



For information

Draft Health and Safety Committee

Minutes

Held at Cairngorms National Park Authority office

Hybrid

24 November 2025 at 01.00pm

In Attendance

Kate Christie

Pip Mackie

Mark Pocock

Colin Simpson

Beccy Stanton

Alan Smith

Emma Stewart

Apologies

None

Item 1: Review of minutes and previous actions

1. Updated in action log.
2. Roaming sim / Lone working:
 - a) Still in the process of auditing what signals are in the locations we use. The Conservation team are starting this audit in the areas they frequent. We need a system to report into a group map - ie reporting our own data of where there is coverage and which networks. AS indicated the ranger team could help with this - **Action for BS / AS and Paul Davison**



- b) BS has now spoken with the Conservation and Land Management teams. Isla Graham has a Garmin device. Possibility this could be shared. **BS to progress**
- c) Lone working wash up training. Conservation and Planning have been done. Still to do: Land Management, Engagement, Transport and Access. **BS to progress**
- d) We are still looking into the possibility of Garmin to Garmin texting. **BS to progress**

Item 2: Vehicle Disinfection Risk Assessment

- 3. Royal Society for the Protection of Birds (RSBP) had requested our vehicles were disinfected prior to being used for the Board site visit in Kingussie. BS had made up a box with suitable disinfectant for vehicle and Personal Protection Equipment (PPE), and drafted the risk assessment and method statement - [Vehicle disinfection risk assessment.docx](#). We had then discovered that there was already such a box in place (from Lewis Pate's time). It emerged also that Rebecca Watts had also developed a procedure which included going off path. There were questions about scope.
- 4. It was questioned why the Park Authority should be doing this and asked if the responsibility lay with the landowner, as we would typically only be on site at the invitation of the landowner.
- 5. Health and Safety Committee signed off the risk assessment but it was agreed that **BS would see if there was something as SG level on biosecurity to cover jobs / locations in this regard.**

Item 3: ATV accident

- 6. ES had written a detailed report about the accident: [251113 Incident information_ATV accident_ACM Highland Ltd.docx](#)
- 7. Summary of facts: a machine operator, employed by Wildland Ltd to carry out peatland restoration at Lynaberack Estate had been thrown out of an all-terrain vehicle (ATV). He had sustained broken bones and had been airlifted to Aberdeen Royal Infirmary (ARI).
- 8. The Park Authority are designer and grant funder and thereby have certain responsibilities under Customer Relationship Management (CRM) regulations. The



Health and Safety duty sits between the contractor and client. As designer, our roles are not to design projects that will put contractors at risk.

9. The project had two vehicle access routes including a fjord over the river. The contractor had had issues driving the fjords for the previous two weeks but had not reported that to the Park Authority or the landowner. They had tried to drive a dumper truck through the fjord that morning which got flooded and stuck. They did not contact us to agree action. They got a local contractor to retrieve the truck.
10. Because they could not use the fjord, they decided to use the other access route and get vehicles with the hand labour team to the hydro dam parking area. The hand labour team wanted a lift to site and that is why the ATV was coming to them from the project to pick them up from the point they could get to in road vehicles. The ATV was descending a very steep track which appeared to be contrary to guidance set out in the project design, whereby that route was mapped as a steep ground and only suitable for access by foot. The driver said he had no memory of this.
11. Key for now was to get the ATV recovered and the project pre-start meeting up and running. This matter was being reported to the Health and Safety Committee for awareness, but the general outcome of our investigation was that there had been poor communication by the contractor who should have shared information about the state of the fjord, and poor decision making by the ATV driver regarding the route he took, without discussion. Collective agreement with contractor, Wildland and Park Authority that going forward the contractor needs to share what they are experiencing on site, so they are not making all the decisions. Acknowledged also that we had not worked with this contractor before and we suspected they were not used to being supported and therefore did not appreciate the importance of sharing information and thereby, decision making.
12. CS highlighted that his access team also worked with Construction Design Management (CDM) requirements, and it was suggested that we arrange CDM Regulations training for relevant staff, so they are fully aware of what our responsibilities are. It was suggested we also consider doing "scope of works" training for the access, infrastructure and transport teams. ES confirmed that the peatland team had done CRM training. ES to send PM a link to the training provider. CS to decide what exact training his team require and who in his team need to do that. PM and CS to liaise in this regard.



