
- **Introductions:** welcome to new members;
- **Previous minutes reviewed;**
- **Actions table from last meeting/ ongoing panel action plan;**
- **Health and safety monitoring feedback:** to include accident and incidents, staff training numbers, other significant issues in the last quarter e.g. first-aider changes. Expectation that the group will be updated on new legislation or industry guidance;
- **Policies and Procedures:** any new documents to be reviewed, or to inform the group of those about to be drafted;
- **Feedback on any workplace inspections/ audits undertaken, or recently published;**
- **Union/ Employee side updates;**
- **Staff health and safety training:** feedback of training, or review of outstanding training to be met;
- **Feedback from other relevant meetings:** other safety panels;
- **Any other business;**
- **Date of next meeting.**