Spiking concerns in a venue: a staff welfare briefing

Complete with the actual workplace arrangements. Read the accompanying guide, agree the local procedure and identify who will check the record.

Venue / role / date	
Time raised	
exact location	
observed condition	
help requested	
welfare lead	
factual handover	
authorised evidence arrangements	

Follow-up

Action	Owner	Due / trigger	Completed

Keep completed records with the appropriate access restrictions. Save your entries before closing.

Read the accompanying guide online