For information

Minutes of Health & Safety Meeting

Held 28 September 2023

In Attendance:

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

Review of Minutes and previous actions:

Minutes reviewed as per action log. And outstanding actions carried forward. Key points are:

O2 Mobile Coverage

1. Issue is that we changed our mobile network from EE to O2. Subsequently, the peatland team identified that some site now have no mobile coverage at all – O2 seems to have less coverage than EE. Ranger team expressed similar concern as did some other staff.
2. KC enquired with IT team what instigate the move and how it was managed. She was advised this was made for financial reasons and also part of SG procurement policy. DC had asked about coverage and SA form IT shared a map with him that seemed satisfactory.
3. Possible solution is to use wifi calling, but the IT team have to enable wifi calling for all mobile phones IT have reported that they have asked O2 to do this, but are waiting for it to be done.

4. Overarching issue though is that at corporate level, are there processes to evaluate impacts of these types of changes? Surely those implementing the change should be talking to users before making the change? Also need to consider how we fix this problem. Potential solution might be for key users to have an additional network.
5. ES flagged that there was a meeting scheduled with peatland, IT and Rangers to explore best solutions – **ES will provide update at next Health & Safety Committee meeting.**

SRO, PeopleSafe escalation, night-time on-calls

6. Issue re having a "corporate" SRO was raised at Sinor Management Team. View was that this was not required. Ranger team is different to any other due to requirement to work evening and weekends, and so the approach with a duty SRO that operates with regards to the Ranger service was not considered to be required elsewhere in the organisation where there was no similar requirement for out of hours working as standard. It was agreed at Sinor Management Team that the existing Risk Assessments and Buddy forms should provide adequate cover for other staff.
7. Discussion about the different roles of the Buddy System and PeopleSafe. ES confirmed that PeopleSafe is a call centre you log on/off with, but the Buddy System is the primary line of defence, and therefore even with PeopleSafe, staff should also be utilising the Buddy System.
8. MP explained that we are moving to a new PeopleSafe system whereby the app allows the user to put in their own task time frames and description of task. This will be much more onerous on the user. The app will resolve the issue of when the buddy did check on someone's safety after 12 hour expiry of Peopelsafe, but PeopleSafe don't know about this – MP will keep relevant teams posted on the changes.
9. ES suggested that a refresh of the Buddy System might be appropriate, particularly given the number on new staff. Agreed that the Buddy System should be reviewed at an appropriate time, and probably once new People Safeapp is up and running - HR and Facilities Team to action. **ES to share Peatland buddy System to inform the review.**
10. Perhaps we should run a Buddy System workshop, and that SROs also need to be clear about the escalation procedure – **for consideration by HR and Facilities teams**
11. Should also make it explicit in the buddy form that when the buddy knows the person is safe to remind the person to switch off their lone working device.
12. PM confirmed that she has as a task to develop a line manager guidance leaflet – this will fully explain the line managers responsibilities re making staff aware of and

ensuring they are utilising Buddy System. **Line manager leaflet to include lone working guidance – PM.**

Facilities matters.

13. Nothing to report.

Ranger matters

14. 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 .**

Peatland matters

15. Nothing to report.

AOB

16. Uncertainty re status of corporate kit now that Colombia contract has ended. **KC to pick up with Laura.**

Action log

Actions from this meeting – 28/09/23

Action	Responsible person and Status
To explore solutions to O2 mobile coverage issues and update H&SC	ES with IT team and AS team
Buddy System to be reviewed	HR and Facilities team
Consider a Buddy System workshop for staff	HR and Facilities team

Line Manager leaflet (work in progress) to include reference to lone working procedure	PM
Procedure for closing Dee/Spey partition:-	Facilities Team
Green Health Link Workers standard operating procedure to come back to H&SC	Alan Smith

Actions outstanding from previous meetings

Meeting Date	Action	Responsible person
July 2023	SRO Updates to go to SMT	Completed – flowchart to be added to guidance note
	Organizational SRO to be discussed	Completed
	Mixer taps in #16 to be explored	Facilities team seeking quotes
	Procedure for closing partition	Completed
May 2023	Fire marshall training to emphasises point that fire exits/extinguishers to be left clear	RS – ongoing. ELMS training in hand but internal fire marshall 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 lock 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.