Safety Huddles are brief, focused and structured. They are an opportunity to share information about potential or existing safety risks which may affect patients, staff and any person accessing the health care environment.

What do Safety Huddles look like?
- They are held at a consistent time
- Safety Huddles are brief, 5-10 minutes
- They are performed standing to assist with focus and efficiency
- There is an agreed leader for each Safety Huddle
- A unit-specific standardised script and structure is followed
- A process for action is followed after the Safety Huddle
- All staff (clinical and non-clinical) are encouraged to speak up
- They are improvement-focused and non-punitive

Where is a Safety Huddle held?
In a central location which is convenient to all team members ensuring workflow is not obstructed and confidentiality is ensured.

Who attends a Safety Huddle?
All staff involved in the care of patients, clinical and non-clinical, including: medical, nursing, allied health, pharmacy, ward clerks, clinical support officers and security staff.

Address 3 Focus Areas

1. Look back - and ask:
   - ‘Over the last 24 hours what safety incident(s) occurred and have we prevented it/them from being repeated?’
   - Celebrate success. ‘Have there been any compliments or good news stories?’

2. Look forward - and ask:
   - ‘What patient and staff safety issues do we need to be aware of today that will distract us from patient care?’
   - ‘Have we mitigated the risks?’
   - In other words, ‘what are the emerging threats?’

3. Plan
   - Document and follow the unit-specific plan for follow-up of safety concerns
   - Assign accountability

Developed by the Team Effectiveness Program for Team Stripes
For further information regarding Safety Huddles or team work, please contact Program Lead, Team Effectiveness, Clinical Excellence Commission
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