



**SCOUTS AUSTRALIA NSW
Health & Safety Committee(HSC) Meeting
6 June 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)
Anthony Pritchard (Activity Centres & Campsites)
Harry Lantry (Rover Scouts)

Management Representatives:

Tracey Perrin, Head of Risk
Rob Rodgers, acting as State Commissioner – Risk Management

Observers in attendance:

Nil

Guest:

Nil

Apologies:

Jay Mendoza, Commercial Manager

Absent:

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: Tracey H	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)

February, March and April 2019 minutes being provided to ARC in their July meeting.

2 EXAMPLE RISK ASSESSMENTS

2.1 See Action Log

3 WHS Update

3.1 Tracey P provided an update on Incident Reporting system project. Product selected was Folio. Suggestions were provided by the committee regarding wording of some specific questions eg root cause

3.2 Discussion re. adding safety as an agenda item to all meetings (see Action log)

3.3 Discussion re. developing a single coherent message on safety and child safety with the CPO (see Action log).

3.4 Provide statistics reports to HSC (see action log). Use Board Report as base.

3.5 Head of Risk briefed the HSC on the serious incident that was notified to SafeWork NSW in May. De-identified information was provided about the incident.

3.6 Winter Hazards pamphlets – suggestions were provided by the committee regarding how to distribute the pamphlets.

4 GENERAL BUSINESS

4.1 Anthony Pritchard will provide information regarding Disability aspects for groups and halls for head of Risk to pass on to Property team.

4.2 Anthony Pritchard will provide some Ropes references for Head of Risk to include in the Adventurous Activities procedures.

5 NEXT MEETING & CLOSURE

The next meeting is scheduled for Thursday 4 July 6;30pm.



Action Items Log - Health & Safety Committee

Item Ref #	Responsible	Action Required	Status
1 6/12/18	Chairperson	Revise the HSC Charter	In draft
1 7/3/19	Grant Whitehorn	Update the HSC Charter to include the operating principles.	In draft
4 7/3/19	Tracey Perrin	Plan future HSC Induction topics: 1. Incident Root Cause Analysis and 2. Region Major Events.	
1 4/4/19	Tracey Perrin	Send a communication for Regions to request sharing of sample risk assessments	Awaiting more 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	COMPLETE
4 4/4/19	Sue Day	Draft a sample risk assessment for Sleepovers at Scout Halls	In draft
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	CLOSED Out – no action required
8 4/4/19	Tracey Perrin	Draft a letter from HSC to State Contingent re. lessons learnt. <ul style="list-style-type: none"> • risk assessment for major events • HSC objective is to consult, share learning 	
1 6/6/19	Tracey Perrin	Consider ways to encourage adding safety as an agenda item to all meetings. Next CCC?	
2 6/6/19	Tracey Perrin	Consider developing a single coherent message on safety and child safety with the CPO	
3 6/6/19	Tracey Perrin	Provide statistics reports to HSC (monthly)	
4 6/6/19	Anthony Pritchard	Provide information regarding Disability aspects for groups and halls for head of Risk to pass on to Property team.	
5 6/6/19	Anthony Pritchard	Provide some Ropes references for Head of Risk to include in the Adventurous Activities procedures.	