

**CAIRNGORMS NATIONAL PARK AUTHORITY**  
**HEALTH & SAFETY MEETING**

16 December 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. H&SC discussed the idea of purchase of a de-fogger for the Board room to sanitise the room between uses so that rooms could be used a several occasions daily (currently meeting rooms can only be used by one group per day as cleaning is only done in evenings). Agreed this was a good idea but need additional research in terms of any impact on electronic and IT equipment in the room. **KC to investigate**
3. Mark P and JM had done a huge amount of work to reconfigure the offices in readiness for staff returning to. All offices now reconfigured as meeting rooms/hot desks and furniture moved and offices tidied accordingly.
4. We will monitor office use over coming weeks as restrictions change. Expect a larger return to office February/March. Within 3 months of that point we we'll need to evaluate how staff are finding the new working/space arrangements as well as hybrid working approach.
5. Hoping that Resource Central will be up and running by February for staff to book hot desk and meeting rooms. In the meantime, these spaces can still be booked via Outlook.

**Emergency Late Back Procedure and SRO Serious Incident Procedure**

6. H&SC signed off these procedures.
7. Document to be communicated with all staff in January. **KC to action via Staff Newsletter**
8. Jenny Allen will ensure diaries of duty managers will be updated with the week's they are on duty. Also to be put into the [admin@cairngorms.co.uk](mailto:admin@cairngorms.co.uk) address so staff can access this information **VM to action**

**Facilities H&S Matters**

9. Vehicles: -
  - a. Several vehicles have been serviced and MOT's done – a few more still to do in January
  - b. Warranty work to be done on the 4 x 4, but its still safe to drive.
  - c. All vehicles have had their winter tyres fitted
10. Fire Safety: –

- a. needing to order door guards due to office reconfiguration. **MP to action**
- b. Mixed response to recent Fire Marshall training. Given there is no other virtual provider we agreed to complete this round of training and schedule in those who have not done it yet, but when we are next due to do the training we will research alternative providers and will run the training on-site rather than virtually. **PM to action**
- c. **In the meantime, MP to circulate information about specific Fire Marshall duties.**

11. 4 x 4 Training

- a. We made the decision to cancel the 4x4 training as there had been an amber weather warning for snow on the date scheduled. Some of the peatland team were very disappointed that it was cancelled as they felt these were the exact conditions the team may be working in. H&SC said that under no circumstances should any staff be expected to be using 4x4 vehicles in amber weather warning conditions, and that organisationally staff should not be involved in any outdoor working in these conditions.
- b. Training will be rescheduled for February and will cover adverse weather conditions. Potential also to provide follow up training at an “advanced” level. **PM to action.**

12. Chaperone devices (lone working)

- a. There will be a new portal upgrade on 31<sup>st</sup> December so all devices must be updated by then.
- b. MP reported that all but one had been updated – still waiting on VA’s device. KC advised that VA had been given a contract involving outdoor field work and she should therefore retain and update her device. **KC to speak to VA’s line manager.**
- c. All who are Safeshores “admin” will need to be re-trained. That is LB, JA, LF, MP, AL. After this cohort, next cohort to be trained are line managers and first responders, then staff users. **MP to arrange for Safeshores to deliver this training**
- d. Enhanced GPS devices have been ordered for the peatland team. These devices will work off GPS rather than phone signals.

**Ranger Service**

13. **No updates as Alan was unable to attend.**

**PPE**

14. H&SC reviewed the PPA caps and agreed the following: -

Item	Current limits	New limit for all staff	New limit for peatland staff
Waterproof jackets	£150	£250	£250
Waterproof trousers	£100	£150	£200

Hill boots	£150	£200	£250
Wellies	£80	£100	£100 (though may be variable depending on specific requirements which should be agreed as either a) to protect against the elements of b) steel toe-cap, slip resistant to suit outdoor requirements

### Risk Assessments

15. The following RAs have now been revised: -

- a. **Binder**
- b. **Confined space**
- c. **Server room**
- d. **Driving at work**
- e. **Individual Stress**
- f. **Manual handling**
- g. **Ballater Staff meetings**

**MP identified inconsistent use of templates. Agreed each to advise MP once RA updated. MP will then review/revise to ensure template consistency.**

### Action log

**Actions from this meeting – 16/12/21**

Action	Responsible person and Status
<b>KC to research de-fogger meeting room sanitisation devices</b>	
<b>KC to share with staff where emergency procedures documents are and who to find out who is SRO, and VW to arrange for said details to be saved on <a href="mailto:adminoffice@cairngorms.co.uk">adminoffice@cairngorms.co.uk</a></b>	
<b>MP to order additional door guards</b>	

<b>PM to arrange Fire Marshall training</b>	
<b>MP to circulate to staff Fire Marshall responsibilities</b>	
<b>PM to reschedule 4x4 training</b>	
<b>KC to arrange with VA line manager that VA retains and updates chaperone device</b>	
<b>MP to arrange safeshores training</b>	
<b>All to advise MP once RAs have been updated, so MP can ensure consistency of templates</b>	

### **Actions outstanding from previous meetings**

<b>Meeting Date</b>	<b>Action</b>	<b>Responsible person</b>
25/08/21	MP to commence work to reinstate kitchen #14 as a “quiet room”	ongoing
25/05/21	Overarching H&S Policy to be updated to include Covid	KC. Not yet discharged
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.