**UKOPA Process Safety Working Group**

Agenda for the Meeting to be held at MeetPoint, Kegworth

Thursday 28th April at 10am

1. Attendance, Apologies and membership NB
2. Safety Moment
3. Minutes of last meeting and actions arising JF
4. Safety Alert CD / All
	1. Review of alerts
	2. Confirm process for production
5. Budget and workplan JF / All
	1. Review of 2022 budget
	2. Changes and new ideas for the group
6. Process Safety Forum All
	1. 9th June 2022 via TEAMS – need a volunteer (NB on leave) - Yan
	2. 14th October 2022 in London – need a volunteer - Tommy
	3. 9th December 2022 via TEAMS – need a volunteer

1. Dates for 2022 Meetings
	1. Wednesday 5th October 2022 – focus on alerts for members meeting / behavoural safety remit – can we find someone who can help us develop the brief?

Other dates for the diary

* 1. 25th May 2022 – Technical Seminar – Gateshead
	2. 29th September – Emergency Planning Workshope – York
	3. 11-12th October – Members Meeting - Runcorn

**Summary of Actions from this meeting and outstanding actions from previous meetings**

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| **Action** | **Who** | **Date** | **Summary** | **Update** | **Status** |
| 22.01 | JF /NB | 03/22 | Meet with Chandima to agree Safety Alert development process and prepare a few for review at the April meeting |  |  |
| 22.02 | JF | 03/22 | Ask Board about sharing SAs on the main UKOPA website |  |  |
| 22.03 | All | 03/22 | Bring ideas to the April meeting for PSWG future work |  |  |
| 22.04 | All | 03/22 | Advise NB if you are willing to attend PSF meetings during 2022 |  |  |
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|  |  |  | **Previous Meetings** |  |  |
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