

**Paper 5**

**Health and Safety Meeting Minutes**

**11 January 2024**



# For information

## Draft minutes of Health & Safety Meeting

**Held 11 January 2024**

In Attendance:

Kate Christie  
Mark Pocock  
Alan Smith  
Emma Stewart

Pip Mackie  
Colin Simpson  
Beccy Stanton

### Item 1

#### Review of minutes and previous actions:

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

### Item 2

#### 02 Mobile coverage and lone working workshop

2. Issue is the change in mobile network from EE to O2 has meant some locations have no mobile coverage at all. This is impacting particularly on the Peatland team, and also on the rangers. ES has been exploring solutions with the IT team and updated H&SC, as follows:
  - a) ES did a trial with BS's personal phone using 2 sim cards.
  - b) ES has also had an introduction to the new PeopleSafe portal via MP and also directly with the PeopleSafe team.
  - c) On the basis of the above ES and MW have concluded that their preference is to rely on the SOS function in their Garmin devices for emergency situations, which they feel is more secure than relying on mobile phone cover.
  - d) ES will review the team's lone working guidance accordingly and will share with the H&SC



3. H&SC were content with this solution for the Peatland ream but discussed options for other lone workers in rural locations.
4. CS and AS suggested:
  - a) The locations the rangers patrol is not as remote as the peatland locations.
  - b) With regards emergency situations, there is not a requirement for rangers to have the Garmin devices as the ranger managers are content with the PeopleSafe device and service, and particularly now that it has been taken over and is more user focussed.
  - c) However, connectivity is still an issue for making/receiving calls, and they requested that the rangers also get 22 sim cards. KC To request these sims from IT team.
5. KC asked how we are supporting other remote workers. MP explained that Gavin had requested a pause for the planning team; Lewis Pate and Jos Milne have a PeopleSafe device; there is a PeopleSafe device for Jonathan that is currently being set up; Conservation team have their own apps (Sally, Matthew, Rebecca. Caroline and Hayley); the Access team have a shared device and their own apps (Adam, Doug, Vicky, and Andy), but given they work remotely so infrequently, it was greed that they would buddy up with a ranger on these infrequent occasions. However, there are clear gaps, and some remote workers appear to have nothing.
6. PM explained that line managers of new staff are always asked to advise facilities of the remote working kit requirements. Some line managers are following through on this but others aren't. It is not the H&SC's responsibility to identify who requires what, and it was agreed that KC would 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.
7. It was discussed that line managers don't all seem to know what their responsibilities are even though this is clearly set out in policy. KC said the HR team would work with the facilities steam to develop a workshop for all line managers and remote workers to bring the lone working policy to life and explain how the buddy system should be implemented, and to explain the Garmin and PeopleSafe options. Workshop to be in place before the summer. In the interim, KC to contact Heads of Service and remind them of the Lone Working policy and responsibilities for their staff.



## **Item 3**

### **Health and Safety Audit**

8. KC shared the recent H&S audit report and asked for views. H&SC agreed this was a reasonable audit, and agreed all recommendations. H&SC were particularly concerned about the poor completion rates for the ELMS H&S training. It was agreed that this training is actually very competent, and a significant benefit to staff. Going forward, PM will produce a report of who has/hasn't completed training to be tabled at the next SMT Policy Day.
9. We spoke about policies and agreed that KC would develop a schedule of rolling review of policies.
10. BS explained that all H&S policies had been moved to eolas. BS to 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.
11. BS explained that there will be an overarching H&S folder on SharePoint and it was agreed that team H&S documents would be saved in this folder so that all H&S documents were in the same place.
12. H&SC discussed the importance of all staff being held to account for their own responsibilities and it was recommended that there is a mandatory line in everyone's job plan highlighting their responsibility to do the ELMS training, and read and implement the policies and risk assessments, and that PDC's should review how this is being actions. KC to update Job Plan template accordingly.
13. Regarding the recommendation about training for investigating A&IR, it was agreed that the ISOH training covers this. PM to arrange IOSH course for ES and refresher for PM and KC.
14. It was agreed that SMT need more accountability for H&S and that they as well as Resources Committee should also get the H&SC minutes. KC to action.



