

Paper 4

Health and Safety Meeting Minutes

24 April 2024



For information

Draft minutes of Health and Safety Meeting

Held 24 April 2024

In Attendance:

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

Joined by:

Katherine Willing – HR Officer, and DSE Assessor
Paul Davison – Information Manager

Review of Minutes and previous actions:

1. Minutes reviewed as per action log. And outstanding actions carried forward. Key points are:
 - a) Rangers now all have EE sim cards to ensure there are no black spots for connectivity
 - b) KC has contacted all Head's of Service (HoS) reminding them of lone working responsibilities, and need to consider what lone working devices their staff should have. As an update, PM has created a "line Managers" page on Eolas, and there is information on this page about the different lone working devices available and reminding line managers of their responsibilities regarding staff lone working
 - c) Lone working workshop is on hold pending potential development of new buddy form on Sharepoint, but in the interim, **Beccy will send out an Eolas post advising all staff on the various PeopleSafe devices**
 - d) ELMS report has been tabled at Senior Management Team (SMT) Policy Day



- e) Rolling review of policies on hold pending a discussion with Paul about potential tools on Sharepoint to assist with this
- f) 2024 Job Plan template has been updated with a mandatory line about everyone's personal responsibility for adhering to Health and Safety (H&S) Policy and doing the ELMS H&S training
- g) **Insttution of Occupational Safety and Health (IOSH) training still to be sourced for PM, ES and KC**
- h) Health and Safety Committee (H&SC) minutes now being circulated to SMT
- i) Accident and Incident (A&I) form updated, but Paul is in process of developing a Sharepoint form that can be completed via a mobile app. This will be much easier and simpler to use and will feed into a SharePoint log.
- j) Tow bar has been installed on peatland 4x4, and enhanced 4x4 training has now been sourced (which will include towing) and relevant staff booked on to it
- k) Guidance about towing has been updated by Beccy
- l) Narrative re salting went onto sign in app
- m) Auto clearing of sign-in app now set up
- n) Fire chief is very happy with our bespoke fire marshal training, they don't deliver training on how to use a fire extinguisher, **we have to source this ourselves which MP and BS will do**
- o) Fire Marshal cover is comprehensive, but **Beccy will contact the 10 additional folk who we identified were in the office regularly and across various locations to ask them to do the training**

Display Screen Equipment (DSE) Review

2. KW presented a paper setting out proposed changes to how we manage DSE assessments. Historically they had been done by one of the admin staff who had now left, and were clunky pen and paper exercises. We now have four DSE trained Assessor – Katherine, Jacki Munro, Laura Byers and Sara Denner. But there wasn't a consistent approach to managing assessments and the proposal was to try and develop a coherent approach and establish consistency across all four assessors.
3. Currently, we have a process map, which involves all staff getting a home assessment form which they return to the assessors, followed by a call with the assessor. But all staff have to do this annually and it's no longer feasible to phone everyone. So, a change recommended is that if the returned form indicates no issues, there will be no need for phone follow up.
4. Also, a new checklist to mimic the process map.



5. There are a lot of e-mail templates which need to be tracked and saved to ensure evidence of compliance. So, we have devised a new spreadsheet to help with tracking.
6. Also developed a new image library of equipment which can be tracked and checked, and also provide staff with visual options of tools to assist them.
7. The home assessment sheet has been revamped and it was asked if folk should have the option to opt out, given all staff have to do the mandatory ELMS DSE training course. **KW to do some research as H&SC felt opt out should not be an option.**
8. The ask of H&SC is:
 - a) Approval for the changes – **approved**
 - b) Guidance for how long the information will be stored. **KW to check this with PD**
 - c) What to do when issues continue, despite DSE advice/tools. **Agreed that in these circumstances it would be appropriate to make an OH referral**
 - d) Do we move DSE to Sharepoint. **Agreed. KW to liaise with PD.**
 - e) How does DSE team interact with H&SC. **Agreed access to each form will be limited to the four x DSE assessors, but that a quarterly report will be sent to H&SC with anonymised information on DSE issues. DSE team to action**
9. A member of the H&SC asked how long it usually takes for a DSE issue to be resolved. KW explained that there is no timescale currently. Member of staff is invited to a video call, equipment then ordered and there is a follow up call in about a month. It was asked if we should identify a timeframe. **KW to investigate.**
10. Discussion about whether or not a line manager should be aware of staffs DSE needs. H&SC felt line managers should be aware, but that wording should change to indicate that awareness would only be made if the staff members agreed. **KW to amend wording.**
11. H&SC suggested that there needs to be something in the process about advising staff to seek medical advice when appropriate as we will not organisationally always be equipped or indeed expected to deal with actual medical issues. **KW to add wording.**



12. H&SC agreed that for 2024, all staff to get the DSE homeworking form. Thereafter, when it goes out annually, there will be the option to state “no changes since last completed form”. **KW to implement**

13. All DSE will be migrated to Sharepoint. **KW and PD to action.**

14. H&SC asked what the situation was for office based desks and DSE assessments. KW explained that each desk has to be risk assessed, which the DSE assessors can do for staff who have permanent desk locations, but staff who hot-desk have to do their own DSE risk assessments, guided by the information from the ELMS training. **KW and DSE team to consider office DSE further.**

Review of Personal Protective Equipment (PPE) limits

15. We have had many applications in recently which suggest that our current price limits are low (last reviewed 3 years ago). The Peatland team have higher limits than others, yet there are other staff traversing similar terrain to Peatland team. **We agreed that the limits should apply equally for everyone, and that we will increase limits for jackets and boots to £300. MP to implement**

Accident and Incident Reports (H&SC responsible for reviewing all A&IR and making recommendations accordingly)

16. Three incidents: -

- a) 18/03/24:- registration plate came off the peatland 4x4 while traversing a fjord. Investigation revealed this is a common occurrence and had happened previously, and staff member just arranged a new plate without letting anyone know about this. Staff member advised to always report such an incident going forward. On this occasion, facilities arranged a replacement plate. **Facilities to see if plates can be bolted onto vehicle.**
- b) 19/02/24: - peatland vehicle. Normal access route was not available, so officers were diverted to a different route, but there was a lot of windblow blocking the route (Glenfeshie area impacted by the storm that clear felled huge areas of forest in December). Single track road, few passing place and those that were in place were blocked by fallen trees. Officer became stressed as another vehicle was behind him, and one in front travelling towards him. He tried to pull over but didn't see a fallen tree and went into it. Investigation identified several factors – stress, single track road, windblow, poor decision making. **All the team are now**



booked on to an advanced 4x4 training course which should deal with these kind of situations.

- c) 19/03/24 – member of staff exiting #16. Large backpack on, when glass door shut behind them, due to very small space, the door pushed against the backpack and staff members was pushed out the green door, landing badly on the road on her ankles, and quite badly injured. Investigation identified that other staff had experienced similar (but didn't report) and that space is indeed limited. Decision taken to no longer allow this door for general access, limit it only to a fire exit. All staff to be given keys for main extension door, which will become standard entry/exit point. **Facilities have already actioned.**
- d) AS explained that there had been an incident yesterday on a health walk. He will investigate and report back at next H&SC meeting.

Facilities matters

- 17. E-vehicles and journeys out with Scotland: a member of staff had a trip to England and noted that our fuel cards for e-vehicles do not work in England. The question was asked about how we facilitate longer journeys to England in our e-vehicle fleet. Currently advice is not to use an e-vehicle for such a trip but we will look in to this further.
- 18. Fire drill report. BS reported back on the outcome of our recent fire drill. There were 18 people signed in, of which six were fire marshals. Generally, it went well, and everyone was accounted for within two minutes of the evacuation being triggered in the app when the first fire marshal arrived at the muster point. Despite the pretty heavy rain everyone stayed in good humour until permitted to return to the building.
- 19. There were a handful of points to note:
 - a) There were two people who had left the building prior to the drill and forgotten to sign out. They were accounted for very quickly as someone had seen them leave.
 - b) There was one person who needed a wee nudge to leave but didn't resist once told that they did indeed need to go.
 - c) One person had put their wet shoes from cycling to work in the drying room and gone to their desk in their socks. They then naturally diverted to the drying room to put their shoes on before evacuating. We've had a chat about potentially keeping a spare pair of shoes in their locker so they can be in more of a state of readiness.
 - d) Most people automatically used a door they routinely use, rather than their nearest exit. We discussed that in a drill on a quiet Friday, that isn't really a



problem, but that on a busy day, using the nearest exit helps to keep everyone spread out, reducing congestion.

