



Draft Health and Safety Committee Minutes

Held at Cairngorms National Park Authority office, Grantown-on-Spey
Hybrid

11 February 2025 at 11.30am

In attendance

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

Joined by

Pat Douglass (PD)
Adam Street-Smith (ASS) - Recreation and Access Manager

Apologies

None.

Item 1: Review of minutes and previous actions

1. Driving at Work Policy
 - a) Senior Management Team (SMT) have approved the changes, and the revised policy will go to Staff Consultative Forum (SCF) in March.
 - b) New Driver Log has been included in new joiner procedure.
 - c) Operational Management Group (OMG) still to consider if any roles other than Ranger posts require advanced driver training. **KC and CS to action**



- d) Seasonal Ranger job description has been amended to include additional narrative about driving for work safety, and Induction briefing has been amended to Include enhanced Information about driving for work.
- 2. Sexual harassment legislation
 - a) Risk assessment has been tabled at this meeting.
 - b) Ranger team will do own risk assessment based on the one agreed at this meeting.
- 3. National Society for the Prevention of Cruelty to Children (NSPCC) training
 - a) PM has arranged this training as well as safeguarding training for key staff.
- 4. Volunteer Ranger knives risk assessment- AS confirmed this has been done.
- 5. Fire Marshall procedures regarding shed alarm in progress.

Item 2: C2030 Bike project (PD presented)

- 6. PD explained that the project involves procuring a fleet of bikes for community hubs in Ballater, Grantown-on-Spey and Glenmore Forest Park. The Park Authority will own the bikes, but they will be asset transferred to the community after two-to-three years. Project also involves provision of bikes for staff to use. There is a separate procurement exercise to award a maintenance contract, which should involve a booking system and system for reporting faults. The following matters were discussed:
 - a) Public will not be charged for use of bikes. Hubs will be managed by volunteers.
 - b) Health and Safety Committee recommended that bikes should be handed to users by the volunteer, rather than just leaving bikes at pick-up points. In this way, volunteer can pass on key safety Information.
 - c) Health and Safety Committee suggested that as a minimum users should be required to sign a membership agreement setting out their personal responsibilities for using helmets, checking bikes before use etc. **PD to develop membership agreement to bring back to Health and Safety Committee.**
 - d) With regards fleet of bikes for staff use, it was agreed that for now they could be stored in the new bike shed at rear of number 16, but in a demarcated area



that is separate from area for use of staff-owned bike storage. Ultimately though the second half of the shed will be earmarked for the fleet bikes, and PD will arrange for funding for the Installation of e-charge points

- e) Health and Safety Committee recommended the need for an operating system for staff for use of fleet bikes, which should include a risk assessment and other key safety guidance (not dissimilar to the procedures set out for use of pool cars). **PD to develop and bring back to Health and Safety Committee.** Health and Safety Committee also recommended that there needs to be consideration about insurance. **PD to action.**

Item 3: Path inspection protocols (ASS presented)

- 7. ASS explained that the Park Authority has direct responsibility of a number of paths and installations in the Cairngorms National Park, this includes the Speyside Way, Snow Roads installations and a number of paths subject to an access agreement secured by Park Authority staff including the Old Logging Way and Charter Chest Path. In addition to these paths as an original member of the Upper Deeside Access Trust, latterly the Cairngorms Outdoor Access Trust and now Outdoor Access Trust of Scotland (OATS) there are a number of paths that the Park Authority has inherited a degree of management over in order to secure long term value of money for initial public investment. This largely relates to annual vegetation maintenance. In order to ensure public safety and legal compliance, the Park Authority has developed an inspection and reporting system that includes areas of activity each of which includes supporting actions. ASS seeking Health and Safety Committee views on this system. The following points were discussed:
 - a) Recognition that we are not seeking to deliver a risk-free environment and that recreation in outdoors does carry a degree of risk. However, the Scottish Outdoor Access Code (SOAC) sets out a requirement for people to take care and act responsibly for how they enjoy the outdoors. Nevertheless, all land managers has to ensure people can enjoy the outdoors safely.
 - b) This protocol is largely based on and an extension of the protocols that Health and Safety Committee have already seen regarding the Snowroad installations and Infrastructure.
 - c) Proposal advocates for each asset to have a location risk assessment. Proposal is to pull together the location risk assessments for all the assets and then have annual visual inspections of the assets by the ranger and access teams followed by a process to report and action any issues.