## **Item 4**

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

#### **15. Three incidents:**

- a) A member of staff had a fall out with the building during their lunch break, but the A&IR was completed as CNPA first aid kit was administered by a CNPA first aider. MP to update AIR form to identify location of 1<sup>st</sup> aid supplies used so that we can replenish accordingly. Also to ensure that hard copies of A&IR form are replaced with the most up to date form as the one used was about 2 years out of date.
- b) Bogging of a vehicle. ES explained the situation:
  - i. 2 team members were on a remote location but could not park in the place they would usually park. They had to find somewhere else, and parked on a verge, not hardstanding.
  - ii. When they were ready to leave, they tried to reverse and turn around, but there was a ditch at the locality and the wheel went into the ditch and got stuck.
  - iii. There was no mobile reception, so they had to walk to a spot where there was reception and fortunately the contractors were still on site to assist.
  - iv. There was no obvious anchor point for the towing strap to tow them out, and no guidance about towing in the manual. However, the contractors were able to tow them out.
  - v. This incident raised a few issues: - the team failed to do walk around the vehicle and assess if the parking place was suitable for the manoeuvre they undertook; there was no guidance on how to tow the vehicle.
  - vi. H&SC discussed the situation and concluded that in addition to the recommendations set out in the report about mitigation actions/behaviours, the Peatland team required enhanced 4x 4 training that covered towing a vehicle, driving through fjords, 4x4 vehicle recovery. Previously such training had not been supported as it was felt that might then encourage people to take the vehicle off road when that was not the purpose of having such vehicles. However, it's when the unexpected happens that people get caught out, and we need to ensure that training provides for mitigation measures for the worst case scenario situations



- vii. ES to advise HR of the enhanced training requirements the 4x4 user's needs, and HR to source training accordingly.
  - viii. BS advised that she checked the vehicle manual and there was indeed no guidance re towing. BS to speak to mechanic at garage to get guidance re towing and if appropriate, draft appropriate guidance.
  - ix. BS advised that she checked the vehicle manual and there was indeed no guidance re towing. BS to speak to mechanic at garage to get guidance re towing and if appropriate, draft appropriate guidance.
- c) A staff member had a fall on ice on the outdoor extension terrace. this incident flagged a lengthy discussion about people's responsibilities for their own and each other's safety and we concluded the following:
- i. All new staff are advised during their office tour induction that we are all responsible for gritting public areas – this is not the responsibility of the facilities team who do not have capacity to cover all spaces by office open/close time
  - ii. The Winnter Tool Box Talk explaining people's responsibilities and how to administer grit/salt was posted to Eolas at the beginning of winter, but is clearly being missed
  - iii. There is a newsletter going out tomorrow. BS to put narrative into the newsletter reminding people to salt public areas if first in.
  - iv. BS to put a message o the sign-in app reminding staff of their responsibilities. To be done this week and next as very cold weather forecast so this is current and topical.

## **Item 5**

### **Facilities maters**

#### **16. Review of Sign-in app.**

- a) BS said that when the sign-in app was first introduced H&SC made the decision that there should not be an automatic clearing of anyone who had failed to sign-out. Decision at the time was based on concerns that someone may be in the building and have become unwell and therefore be left alone and unattended overnight.
- b) Now that the app has been in place for several months, we would like to revisit this decision. BS explained that the purpose of the app is not to support/mitigate lone workers – it is primarily to support fire safety and ensure we are compliant



with fire regulations. Currently, if someone doesn't sign out at night, there are deemed to still be in the office. When they next come into the office and swipe their card, they will be signed out, not in. This then provides a false picture of who is in the building if there were a fire and the fire brigade were on site.

- c) The "ask" is that we approve an automated system whereby anyone who is still signed in at midnight is "wiped" from the system and therefore deemed as having signed out. Any risks of someone being alone in the building after hours and unattended is mitigated by the fact that the cleaners do a sweep of the building before, they alarm it and only alarm if content that no-one is in the building.
- d) H&SC approved the request and agreed this was key to ensure fire safety. It was agreed though that we do spot checks to see if there any repeat "offenders" not signing out, and if this is the case, to raise this with their line manager.
- e) BS to implement automatic clearing.