- e) Another fire marshal asked whether they should have grabbed the defib on the way out. We didn't have the defib when we thought all this through and trained the fire marshals, so definitely something we should put some thought into.
- f) BS explained that she is still in the process of getting the Ballater office to the same specification as the Grantown office and will then schedule a fire drill there

20. Buddy Form: PD presented a more streamlined approach to the buddy form whereby it is saved out on SharePoint. It was recognised that whilst the lone working policy seemed robust, the H&SC were not convinced that all staff were doing the buddy forms in line with the policy. By having them on SharePoint, this simplified approach may remove any barriers to completion and adoption. This approach means that all the buddy information is owned and managed by the staff member. This data is saved in one place as one line. The link to the data could then be shared into an outlook appointment, which has a template that PD is developing. **PD and ES and KC to discuss further**

21. PD also suggested that we streamline our Accident & Incident Reporting forms onto SharePoint, such that they could even be completed on a phone app, in "real time". **PS and KC to explore further**

Ranger matters

22. Nothing further to report

Peatland matters

23. Nothing further to report

AOB

24. Further to the discussion at the last meeting about delivery / storage of large items of kit, the Conservation team had budget to purchase a trailer. **PM was in the process of arranging training for staff who intended using the trailer.**

25. BS in the process of moving H&S files / folders onto SharePoint. **PD to create a Team's channel for H&SC**



Action log

Actions from this meeting – 18/04/24

Action	Responsible person and Status
Eolas post to all staff about PeopleSafe options.	BS
Fire extinguisher training	BS
DSE actions:- Research to see if WFH DSE opt-out is acceptable How long should we retain the DSE forms Quarterly report of DSE issues to be tabled at H&SC meetings DSE timeframes to be investigated Amend wording re line manager awareness of DSE issues Add wording about seeking medical advice DSE homeworking form to be circulated DSE to be migrated to Sharepoint Office based DSE to be considered and brought back to H&SC	KW and DSE team with assistance from PD where appropriate
New higher PPE limits to be updated on policy	MP
Consideration is vehicle reg plates can be bolted onto vehicles	Facilities
Report back to H&SC incident on Health walk	AS
Buddy form to be set up on SharePoint	PD
A&IR form to be set up on SharePoint/App	PD
Teams channel for H&SC	PD

Actions from last meeting – 11/01/24

Action	Responsible person and Status
Request Ranger EE sim from IT team.	KC - completed
Contact the key Heads of Service of remote workers and ask them to consider the needs of their remote workers and let facilities know if they require devices	KC - completed
Contact Heads of Service and remind them of the Lone Working policy and responsibilities for their staff	KC - completed
Produce a report of who has/hasn't completed ELMS training to be tabled at the next SMT Policy Day.	PM – completed and ongoing



Develop a schedule of rolling review of H&S policies.	KC
Check with Paul if there was a function whereby staff could be asked to sign that they had read the policy, and also if reminders could be set up	BS
Update Job Plan template with mandatory line about staff members responsibility re H&S training and policy compliance.	KC - completed
Arrange IOSH course for ES and refresher for PM and KC.	PM – in hand
Circulate H&SC minutes for SMT sight and discussion	KC – completed and ongoing
Update AIR form to identify location of 1 st aid supplies used so that we can replenish accordingly. Also to ensure that hard copies of A&IR form are replace with the most up to date form as the one used was about 2 years out of date.	MP – completed but overhaul of existing approach currently under consideration
Advise HR of the enhanced training requirements the 4x4 users needs, and HR to source training accordingly	ES - completed
Speak to mechanic at garage to get guidance re towing and if appropriate, draft appropriate guidance.	BS - completed
Put narrative into the newsletter reminding people to salt public areas if first in.	BS - completed
Put a message on the sign-in app reminding staff of their responsibilities re salting public spaces/access. To be done this week and next as very cold weather forecast so this is current and topical	BS - completed
Automatic mid night clearing of staff still signed in to be implemented	BS - completed
Speak to the new area fire chief to see if there is any additional training fire marshalls need e.g. how to use a fire extinguisher and will either source that or ensure she and MP cover that on the on-site course	BS - completed
Mapping exercise to see if exiting fire marshals will be sufficient, reviewing their working patterns, and work locations. And then to contact these folk, explain that we may still require them if the mapping suggest insufficient cover	BS – in hand



Publicise "holding meetings in office on office shut down days" guidance	BS - completed
Circulate All Staff diary invitation for agreed 2024 office shut down dates	BS - completed
Staff to be advised to arrange for kit to be delivered to the site, or to arrange for a hire vehicle to transport it. KC to flag to SMT for downward dissemination	KC – trailer has now been purchased for Conservation team and training in progress.

Actions outstanding from previous meetings

Meeting Date	Action	Responsible person
28/09/23		
	Buddy System to be reviewed and Consider a Buddy System workshop for staff	On hold pending migration of buddy form onto sharepoint
	Line Manager leaflet (work in progress) to include reference to lone working procedure	"leaflet" now a Eolas page instead, with a separate lone working page
	Green Health Link Workers standard operating procedure to come back to H&SC	In progress
July 2023	Mixer taps in #16 to be explored	Now installed
14/09/22	H&SC should have sight of team specific risk assessments	CS and ES
19/07/22	Additional loch mechanism for main door extension to be investigated	On going



19/03/19	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.
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