- d) Some assets will require more professional inspections eg bridges and trees. ASS explained that these inspections by trained contractors will identify planned, preventative (ie future) maintenance actions as well as Immediate ones required.
- e) ASS asked if Health and Safety Committee felt this protocol paper presented an appropriate response to managing public safety at these assets, and if where a land owner has a contract to manage an asset, do we see and stick with their risk assessment or duplicate it with our own.
- f) Health and Safety Committee considered the paper to be a broadly good response but suggested that the key is consistency - if there is a specific regime of inspection we can ask partners to do the inspections as long as there is a clear pro forma for them to follow so then all partners are reporting on the same things.
- g) Suggestion that there needs to be a baseline survey to see what baseline condition of assets.
- h) Health and Safety Committee suggested that it should be a condition of the land manager maintenance contract that the land manager does the risk assessment and shares it with the Park Authority, rather than us duplicate the work.
- i) It was suggested that the team see what others are doing in this regard, eg Forestry and Land Scotland (FLS). We need integrated systems with consistent records, the right competent people to do the right Inspections. It was explained that much of this is already in place, and that this document is simply adding to existing protocols.
- j) It was agreed that Health and Safety Committee as an advisory committee can and should have oversight of and comment on this, but the protocol and associated risk register should ultimately be viewed and signed off by SMT.

ASS and CS to take this to SMT

Item 4: Health and Safety Committee Policy

- 8. KC explained that this policy had been moved to SharePoint and as a result all the links were broken. She had spent some time updating the links but also the narrative as it was noted the policy had not been updated since 2022. This is the overarching Health and Safety Committee Policy that all new staff are expected to read and which has to be signed off by the CEO as accountable officer. Given the



update is so late and required additional narrative, It will be going to SMT for sign off In February. Health and Safety Committee were asked for any comments:

- a) It was noted that there was nothing in the policy about working with vulnerable people which is a significant risk for key staff. **KC to add link to Working with Vulnerable People policy.**
- b) It should be set out explicitly that the role of the Health and Safety Committee is an advisory one, rather than a decision making one. **KC to action and then to circulate to SMT.**

Item 5: To discuss recent incident of member of staff having a heart attack at work

- 9. Several members of the Health and Safety Committee were involved in the event and commented on how well the situation was handled by staff and first aiders, under very stressful circumstances. Nevertheless, it was acknowledged that there were some lessons to be learnt, and the purpose of this discussion was to see where we could tighten things up. The following was noted:
 - a) We have now put blister packs of aspirin in all first aid kits that are located throughout the building and in the Ballater office and the event grab packs. **BS to make sure first aid kits in pool cars also updated.**
 - b) Noted that some staff said they did not know we had a defibrillator, or where it was located (this despite Eolas post to staff advising accordingly and details about this on the Facilities page of Eolas, and this is also included in the tour for all new staff). Following the incident, the next wellbeing Wednesday post was about heart attacks, and it again included information about the location and use of the defibrillator.
 - c) Agreed the need to develop a pro forma (hard copy on a clip board) where attending first aider could capture key "emergency procedure" details that are critical in such an incident, and which would typically be required by paramedics. **BS to develop emergency procedure pro forma for location throughout building.**
 - d) We discussed best way to make health information about staff accessible to first aiders. Currently it is on PeopleHR but can be clunky to access (need two factor authentication so takes time). **Pip to Investigate with Paul if this can be accessed on SharePoint but locked down so only first aiders can see it**



- e) The wellbeing room was discussed - it is not only a medical room but also a quiet space for staff who need it. As such, we want it to be welcoming space that is not sterile. However, we agreed some changes are required:
 - i. The chaise lounge is being replaced with a fully reclining armchair with arm rests (the incident identified the need for an individual to be able to rest their arms, and also have their feet up, and potentially head up too).
 - ii. We have now placed paper cups in there for staff to access water (there is a sink in the room but there were no ventricles for holding the water).
 - iii. We will put a poster in the room to advise where the defib is located (**Facilities to action**).
 - iv. We will instal a panic button for the room in case anyone is there on their own and their condition deteriorates - **facilities to action**.
 - v. We will change the lock in the room to more easily facilitate access from outside - **facilities to action**.
- f) We are going to put out more posters around the building of who the first aiders are, and are also exploring adding to the name list that appears on the sign-in app who the first aiders are, so anyone can see via the app the first aiders who are in the building at a given time (this point was added following a discussion with the facilities team). **BS to action**.

