



SCOUTS AUSTRALIA NSW
Health & Safety Committee(HSC) Meeting
4 April 2019

MINUTES OF THE MEETING

Elected members:

Suzanne Day (Joey, Cub, Scout & Venturer Scouts)
Grant Whitehorn (Leaders whose primary appointment is not to a youth section)
Tracey Hansford (State and region office employees)
Gus Lloyd (Supporters)

Management Representatives:

Tracey Perrin, Head of Risk
Jay Mendoza, Commercial Manager

Observers in attendance:

Nil

Guest:

Nil

Apologies:

Rob Rodgers, acting as State Commissioner – Risk Management

Absent:

Anthony Pritchard (Activity Centres & Campsites)
Harry Lantry (Rover Scouts)

Chair:

Grant Whitehorn

Minute Taker:

Tracey Perrin

1 INTRODUCTION

1.1 Present, apologies

See the attendance list.

1.2 Review and approval of previous minutes

Moved: Gus	Seconded: Sue	Motion carried unanimously
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1.3 Review of Action Log

See the attached action log.

1.4 Reports to the Audit & Risk Committee (ARC)

No reports were given to the ARC since last HSC meeting. Dec HSC minutes were provided to the ARC in their Feb meeting however there has been no more ARC meetings since then.

2 RISK ASSESSMENTS

2.1 HSC agreed to help generate sample risk assessments to post on the Scouts NSW web site for members to utilise and edit for their specific needs.. See Action Log.

2.2 General discussion about the part that HSC plays –committee members do not approve risk assessments but provide input and support when requested.

2.3 Was agreed that a communication should be sent to Region Offices asking them to communicate regarding the sample risk s assessments. See Action Log.

3 CONTACTING HSC MEMBERS

3.1 Tracey P raised the issue of how members contact HSC members.

3.2 Tracey Hansford suggested getting Scouts email addresses for all.

3.3 Gus, Sue and Grant agreed, Scouts email address plus personal mobile numbers. Tracey H and Jay agreed existing Scouts email and desk phone

4 UPDATE on CSP

Jay provided an update on Challenge Valley. Concept Safety in Design is finalised by Scouts NSW however Adventure Developments has been unresponsive. Currently pursuing an alternative partner.

5 NEXT MEETING & CLOSURE

The next meeting is scheduled for Thursday 2 May at 6;30pm.



Action Items Log - Health & Safety Committee

Item Ref #	Responsible	Action Required	Status
1 6/12/18	Chairperson	Revise the HSC Charter	
1 7/3/19	Grant Whitehorn	Update the HSC Charter to include the operating principles.	
2 7/3/19	all	Provide Tracey with 'good' risk assessments in order to create more examples to put on the web site.	COMPLETE
3 7/3/19	Tracey Perrin	Mention the sample risk assessment to attendees at the March CCC meeting. Attendees should further communicate them at their ARP's.	Not COMPLETE – see revised action
4 7/3/19	Tracey Perrin	Plan future HSC Induction topics: 1. Incident Root Cause Analysis and 2. Region Major Events.	
5 7/3/19	Tracey Perrin	Arrange to correct Grant Whitehorn's workgroup description on the HSC page	COMPLETE
1 4/4/19	Tracey Perrin	Send a communication for Regions to request sharing of sample risk assessments	
2 4/4/19	Tracey Hansford & Grant Whitehorn	Work together to generate sample Canoeing Risk Assessments	
3 4/4/19	all	Send any Major Event risk assessments to Tracey P	
4 4/4/19	Sue Day	Draft a sample risk assessment for Sleepovers at Scout Halls	
5 4/4/19	Grant Whitehorn	Send info to the committee about how to do effective risk assessments	
6 4/4/19	Tracey Hansford	Arrange email addresses with IT	
7 4/4/19	Tracey Perrin	Clarify Harry's role as a Rover and proceed to nominations if necessary	
8 4/4/19	Tracey Perrin	<p>Draft a letter from HSC to State Contingent re. lessons learnt.</p> <ul style="list-style-type: none"> • risk assessment for major events • HSC objective is to consult, share learning 	