**Minutes health and safety committee meeting**

Date

Present:

Apologies:

|  |
| --- |
| Agenda item 1: *topic title* |
| Discussion points: |
| Action(s): | Person responsible | Proposed completion date |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

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| Agenda item 2: *topic title* |
| Discussion points: |
| Action(s): | Person responsible | Proposed completion date |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

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| Agenda item 3: *topic title* |
| Discussion points: |
| Action(s): | Person responsible | Proposed completion date |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |