| Segment | Slide | Materials | Guidance |
| --- | --- | --- | --- |
| Holding slide  CUSTOMISE | 1 | Slide pack | Include site name and presenters name |
| Attendees enter | 1 | Session report  Attendee reference sheet  Feedback survey (hardcopy if req.)  Survey box | **Coordinator to capture** headcount and employee type split  Hand out Attendees reference sheet and hardcopy of surveys if internet is not available  Have a ballot box ready to collect surveys anonymously |
| Agenda | 2 | Slide pack | Refer to facilitator notes on slide |
| Minister’s video | 3 | Slide pack | Refer to facilitator notes on slide |
| Safety Reset theme | 4 | Slide pack | Refer to facilitator notes on slide |
| See Stop Report | 5 | Slide pack | Refer to facilitator notes on slide |
| What it means | 6 | Slide pack | Refer to facilitator notes on slide |
| 1 minutes’ silence  CUSTOMISE IF POSSIBLE – P&G, EXPLOSIVES | 7 | Slide pack | This slide can be replaced with words more relevant to your industry event (if one exists) otherwise the facilitator might need to talk through the parallels. |
| What drives you | 8 | Slide pack/discussion | Refer to facilitator notes on slide  **Coordinator to capture** all talking points from attendees – issues and ideas  Have someone prepared to share, in case no-one volunteers |
| Does our culture prevent accidents? | 9 | Slide pack | Refer to facilitator notes on slide |
| I chose to look the other way - Heathrow | 10 | Slide pack – embedded video | Refer to facilitator notes on slide |
| Lessons for the resources sector | 11 | Slide pack | Refer to facilitator notes on slide |
| How do organisations manage safety well? | 12 | Slide pack/discussion | Refer to facilitator notes on slide  **Coordinator to capture** all talking points from attendees – issues and ideas  Have someone prepared to share, in case no-one volunteers |
| Video 1 – Paul Cane  CUSTOMISE IF POSSIBLE – P&G, EXPLOSIVES | 13 | Slide pack – embedded video | This video can be replaced by one more relevant to your site or industry if you have access to one, otherwise the facilitator might need to talk through the parallels. |
| Questions to ask | 14 | Slide pack/discussion | Refer to facilitator notes on slide  **Coordinator to capture** all talking points from attendees – issues and ideas  Have someone prepared to share, in case no-one volunteers |
| Reporting is a good thing! | 15 | Slide pack | Refer to facilitator notes on slide |
| How do we report? | 16 | Slide pack/discussion | Refer to facilitator notes on slide  **Coordinator to capture** all talking points from attendees – issues and ideas |
| Support to report | 17 | Slide pack | Refer to facilitator notes on slide |
| Supporting legislation | 18 | Slide pack | Refer to facilitator notes on slide |
| Video 2 – Chris Roberts  CUSTOMISE IF POSSIBLE – P&G, EXPLOSIVES | 19 | Slide pack – embedded video | This video can be replaced by one more relevant to your site or industry if you have access to one, otherwise the facilitator might need to talk through the parallels. |
| What’s next? | 20 | Slide pack/discussion | Referencing issues and ideas already captured by the coordinator, lead a discussion about practical changes that could be made to improve.  **Coordinator, ensure these are captured** and reported back to RSHQ. |
| Wrap up | 21 | Slide pack  Survey – either online or hardcopy | Refer to facilitator notes on slide  Remind them about the survey & collection point if hardcopy is being used. |
| Attendees leave | 22 | Slide pack | Leave QR code on screen as people prepare to leave |