

CAIRNGORMS NATIONAL PARK AUTHORITY  
HEALTH & SAFETY MEETING

24<sup>th</sup> August 2021

Minutes

**Review of Minutes and previous actions:**

1. Minutes reviewed as per action log. All actions from last meeting have been discharged

**Covid-19**

2. Fire Marshals: -
  - a. Training can be done virtually
  - b. Given move to hybrid working, need to approach those who are in the office more frequently to see if willing to be fire marshals – to ensure compliance. 40 staff have been identified who are likely to be mostly office based and who collectively (because of varying work patterns/locations) will provide compliant cover (including existing fire marshalls). **PM to contact above staff re willingness to be fire marshalls. VW to share results of Teams Survey with PM to ensure people identified align with teams in the office**
3. 1<sup>st</sup> Aid: - identified that we don't need as many as fire marshalls as only one first aider needs to be in the building at any time. 14 have been identified who are likely to be mostly office based and who collectively (because of varying work patterns/locations) will provide compliant cover. **PM to contact above staff re willingness to be first aiders. MP will also do the training.**
4. Field work procedures: - do we still require such robust procedures around Covid given national easing of restrictions? Agreed we can remove the Covid checklist from the lone working procedures as field staff are aware of symptoms now and should be verbally updating their line managers on health prior to a visit anyway. Will add a line to the risk assessment stating "if you have symptoms, do not take part in the field visit". **KC to update risk assessment. VW to respond accordingly to Peatland Team**
5. SG Office Working Guidance: - SG have produced a guidance document for government staff which is more restrictive than general guidance for the public. This is applicable to CNPA. Key features that we will need to enforce with staff are:
  - a. 1m distancing in all offices
  - b. One set of people in a meeting room per day. So meeting rooms can't be used by two different groups of people in a day. AS such people have to book a meeting room in advance
  - c. Showers are out of use as our cleaners only come in in the evening and therefore showers can only be cleaned after one use. Given our

shower rooms are also toilets, it is not viable for them to be used currently.

- d. One person in the kitchen at a time.
- e. Ventilation is key – windows must be open. Mark confirmed that all offices have windows that can open.

**VW to incorporate above into the Operational Procedure that is being drafted for office return. This to be circulated to H&SC for sign off prior to onward circulation to staff.**

### **Facilities H&S Matters**

- 6. Legionella Risk Assessment remedial works will be carried out shortly. Mark has no concerns – and is content that CNPA is compliant. All sample are clear, we have a good regime in place, good record checking and flushing of showers with extra flushing currently due to minimal use. Some investigation work in #14 being undertaken.
- 7. The kitchen in #14 is to be decommissioned – floor needs ripped up etc. **MP to commence work to reinstate this space as a “quiet room”**

### **Ranger Service**

- 8. Alan updated H&SC that the team had recently done some Conflict Resolution training which was very good. The training highlighted that our lone working procedures with Safeshores was very good.
- 9. Alan mentioned that some of the rangers has been verbally abused over the summer but the Ranger Manager followed up each incident and is putting together a procedure in this regard
- 10. Alan suggested that the Serious Incidents Procedure that is in place for the Ranger Service and season should be incorporated across the organisation as it applied for various teams, e.g. Peatland Team. **AS to ensure procedure is saved in Ranger folder within H&S, and KC will look at drafting a generic version of this document that would work across all services.**

### **DSE**

- 11. Laura has drafted a DSE process chart, identifying a 7 step process to DSE. **Chart to be shared with staff in next newsletter (VW)**
- 12. To date, the main DSE issue has been that the keyboards recently provided are very small which is causing problems for some people. They will be offered the choice of a larger keyboard.
- 13. Agreed that individual DSE assessments would be saved on the HR database, and the DSE assessors would have access to that logbook.
- 14. Agreed that all new staff would get a DSE assessment within 2 weeks of joining. **PM to ensure DSE team have details of new staff. VW to ensure assessments done on time**

**Wellbeing**

15. Definite sense that some are anxious about office return. Agreed that rather than doing another staff survey (and given we will be doing the Best Companies survey in October), we will assess any anxiety with the following question in the consultation about the new Normal: - “is there anything you would like us to consider regarding returning to the office while covid restrictions are in place?” **VW To action**