#### 17. Fire Marshall training.

- a) Until now, fire marshals have done an externally facilitated fire marshal course, and that was all the training they did to qualify them as fire marshals.
- b) All staff are required to do the ELMS fire safety training. Several fire marshals have reported back that the external fire marshal training was poor, and that everything they were taught at the course was also covered by the ELMS training
- c) BS has developed an excellent site specific course for fire marshals to attend. This covers what they actually need to do in our actual building if there was a fire. The recommendation is that the ELMS training + the on-site training replaces the external course. This was agreed by the H&SC, and it was agreed that the few additional steps that fire marshals need to take which isn't covered by ELMS will be included by BS in the site specific course.
- d) BS will also speak to the new area fire chief to see if there is any additional training fire marshals 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.
- e) An additional matter was that all staff who were current fire marshals and who have done the external training course were invited to do the on site course. Of the 34 or so people only 22 have accepted the invitation, with the others stating they no longer wish to be fire marshals. E.g. because they are only in the office 1 day/week. BS has written back explaining that due to new hybrid working environment, we need more trained fire marshals, not less. H&SC agreed that we don't want to force anyone to be a fire marshal, but equally we need to ensure we have sufficient cover. BS to do a 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.

**18. Office use during shut down days.**

- a) BS said this point was to cover times the office is used out of hours or on fixed bank holidays (e.g. St Andrews Day). BS has put together a guidance note for those who host meeting during these times, reminding them that they need to have a fire marshal and 1<sup>st</sup> aider at these events; lock up procedure etc. The guidance will have links to the names of fire marshals and 1<sup>st</sup> aiders. BS to publicise this guidance note.
- b) We also discussed the idea of circulating All staff diary invitations at the beginning of the year of office shut down days (including Christmas) for the year, so staff have plenty of notice and also have this in their diaries. BS to action once Christmas shut down and St Andrews day holiday confirmed.

## **Item 6**

### **Ranger matters**

- 19. Green Health Link Worker (Gavin Hosie/Louise Emslie) are writing up risk assessment and standard operating procedure for meeting people when referred by GPs. AS to bring back to H&SC
- 20. Recruitment is now live for seasonal rangers. Numbers will be same as last year. Concern is that budget cuts may mean less partner ranger cover which could put additional stress on our team. This to be monitored as year progresses.
- 21. Lucy has reported to AS that she is happy with PeopleSafe as the lobe working support for the team.

## **Item 7**

### **Peatland matters**

- 22. Nothing further to report





## Item 8

### AOB

23.MP raised the matter that we no longer have the minibus, and it has been raised that staff occasionally used the minibus to transport long/heavy pieces of kit to sites. Agreed that due to fact that this is so occasional, we cannot purchase a vehicle specifically for this purpose. Staff to be advised therefore 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

### Action Log

Action from this meeting 11 January 2024

Action	Responsible person and Status
Request Ranger EE sim from IT team.	KC
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
Contact Heads of Service and remind them of the Lone Working policy and responsibilities for their staff.	KC
Produce a report of who has/hasn't completed ELMS training to be tabled at the next SMT Policy Day.	PM
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
Arrange IOSH course for ES and refresher for PM and KC.	PM
Circulate H&SC minutes for SMT sight and discussion	KC
Update AIR form to identify location of 1 <sup>st</sup> aid supplies used so that we can replenish accordingly. Also to ensure	MP



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.	
Advise HR of the enhanced training requirements the 4x4 user's needs, and HR to source training accordingly	ES
Speak to mechanic at garage to get guidance re towing and if appropriate, draft appropriate guidance.	BS
Put narrative into the newsletter reminding people to salt public areas if first in.	BS
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
Automatic mid night clearing of staff still signed in to be implemented	BS
Speak to the new area fire chief to see if there is any additional training fire marshals 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
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
Publicise "holding meetings in office on office shut down days" guidance	BS
Circulate All Staff diary invitation for agreed 2024 office shut down dates	BS
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



Actions outstanding from previous meetings:

Meeting Date	Action	Responsible person
28/09/23	To explore solutions to O2 mobile coverage issues and update H&SC	completed
	Buddy System to be reviewed and Consider a Buddy System workshop for staff	To be delivered by summer 2024
	Line Manager leaflet (work in progress) to include reference to lone working procedure.	In progress
	Procedure for closing Dee/Spey partition:	completed
	Green Health Link Workers standard operating procedure to come back to H&SC	In progress
July 2023	Mixer taps in #16 to be explored	Facilities team seeking quotes
May 2023	Fire marshal training to emphasises point that fire exits/extinguishers to be left clear	RS – ongoing. ELMS training in hand but internal fire marshal training still to be delivered
14/09/22	H&SC should have sight of team specific risk assessments	CS and ES



19/07/22	Safeshores devices to new staff and training for all users	On going
	Additional loch mechanism for main door extension to be investigated	On going
16/12/21	All to advise MP once RAs have been updated, so MP can ensure consistency of templates.	Ongoing
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.