



HEALTH & SAFETY REVIEW MEETING

1) Purpose

The purpose of the Health & Safety Review Meeting is to review the Health & Safety performance of the company and agree action as appropriate to address any areas of concern.

2) Frequency

Unless agreed to the contrary a Health & Safety Review Meeting will be held on a quarterly basis. This will be on the first Monday of April, July, October and January each year. An alternative date for the scheduled meeting may be agreed, but this should be as close as possible to the scheduled date.

An unscheduled meeting may take place should a specific need arise, if this is the case a meeting specific agenda will be formulated.

3) Agenda

The Health & Safety Review Meeting agenda will include:

a) Actions from the previous meeting

A review of the actions agreed at the previous meeting including reporting back on progress and the effectiveness of the action.

b) Incidents reported since the last meeting

A review of all incidents that have occurred since the last meeting.

c) A review of incident trends

A review of the incidents that have occurred to see if there are any trends.

d) Agreement of action

An agreement of action required in respect of any incident that has occurred and/or trends identified.

e) Date of next Meeting

Confirmation of the date of the next meeting.

4) Attendance

The Health & Safety Review Meeting will be attended by the management team and open to all members of the In the footsteps & Take us Touring team of Tour Managers/Guides.

5) Minutes

The meeting's Chairman shall be responsible for keeping and distributing the minutes of the Health and Safety Review Meeting to all interested parties. Distribution to any interested party outside of the company shall be at the discretion of the senior management.

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