**<ENTER THE GROUP… i.e. EVENT MANAGEMENT COMMITTEE OR LOGO>**

**SAFETY & RISK MEETING MINUTES**

**<ENTER EVENT NAME>**

**TO BE CONDUCTED WHERE? <VENUE>, <DATE & TIME>**

|  |
| --- |
| 1. **OPENING/WELCOME/REASON FOR THE MEETING:**
 |

|  |
| --- |
| 1. **ATTENDANCE – (Executive Committee members, and guests speaker names insert here):**
 |

|  |  |
| --- | --- |
| <INSERT POSITION> | <INSERT NAME> |
| <INSERT POSITION> | <INSERT NAME> |
| <INSERT POSITION> | <INSERT NAME> |
| <INSERT POSITION> | <INSERT NAME> |
| <INSERT POSITION> | <INSERT NAME> |
| <INSERT POSITION> | <INSERT NAME> |
| <INSERT POSITION> | <INSERT NAME> |

|  |
| --- |
| 1. **APOLOGIES & PROXIES:**
 |

**APOLOGIES FROM:**

 <Name> <Title>

 <Name> <Title>

 <Name> <Title>

|  |
| --- |
| 1. **MEETING COMMENCED AT:**
 |

Time:

|  |
| --- |
| 1. **CONFIRMATION OF PREVIOUS MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING/MINUTES:**
 |

**Previous minutes confirmed as accurate by:**

 <Name> <Title>

 <Name> <Title>

**Key Outstanding Issues & Action Required**

Issue:

Action required:

By whom:

|  |
| --- |
| 1. **BUSINESS ARISING:**
 |

**Key Issues & Action Required**

Issue:

Action required:

By whom:

**Key Issues & Action Required**

Issue:

Action required:

By whom:

**Key Issues & Action Required**

Issue:

Action required:

By whom:

**Key Issues & Action Required**

Issue:

Action required:

By whom:

|  |
| --- |
| 1. **OUTSTANDING ACTION ITEMS:**
 |

**Outstanding Item:**

Issue:

Action required:

By whom:

**Outstanding Item:**

Issue:

Action required:

By whom:

**Outstanding Item:**

Issue:

Action required:

By whom:

|  |
| --- |
| 1. **MEETING CLOSED AT:**
 |

Time:

|  |
| --- |
| 1. **SUMMARY OF KEY ACTION POINTS**
 |

|  |  |  |
| --- | --- | --- |
| Action | Who | When |
|  |  |  |
|  |  |  |