

CAIRNGORMS NATIONAL PARK AUTHORITY
HEALTH & SAFETY MEETING

19 July 2022

Minutes

In Attendance:

Kate Christie
Pip Mackie
Mark Pocock
Colin Simpson
Becky Stanton
Lisa Maclsaac
Emma Stewart

Apologies

Alan Smith

Welcome

Kate welcomed Emma Stewart to the H&SC. As one of the Peatland managers, and the team potentially involved in the most risky work, it was considered important that one of the team sits on the H&SC. **Pip to enrol ES onto IOSH training**

Review of Minutes and previous actions:

1. Minutes reviewed as per action log. Key points that came up for discussion were as follows: -
 - a. Front Door – extension. Beccy has now changed the signage so that it is more visible when the door may be used (green narrative) and when it is locked (red narrative). This seems to have helped, but we still need to investigate the potential of adding an additional lock system to the door.
 - b. Electronic sign in/out. Beccy is investigating and will report back at next meeting-

Accident & Incident Reports – should tick bites be recorded

2. There was a lengthy discussion about what the Authority does regarding awareness of ticks. Conversation focussed on:-
 - a. Currently we circulate in the staff newsletter a [Toolbox Talk](#) which provides information about prevention of tick bites, a [“Tick List”](#); LDA posted on [ticks and Lyme disease](#) ;as well as a [tick fact sheet](#).
 - b. Whilst we agreed it might make sense to record a tick bite on the A&I form, how would we know with confidence that the tick bite occurred during work time?

- c. Agreed rather that going forward, its critical that the personal risk assessment identifies if the officer's work means they are likely to come in contact with ticks. The risk assessment should state therefore that it is compulsory that the officer checks themselves for ticks at the end of the working day **KC to let Line managers know about this**
- d. Site visits RA should have a line about checking for ticks. **KC to action**
- e. We spoke about tick resistant clothing. **KC to add to PPE policy tick resistant trousers so that staff are aware of them. Personal risk assessments should identify if managers and officers feel these should be purchased.**
- f. **PM to investigate if other bodies have a "Tick Policy", and how they might approach tick management**
- g. **CS/AS to ensure Ranger training includes Tick Management**

Facilities Matters

- 3. Facilities Team raised the following:-
 - a. We have a lot of hard hats in the building but they are out of date. Personal risk assessment should identify if an officer requires a hard hat, and individuals should have their own hard hats that are managed via the PPE register **KC to flag to staff**
 - b. Risk assessments for specific teams still need to be reviewed by the H&SC and saved in an accessible place. **ES to provide H&SC with link to Peatland team RA's and CS to circulate link to his team's RA's. All to review these risk assessments and feed back comments to ES/CS**
 - c. There have been a few evening meetings but staff are not aware of lock up procedures so building is left unsecured. **KC to flag that evening meeting organisers to let facilities team know so they can explain lock-down and security procedures**
 - d. There has been some damage to pool cars noticed, but after the event and therefore not reported – **facilities team to flag in staff newsletter importance of staff letting them know if there is any vehicle damage – so this can be rectified and vehicle removed form use if deemed unsafe.**
 - e. Scaffolding is being erected for stone mason to do pointing, chimneys etc **Facilities team to e-mail staff about this**
 - f. SMT have agreed that staff should wear their lanyards with their ID badges when in the building – so many new staff that this will help everyone identify who is an employee. These have been delayed however pending new corporate brand being rolled out. **PM to action**
 - g. Board members will also get ID badges and lanyards – agreed they will get a different coloured ribbon do readily identifiable as a board members. **PM to action.**

Visitor Services matters

4. CS is taking the infrastructure plan forward. Agreed however that risk of harm to a member of the public on sites managed by the CNPA should be on the Strategic Risk Register. **CS to action**

Ranger Service

5. Colin provided the following updates.
 - a. Its been a relatively quite summer from the perspective of any visitor issues/problems identified by the Ranger service
 - b. Becky Wilson is recruiting Volunteer rangers shortly so we will soon have a new cohort of Volunteer Rangers on board
 - c. Seasonal Ranger contracts are coming to an end (end October)
 - d. Given so many of the seasonal team are “returners”, H&S and risk assessments etc is becoming second hand for them
 - e. The 4 trainee rangers have settled in well. They never work alone and are always accompanied by a permanent or seasonal ranger.

AOB

6. Fire Marshall training: - pre-covid we were able to ensure here was a trained fire marshall on duty each day per floor of the building. However, the new hybrid working means that we need more staff trained as fire marshalls to ensure complaint coverage. The overview over the last month of numbers and who is in the office each day has highlighted the need for an average of 7 – 9 fire marshalls required each day. Currently we have 31 trained fire marshalls, but most of these staff are not typically in the office on a Friday. Agreed we need more of the staff who are office based on Fridays to be fire marshall trained. **PM to arrange training for Sara, Catriona, Mariaan and Beccy.**
7. Agreed covid risk now minimal so can re-instate dishwashers and tea towels. **Facilities team to let staff know**

Risk Assessments

8. **H&SC members to advise Mark P when they’ve updated a RA for final check by Mark**

Action log

Actions from this meeting – 14/09/22

Action	Responsible person and Status
Enrol ES onto IOSH training	PM
Ticks:- 1. Line managers to be reminded about personal risk assessments noting tick risk, and identifying appropriate PPE	1 – 3 = KC (2 and 3 actioned on 06/10) 4 = PM 5 – CS/AS

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2. Site visit risk assessment to cover compulsory tick checks	
3. PPE policy to contain information about tick repellent apparel	
4. Review potential Tick Policy	
5. Ranger training on tick awareness	
Personal Risk Assessment should identify need for hard hats	KC
H&SC should have sight of team specific risk assessments	CS and ES
Issues with evening meetings and offices left unsecured	KC (actioned 7/10 newsletter)
Pool car damage reporting to be flagged to staff	MP/BS
Staff to be notified about scaffolding	MP/BS
Lanyards for staff and Board	PM
Strategic Risk Register to be updated re CNPA managed site	CS
Additional Fire Marshall training to be arranged	PM
Dishwashers and tea towels to be reinstated	PM/BS (actioned 7/10 newsletter)

Actions outstanding from previous meetings

Meeting Date	Action	Responsible person
19/07/22	IOSH Managing Safely training to be arranged for CS, BS and LM	Done – all now enrolled
	Colin to be added to SRO rota and explained how it works	Done
	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
	Halls Committee re blocked fire exit	Done – MP spoke with Halls Committee
	Additional loch mechanism for main door extension to be investigated	On going
30/03/22	Investigate as part of office return evaluation: - <ul style="list-style-type: none"> • move to an electronic sign in/out system, 	Facilities team to review electronic sign in/out system and bring back proposals to next H&S meeting
	Consider removing H&S Backpacks	Kate to raise via SCF and to flag to staff need to complete

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		personal risk assessment and include PPE requirements via newsletter. Actioned in 8 th April newsletter
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.