PERSIMMON HOMES X

**BI-MONTHLY CONSTRUCTION DEPARTMENT HEALTH & SAFETY WORKING GROUP MEETING (X Reporting Period)**

**Date X**

**Attendees**:

**Apologies:**

**Distribution: All Attendees + Apologies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Comments Actions** | **Responsible** | **Date** |
|  |  |  |  |
| 1. | **Issues arising from previous meeting:** |  |  |
|  |  |  |  |
| 2. | **Work Related Incidents since previous meeting:** |  |  |
|  |  |  |  |
| 3. | **HSE / Local Authority Contacts since previous meeting:** |  |  |
|  |  |  |  |
| 4. | **Safety Concerns Contacts since previous meeting:** |  |  |
|  |  |  |  |
| 5. | **Environmental Enforcement Agency Contacts/ Incidents since previous meeting:** |  |  |
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| 6. | **Dangerous Occurrences/ Near Misses since previous meeting:** |  |  |
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| 7. | **Site inspections and performance monitoring since previous meeting:** |  |  |
|  |  |  |  |
| 7.1 | **Summary of Zero Scores since previous meeting:** |  |  |
|  |  |  |  |
| 7.2. | **Site Issues of note:** |  |  |
|  |  |  |  |
| 8. | **Training:** |  |  |
|  |  |  |  |
| 9. | **Action plan update/review:** |  |  |
|  |  |  |  |
| 10. | **Sub-Contractor performance:** |  |  |
|  |  |  |  |
| 11. | **Analysis of quarterly site meetings:** |  |  |
|  |  |  |  |
| 12. | **Operative Warnings/Non compliances:** |  |  |
|  |  |  |  |
| 13. | **Contract Manager Action Reports (CMAR):** |  |  |
|  |  |  |  |
| 14. | **Industry matters:** |  |  |
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| 15. | **Issues raised by workers:** |  |  |
|  |  |  |  |
| 16. | **Operating Business and HS&E Group initiatives:** |  |  |
|  |  |  |  |
| 17. | **AOB:** |  |  |
|  |  |  |  |
| 18. | **Date of next meeting:** |  |  |