Item 6: Sexual Harassment Risk Assessment

- 10. KC tabled this document, which is a requirement for all organisations, following the legal changes that came into effect in October 2024 regarding requirement of organisations to proactively prevent sexual harassment. The following comments were made:
 - a) Second bullet regarding lone working, should add that we already provide rangers with de-escalation training.
 - b) Fourth bullet regarding social media, should add in fourth column that we will provide support to staff who have been bullied via social media.
 - c) **KC to action above changes and then table the risk assessment with SMT for sign off.**



Item 7: Operating procedures for led bike rides (CS presented)

11. CS explained that this document sets out the systems Cairngorms National Park Authority has agreed for managing led cycle rides in a safe manner. It applied to anyone leading a bike ride on behalf of the Park Authority. It mirrors much of what is set out in the Active Travel risk assessment. Key points discussed:
- a) Health and Safety Committee agreed with the proposal that Cycle ride leader training and also two-day outdoor first aid is required for anyone to lead a ride on behalf of the Park Authority (and PVG check if riding with children and / or vulnerable adults).
 - b) Ratios of leader to participants is important. If an adult supporting the ride is not formally trained (eg a parent), they will be considered a participant for ratio purposes.
 - c) Missing is risk assessment, and guidance about on-road operations. **CS and Anna Ronayne to develop a risk assessment and on-road guidance as part of this procedure to come back to Health and Safety Committee. Thereafter, to be taken to SMT for sign off and broader distribution.**

Item 8: Accident and Incident Reports

12. Noted that there have been 13 accidents and incidents in the reporting period, this is a clear sign:
- a) That the SharePoint accident and incident report form is a much simpler way to log incidents; and
 - b) That incidents were previously under-reported.
13. The Incidents were as follows:
- a) Travelling towards Cromdale bridge from Grantown. To go onto the bridge, you must immediately navigate a tight left hand bend. Just before the employee got onto the bridge they braked as there was a car coming the other way that they did not see in their initial check. The road was covered in leaves and damp, so the van wheels lost grip and it slid into a wall bordering the entrance to the bridge, impacting on the driver side of the van. Damage to driver side bumper and wheel arch panels, as well as the head lamp cover being smashed. No other persons involved and no damage to the wall with only paint marks from the van. Investigation identified that that the relevant



team will be reminded to be very aware of road conditions and to drive accordingly.

- b) Staff member found a tick on themselves when they came into the office after a walk in the woods. The accident and incident report form was completed due to the fact they used the work first aid kit to remove the tick and clean the bite. No further action.
- c) When raising the standing desk, staff member's thumb got caught between the spindle handle and the desk, nail got caught and tore. Following investigation, WD40 was sprayed on the mechanism. Desk is old and in line to be replaced in due course. Until then, a repeat is unlikely and is not serious, so the desk may remain in use.
- d) Damage to pool car after it made contact with a low boulder in the site car park that couldn't be seen from the driver position. Following investigation, Ranger Team will be made aware of this particular hazard. Ranger Manager will speak with Nature Scot about removal of the rock.
- e) Employee was walking on the track leading from Glenmore Lodge to the Green Lochan. They passed a family of four with a small dog on a long extendable lead. They passed them on a wide stretch of the path. As they passed, without any warning or sign that it was going to act, the dog ran across the path at them, jumped up and bit them on my upper leg. Following investigation, it was agreed to review Standard Operating Procedure (SOP) regarding dangerous dogs / animals and actions to be taken if bitten by a dog. Rangers will be made aware of possibility of such incidents at pre-season briefing.
- f) Employee was walking through from next to number 14 when the fire door closed on them, hitting my arm, wrist and shoulder. Investigation identified that the noise emitted by the upholstery cleaner that was being used to clean an office chair in the vicinity was picked up by the fire system as being a fire alarm, which therefore prompted the door to close. We consider this to have been an unavoidable and "freak" incident. However, going forward, we will consider noises by any external kit we may be using.
- g) Member of staff and two partner colleague were approached by a resident with his dog. He immediately started shouting and swearing at them but proceeded to target and swear at our employee once he realised, they with the Park Authority. Investigating officer concluded that as this type of action by a member of the public is unpredictable it is unlikely that any specific future



occurrences could be foreseen but they may still happen. It is possible that members of staff could be asked not to go out alone or not to wear branded clothing that identifies them as Park Authority staff, but this would seem to be disproportionate to the likelihood of an incident. No additional action taken but it is worth noting the value of training that staff receive prior to going out eg in deescalating conflicts which the employee received. This could be considered for others who undertake on-site activities.

