LEADERSHIP TOOLKIT - TOOL 7

The 30-Minute Leadership Risk Review

A monthly standing agenda for leadership teams. Run this meeting before any other wellbeing agenda item. Keep it to thirty minutes. Keep it evidence-based.

10 MINUTES - WHAT ARE STAFF TALKING ABOUT?

- What are we hearing in staffrooms, in passing, in conversations that don't make it to formal channels?
- What does our data show - behaviour incidents, sick leave, near-misses, feedback?
- Which of the Six Hidden Hazards are most visible right now?

10 MINUTES - WHICH HAZARD WILL WE FOCUS ON?

- Name the hazard
- How does it compare to last month? Is it improving or worsening?
- Are our current controls actually working, or are we assuming they are?

5 MINUTES - WHAT IS ONE LEVEL 1 CONTROL WE COULD IMPLEMENT?

- What could we change, remove, or redesign in the next four weeks?
- What have we been adding that could be subtracted instead?

5 MINUTES - ACCOUNTABILITY

- Who owns this? Name the person, not the role.
- What will we look for at next month's review to know it worked?

Meeting over. This thirty-minute conversation, held monthly and taken seriously, is more valuable than any annual wellbeing survey. It keeps psychosocial risk management active, visible, and embedded in how leadership actually operates.

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