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| **Health, Safety and Environment Meeting** |
| **Unit Name and Address** |  |
| **Meeting Date** | Date | **Meeting Time** |  |
| **Attendees** |  |
| **Apologies** |  |

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| **Agenda** |
| 1. See Care Share Moment
2. Outstanding matters from previous meeting
3. Health & Safety
* Incidents, hazard observations and near misses since last meeting
* Report on findings of any Audits, Inspections and Risk Assessments
* Changes to site equipment, services or work methods
1. Food safety issues
2. Environmental issues
3. Quality issues
4. Changes to Company Policy or Procedures
5. Training
* Training since last meeting
* Training planned.
1. Any other HSE matters that team colleagues wish to discuss
2. Recognition/nominations for team members who should be recognised for their contribution to HSE
3. Action plan
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| **1. See Care Share Moment** |
| **Topic discussed during See Care Share Moment***(topic from the monthly See Care Share Update, lessons learned from a recent incident etc)* |  |
| **2. Outstanding matters from previous meeting** |
| Details | Actions required |
|  |  |
| **3. Health and Safety** |
| ***Incidents, hazard observations and near misses since last meeting***(where a colleague was involved in an incident that resulted in injury, ask them if they would like to share their experience with the team) |
| Details and actions taken | Further actions required |
|  |  |
| ***Report on findings of any Audits, Inspections and Risk Assessments*** |
| Findings/outcomes | Any actions required |
|  |  |
| ***Changes to Site Equipment, Services or Work Methods*** |
| Details | Any actions required |
|  |  |
| **4. Food Safety Issues** |
| ***Including alleged food poisoning, foreign body, allergen incidents and evidence of pests*** |
| Details and actions taken | Further actions required |
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| **5. Environmental issues** |
| ***Including waste segregation issues, excessive use of water/electricity/gas, chemical/oil spillage*** |
| Details and actions taken | Further actions required |
|  |  |
| **6. Quality issues** |
| ***Including customer comments, customer surveys, supplier issues, service delivery etc*** |
| Details and actions taken | Further actions required |
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| **7. Changes to Company Policy or Procedures** |
| Details and actions taken | Further actions required |
|  |  |
| **8. Training** |
| Training since last meeting | Training planned |
|  |  |
| **9. Any other HSE matters that team colleagues wish to discuss** |
|  |  |
| **10. Recognition/nominations for team members for their contribution to HSE** |
| Name | Recognised for |
|  |  |
| **11. Action Plan** |
| **Action Required** | **By whom** | **By when** | **Date completed** |
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| **Manager signature** | **Date** |

These HSE Meeting Minutes should be displayed on the notice board.

A copy of HSE Meeting Minutes must be sent to the line manager.

HSE Minutes must be retained at the site for a period of 3 years.