**<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 |
|  |  |  |
|  |  |  |