



CAIRNGORMS NATIONAL PARK AUTHORITY
HEALTH & SAFETY MEETING

19 January 2023

Minutes

In Attendance:

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

Review of Minutes and previous actions:

1. Minutes reviewed as per action log. And outstanding actions carried forward. CS updated us that SMT had decided not to put CNPA managed sites on the strategic risk register as felt this was adequately covered elsewhere.

Electronic sign in system

2. Beccy presented the new system to the H&SC, confirming that it had been approved by SMT and was being communicated to staff via SCF the following week. Questions/discussion covered:-
 - a. Will fire marshalls get specific training on how the app and system works and their roles in this regard. **Yes – which will be combined with an on-site session re enhanced fire marhsall matters.**
 - b. What about when reception isn't manned? **There is no guarantee that reception will have a receptionist based there at all times. Staff in the extension will still have to look out for visitors and ask them to use the system to sign in.**
 - c. Suggestion that a fire drill should be carried out soon after the system is implemented for lessons learnt and suggested tweaks to the system. **BS and MP confirmed that they were setting aside a week to get all fire policies and risk assessments up to date, and incorporating**

the new sign in system. Once this was done, a fire drill will be arranged.

- d. Discussion about whether or not each person's profile should include their vehicle reg so that their presence could be identified by a quick visual of the carpark. Agreed this did not add any value - some staff may use a different vehicle, or may be parked outwith the CNPA parking spaces to couldn't be identified anyway.
- e. Discussion about whether or not we should set an automated time out so that if anyone forgot to sign out, the system would wipe that at say midnight so records would be "clean" the next day. There was some concern about "wiping" them without establishing where they were, but it was suggested that there is a reminder notification sent to folk who have not signed out. BS explained that when the cleaners leave the building they do a sweep to make sure there is no one still in the building. Some discussion if there should be a system in place whereby line managers chase up staff who have not signed out to ensure they are safe. Is this proportionate – will be onerous for line managers. **KC to get SMT views. Agreed there would be a prompt for people who have not signed out and that the prompts should go both to their work and personal mobile. BS to investigate if this is possible.**
- f. There was discussion about number and location of muster points. It was agreed best to only have one muster point for all staff/visitors, that being the lawn opposite the Parklands office. **BS & MP to ensure staff comms includes change of muster point location**
- g. There was a discussion about how long we should retain sign-in/out data. **On Lisa's advice, it was agreed that we did not need to retain for more than 3 months**

Facilities Matters

3. Facilities Team raised the following:-
 - a. Staff need to be reminded about updating their PPE register **ES/CS to raise with their staff**
 - b. Safeshores – trackers for Peatland Team are now all working. Issue is that devices log in/out, SOS works and call centre can locate devices, but we can't check and see where team members are at any point with the Garmin device, but it's a safer device as works even where satellite signal is poor. Ranger managers keen to be able to check team member location. **MP to review the devices for the Ranger team re mapshare.**
 - c. Front door is still being left unlocked/open. **MP and BS to investigate a mechanism to resolve – need a power source though, or we could give all staff a key to the extension. KC to explore with SMT**
 - d. Issue with terrace door being left unlocked. **Staff to be reminded to lock doors – BS/MP to action**
 - e. The winter office tool box talk has now been circulated to all staff. Covers when/who will do path clearance during a snow event.
 - f. Some discussion about whether or not admin team need to do food handling training. They don't prepare food – just collect it from supplier,

put in fridge, remove cling film when ready to be eaten and let staff know when extra food is left. Suggest left over food should be binned at end of day. **KC to discuss with admin team. Pip to see if there is any low level training available to cover food handling, rather than food preparation**

Visitor Services matters

- 4. AS advised we are getting a few e-vans for the ranger team. Use/safety will be monitored

Peatland matters.

- 5. Team aren't going to be out and about until snow clears – possibly March time.
- 6. Matt is going to do a training session with the team on the safehores devices so all are clear about how to use them
- 7. Trainee Peatland officer joining in March – will need a device

AOB

- 8. Fire Marshall training: - feedback is that the course is not very good. PM has seen what other NPAs are doing and none are doing any enhanced training for fire marshalls. **Currently we have an ELMS course available which all staff can do, and suggestion is that this course plus the on-site fire-marshall specific tour will be sufficient. Agreed**

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
Various actions with regards new electronic sign-in system (para 2)	BS, MP, KC
Staff to update PPE register	ES and CS
Investigate mapshare on lone working devices	MP
Resolve issues of front door being left unlocked	MP. BS.KC
Remind staff to lock terrace doors	MP. BS
Explore options for food handling training	PM

Actions outstanding from previous meetings

Meeting Date	Action	Responsible person
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14/09/22	Line managers to be reminded about personal risk assessments noting tick risk, and identifying appropriate PPE	KC
	Personal Risk Assessment should identify need for hard hats	KC
	H&SC should have sight of team specific risk assessments	CS and ES
19/07/22	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
	Infrastructure inspection and maintenance plan to be implemented	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.