Ashford Business Services Ltd

Safety meeting minutes

A focused record of safety committee discussions, decisions and actions.

Meeting date: _____

Chair: _____

Attendees: _____

Apologies: _____

Incidents since last meeting

Date	Incident	Outcome	Follow-up
9 November 2026	Brief description	Outcome as agreed at the meeting.	Action as agreed at the meeting.
9 November 2026	Brief description	Outcome as agreed at the meeting.	Action as agreed at the meeting.

Inspection and audit updates Summary of recent inspections, audits and their findings. as agreed at the meeting.

Training update Training completed and planned.

Actions

No.	Action	Owner	Due date
1	Action as agreed at the meeting.	Sarah Mitchell	9 November 2026
2	Action as agreed at the meeting.	Sarah Mitchell	9 November 2026
3	Action as agreed at the meeting.	Sarah Mitchell	9 November 2026

Next meeting

Date: _____

Chair: _____

Sign-off

Chair: _____ **Secretary:** _____ **Date:** _____