**Risk Assessments**

16. The generic risk assessments all need to be reviewed and updated. **KC to divvy these amongst H&SC members for discussion and sign off at next H&SC meeting**
17. H&SC were asked to review the risk assessment for the Ballater Visitor Hub, as supplied by Jos Milner. The group identified several omissions from the risk assessment as follows: -
- a. Wrong template being used – inadequate information provided
  - b. Electric sockets not considered
  - c. Door can shut potentially leaving a lone child locked in
  - d. Tampering with fire extinguishers
  - e. If this sight is going to be accessed daily, it needs to be cleaned daily, and currently the cleaner at Ballater only cleans once/week
- KC to provide feedback to Jos. Revised risk assessment to be circulated back to H&SC for final sign off.**

**Action log**

**Actions from this meeting – 25/08/21**

<b>Action</b>	<b>Responsible person and Status</b>
<b>PM to contact staff identified for Fire Marshall and 1<sup>st</sup> Aid training re willingness to be fire marshalls/1<sup>st</sup> aiders.</b>	PM
<b>VW to share results of Teams Survey with PM to ensure people identified align with teams in the office</b>	VW
<b>KC to update Covid Field visit risk assessment.</b>	KC
<b>VW to respond accordingly to Peatland Team</b>	VW
<b>VW to incorporate SG guidance for government office use into the Operational Procedure that is being drafted for office return. This to be circulated to H&amp;SC for sign off prior to onward circulation to staff.</b>	VW

**RESOURCES COMMITTEE**  
**Paper 4 29/10/21**

<b>MP to commence work to reinstate kitchen #14 as a “quiet room”</b>	MP
<b>AS to ensure Serious Incident procedure is saved in Ranger folder within H&amp;S, and KC will look at drafting a generic version of this document that would work across all services.</b>	AS/KC
<b>DSE Chart to be shared with staff in next newsletter (VW)</b>	VW
<b>PM to ensure DSE team have details of new staff. VW to ensure assessments done on time</b>	PM/VW
<b>Question in New Normal consultation around anxiety about office return</b>	VW
<b>KC to divvy these amongst H&amp;SC members for discussion and sign off at next H&amp;SC meeting</b>	KC/all
<b>KC to provide feedback to Jos. Revised risk assessment to be circulated back to H&amp;SC for final sign off.</b>	KC

**Actions outstanding from previous meetings**

<b>Meeting Date</b>	<b>Action</b>	<b>Responsible person</b>
<b>25/05/21</b>	New normal project to consider: Fire marshal, 1 <sup>st</sup> Aiders and MHFA coverage in office Opening offices to the public Ballater office Ranger access to workbase	VW. In progress
	Overarching H&S Policy to be updated to include Covid	KC. Not yet discharged
	Chaperone devices to office based lone workers	MP. Discharged
	Ballater Interpretation Centre opening	KC. In progress
	Heating in #16	MP. Discharged
	Hand sanitiser in board and meeting rooms	MP. Discharged
	Guidance to staff re use of meeting rooms, ventilation, masks etc	KC. Discharged

**RESOURCES COMMITTEE**  
**Paper 4 29/10/21**

	Ranger Service Serious Incident Procedure and consistent responders guidance	AS. Discharged
	Hand over of CNPA vehicles to rangers	MP. Discharged
	Ranger PPE – meeting with new admin and Mark P	AS. Discharged
	Ranger Service H&S documentation to be saved in H&S folder and scrutinised by H&SC	AS and MP. In process
	DSE oversight – process etc to next H&SC meeting	VW. Discharged
	Continuation of yoga	PM. Discharged
	Staff wellbeing survey to come back to net H&SC meeting	KC. Discharged
	MHFA poster to Mark	KC. Discharged
	Staff health data shared with office based first aiders only	PM. Discharged
	Management of 1 <sup>st</sup> aid kits, backpacks and vehicle 1 <sup>st</sup> aid kits	MP. Discharged
<b>19/03/19</b>	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.
<b>20/07/20</b>	Install several dummy CCTV cameras around the building to deter vandalism	Discharged
	Install signs that Grantown Office car park is private land and the CNPA will not be held liable etc	Discharged