



**CAIRNGORMS NATIONAL PARK AUTHORITY**  
**HEALTH & SAFETY MEETING**

18 May 2023

**Minutes**

**In Attendance:**

Kate Christie  
Pip Mackie  
Mark Pocock  
Colin Simpson  
Beccy Stanton  
Alan Smith

**Apologies**

Emma Stewart

**Review of Minutes and previous actions:**

1. Minutes reviewed as per action log. And outstanding actions carried forward.

**2. Electronic sign in system update**

- a. Beccy is in process of developing fire marshal training. The course has been written up and tested and once all the paperwork and generic ELMS training has been updated, the fire marshall training will be scheduled, as will a fire drill.
- b. New receptionist starting next week and reception is manned until 2pm daily.
- c. Muster point has been changed from two separate locations to one – on the grass in front of Rosehall (where Parklands now operate)
- d. There is an issue with the i-pad at Ballater – Beccy is dealing with this
- e. Beccy identified that there is an issue with people signing in at the reception i-pad and then they go immediately to pick up a pool car and sign out. The i-pads don't seem to be talking to each other quick enough as the sign out isn't happening. Expect this will be resolved when we migrate to SWAN.



- f. Since the sign-in system was implemented, 20 people have accidentally not signed out. Of these, 4 have done this twice. We will keep an eye on this
- g. **Agreed as an action point to remind staff when signing in or out to quickly check that the i-pad has correctly recorded the action rather than assuming it has. RS to action via staff newsletter**

### 3. Update on food hygiene issue re training

Agreed that the full food hygiene course is not proportionate with regards the minimal amount of food handling that takes place (literally just removing cling film from prepared sandwiches etc for meetings). Agreed therefore to rather create a laminated poster with guidance provided by Food Standards to be placed in kitchen areas. **Pip to action**

### 4. New staff member correspondence.

Key issues that a new staff member did not feel the branded gear was appropriate PPE for their role, and requirement for training on map reading and traversing upland locations. We responded that the Colombia branded kit is simply corporate wear, and is NOT PPE. Line managers are responsible for doing a personal risk assessment with all their staff, and through this form to identify any specific/unique risks of that role, and the PPE or specific training to mitigate those risks. Staff member was content with that but it would seem that not all line managers are aware of their responsibilities in this regard. **Action – KC to e-mail all line managers reminding them of their responsibilities; and PM to add these responsibilities with regards identification of appropriate PPE to the Induction Checklist (that all line managers get in advance of a new member starting) :-**

### 5. Garmin Lone Working device

Peatland team are not using PeopleSafe for garmin. They will use the app to clock in/out, and going forward will use garmin when out and about as it has the location detector. This is contracted directly through garmin. If there is an incident, they press the SOS on the garmin. If they don't return and do not clock in/out on the app, this will trigger a response via PeopleSafe. We would then use the Garmin portal to establish where they are located. Beccy in process of setting up the garmin devices, and will be taking over PeopleSafe. Beccy to liaise with PeopleSafe team to identify what devices and accounts we have, what we need and where the gaps are. In the meantime, ranger team have reported they are content with the lone working system they use

### 6. Facilities matters.



- a. Equipment is being left at reception, blocking fire exits and fire extinguishers. **Becky to ensure fire marshal training emphasises point that fire exits/extinguishers to be left clear**
- b. Agreed that we need dedicated space for deliveries to be stored pending pick up by relevant officer. **Facilities team to leave shelving currently in old reception space (#14). Staff to be advised to leave deliveries in these shelves for pick up.**
- c. PAT testih scheduled for early June
- d. Smoke vent repairs are in hand
- e. Shed floors are being sealed

## 7. Ranger matters

- a) 4 x trainee rangers will be starting w/c 19<sup>th</sup> June. They will always be buddied and never work alone.
- b) It was asked if there were any issues with CNPA trainees being buddied by partner staff. **AS confirmed that standing operating procedures and risk assessments are in place for the trainees**

## 8. AOB

There had been a last minute request for 1<sup>st</sup> Aid cover for one of the CN Festival events. Was able to be covered but did throw up an issue and the requirement of an audit of team requirements for 1<sup>st</sup> Aid training to ensure adequate cover. **Pip is on the case and currently organising outdoor 1<sup>st</sup> aid training to expand the numbers able to cover. Pip will update staff on this via newsletter.**

**Agreed though that we need Standing Operating Procedure for events. Alan Smith to action**

### Risk Assessments

9. **H&SC members to advise Mark P when they've updated a RA for final check by Mark**

## Action log

### Actions from this meeting – 19/01/23

| Action   | Responsible person and Status |
|--|-------------------------------|
| Agreed as an action point to remind staff when signing in or out to quickly check that the i-pad has correctly recorded the action rather than assuming it has. <b>RS to action via staff newsletter</b> | RS                            |



|   |            |
|---|------------|
| <b>Poster with food handling guidance to be developed and displayed in kitchen areas</b>  | PM         |
| <b>KC to e-mail all line managers reminding them of their responsibilities re personal risk assessment and PPE;</b>   | KC         |
| <b>PM to add these responsibilities with regards identification of appropriate PPE to the Induction Checklist (that all line managers get in advance of a new member starting) :-</b> | PM         |
| <b>Beccy to ensure fire marshall training emphasises point that fire exits/extinguishers to be left clear</b>   | RS         |
| <b>Facilities team to leave shelving currently in old reception space (#14). Staff to be advised to leave deliveries in these shelves for pick up.</b>                                | Facilities |
| <b>Pip to organise outdoor 1<sup>st</sup> aid training to expand the numbers able to cover. Pip will update staff on this via newsletter.</b>   | Pip        |
|   |            |

**Actions outstanding from previous meetings**

| <b>Meeting Date</b> | <b>Action</b>  | <b>Responsible person</b>   |
|---------------------|--|---|
| <b>14/09/22</b>     | H&SC should have sight of team specific risk assessments                               | CS and ES   |
| <b>19/07/22</b>     | 4 x 4 training for new Peatland staff to include person who has missed it to date      | In hand. Waiting on new PO's to join and training will include them as well |
|                     | Safeshores devices to new staff and training for all users                             | On going  |
|                     | Additional loch mechanism for main door extension to be investigated                   | On going  |
| <b>16/12/21</b>     | All to advise MP once RAs have been updated, so MP can ensure consistency of templates | Ongoing   |



|                 |  |  |
|-----------------|--|--|
| <b>19/03/19</b> | Ballater Panic alarm - the alarm is to be moved to the CNPA office when the office is reconfigured. A peep hole will be put in the internal door of the office, as currently staff are not able to see who is at the door if the knock | MP (on hold pending work to commence reconfiguration of office). MP to get a quote anyway to hold on record. |
|-----------------|--|--|