- h) Employee was walking down the stairs of number 16 and their ankle gave way on the bottom step, and they fell to the floor in the hallway. No action - isolated incident but employee reminded to take care and try not be too "speedy".
- i) Work experience young person was taking a folder apart when the metal binder cut their finger. Manager had given clear instructions. Isolated incident. no remedial action required.
- j) In woodland car park, employee was reversing slowly to park. Hilux bumps into parked vehicle that they missed in blind spots and side mirrors. No damage cause to Hilux. Member of public's vehicle has cracked below right brake light in the plastic bumper. Accident reported to facilities as there was an insurance claim involved. Employee reminded to be more aware of the surroundings. Make use of the reversing and all-round camera technology.
- k) Heart attack incident and associated incident reported regarding chaise longue tipping back and employee falling to ground. Reported on above.
- l) Employee walking from pool car area at side of extension. Left foot slipped on muddy section at entrance to car park. Missed hitting head on stone by small margin, passerby helped them up. Investigation identified that weather conditions were the main contributor, rain washing down mud from further up the roadside, the snow and ice had just melted from this area leaving a thick patch of mud. As a result, we monitored this area and ask the landscaper to also keep an eye on this area and clear any build up.

Item 9: Ranger services matters

- 14. Safeguarding training is in place for all rangers and green health link workers.
- 15. Ranger storage space on top floor number 16 raised as an issue. Facilities will investigate other storage options, and rangers to ensure priority kit is locate in downstairs shed.



16. Old, branded kit is taking up a lot of storage space. **KC to ask SMT what we should do with such kit, that cannot be used by staff.**

Item 10: Peatland team matters

17. Nothing raised.

Item 11: Facilities matters

18. Noted that an accident and incident report involving damage to a pool car has recently been completed, but it was two days after the incident which hampered investigation and remedial action. Staff to be reminded of need to report as soon as possible.

AOCB

19. It was asked if all staff should be given basic first aid course - not at the level that trained first aiders receive but just the basics. **Agreed that AS will broach this with the rangers who do comprehensive first aid training to consider delivering this in-house.**

Date of next meeting

20. The next meeting will take place on 13 May 2025.

Action table

Action	Responsible person and status
Bike project user "membership agreement" to be developed and brought back to H&SC	Pat D
Operating system for staff use of fleet bikes to be developed and brought back to H&SC	Pat D
Consideration of insurance for staff fleet bike use	Pat D
Path inspection protocol and associated risk register should to be viewed and signed off by SMT	ASS and CS
Addition of link to PVG Policy to H&S Policy	KC



H&S Policy to be taken to SMT for sign off	KC
Aspirin to be included in 1st aid kits in fleet vehicles	BS
Emergency Procedure Pro Forma to be developed	BS
Staff health details to be located on lock down SharePoint site accessible only to 1st aiders	PM with Paul D
Poster in wellbeing room to advise staff where the defibrillator is located	BS/MP
Panic button in wellbeing room	BS/MP
Change door lock in wellbeing room	BS/MP
More posters around the building about who the 1st aiders are and also update sign-in app with 1st aider details then let staff know about this via Eolas	BS
Action additions to Sexual harassment RA and pass to SMT for sign off	KC
Develop a risk assessment and on-road guidance as part of the Led Bike Ride procedure to come back to H&SC. Thereafter, to be taken to SMT for sign off and broader distribution.	Anna R and CS
Decision to be taken by SMT on how to dispose of old branded corporate clothing	KC take to SMT
Discuss with rangers' capacity to deliver bite sized training to staff on basic 1st aid	AS
30/10/24 Was a log kept of staff attending A&IR and Lone working training and do we need a mop up	KC and Paul D
30/10/24 OMG to consider which staff (other than rangers) should be put forward for Advanced driver training	CS and KC
30/10/24 Ranger team sex harassment RA to be undertaken, and also to be included in Green Health Key Workers Safe Systems procedures	AS