

## Unitec New Zealand Limited

Meeting of Ako Ahimura

25/11/20

<b>Title</b>	Draft Guidelines for Working Safely in Groups
<b>Provided by:</b>	Lisa Simperingham and James Oldfield (24/11/20)
<b>For:</b>	<b>DISCUSSION</b>

### Recommendation

That the Committee provides feedback on the Draft Guidelines for Working Safely in Groups

### Purpose

The purpose of this paper is

*To report back to the Committee on the Action Points arising from the meeting on 28/10/2020. The actions arising were numbers 2 and 3.*

### Key Points

*If the whole information paper including attachments is more than two pages – include the key points here – these are the points that will most likely be minuted. Otherwise delete this section.*

- A draft set of guidelines were developed
- Feedback is sought from the Committee on the guidelines applicability across the institute

### Contributors

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*Include names of Unitec staff who have contributed where it is essential for the reader to know.*

*Lisa Simperingham*

*Maureen Perkins*

*Maura Kempin*

*Karen Haines (reviewer)*

*Sue Tulett (reviewer)*

### Attachments

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*Guidelines for working safely in groups.docx*