Item 4: Hot Drinks in the office

13. This discussion was the result of an accident and incident report investigation whereby a staff member was scalded taking a hot mug upstairs. It was recalled that we had branded cups with lids which were given to all staff several years ago and should we mandate lids on cups. The conclusion was that this would be disproportionate where there had only been one incident. Health and safety is everyone's responsibility, and it was agreed to note this in the minute, which was always posted on the health and safety Eolas page and thereby accessible to all staff.

Item 5: Accident and Incident Reports

14. Noted that there have been eight accident and incident reports in the reporting period, down from 11 in the previous reporting period. The incidents were as follows:
- a) A minor fall by a member of the public on a health walk.
 - b) Burn on a hot drink ascending the stairs - as discussed above.
 - c) Scratch to ranger van when ranger pulled over on a narrow track to allow a lorry to pass.
 - d) Quad bikers driving erratically causing a ranger to have to quickly move out their way to avoid collision - reported to the police.
 - e) Clipped wing of a Park Authority vehicle while reversing in estate yard.
 - f) Lone working near miss - failure to check buddy availability.
 - g) Bumped head while erecting gazebo for an event.
 - h) Another clipped wing mirror by another vehicle on a narrow track.
15. There were no particular patterns or concerns and all accident and incident reports were resolved

Item 6: Ranger service.

16. AS provided the following update:
- a) Breakaway training and conflict resolution training will be taking place.
 - b) National Visitor group has reported more aggression to rangers nationally - above training key to supporting rangers in this regard.
 - c) All seasonal rangers will get driver training.



- d) Fire bylaws - an engagement and enforcement procedure will be in place to cover the occasions we will have to enforce the bylaw and how. This will prompt what training will be required. **CS will bring the procedure back to the Health and Safety Committee at its quarter one 2026 meeting.**
- e) Fire training scheduled for the Countryside Rangers. It was asked with regards to any staff member supporting extinguishing a fire, how would they decontaminate? **CS and AS to consider and bring back to Health and Safety Committee.**
- f) It was asked which staff would be doing this training. CS responded that it would typically be rangers as they are the ones on the ground engaging with the public. ES raised that there are other staff who could be used in a wildfire situation eg peatland staff and that their involvement need not involve direct firefighting but could be being eyes on the ground, spotting the fire. Is there a role for our staff to be involved? **KC to discuss with SMT.**

Item 7: Peatland matters

- 17. None other than the ATV incident already discussed. There have also been welfare checks on the project officer involved to give them support as they had been shaken by the accident.

Item 8: Facilities matters

- 18. We have now awarded a contract for the installation of a backup heating system. The old oil boiler will be removed, and an air source heat pump will replace the backup system. It will go straight into the flow of main heating so will heat all the building. The system flips to ground source when the biomass fails. Should be commissioned by Christmas.

AOB

- 19. Our existing Children in the Office Risk Assessment (RA) basically says that children cannot be in the office under any circumstances. It's a very dated RA and applied more with regards the children of staff. However, with some of the C2030 work involving creatives and other external partners, there have been occasions where young children have been brought into the office and it feels as though we need to amend the risk assessment to allow this but also put in place mitigation. This is more inclusive and appropriate for our current work.



20. The risk assessment has been revised and is particularly relevant for visitors to the office, who have children attending the office with them. The key expectation is that the child will be accompanied by their parent at all times they attend the office, and that if a child becomes unsettled, it is incumbent on the parent to either remove them from the office entirely or accompany the child to the Wellbeing Room until they are settled. The Wellbeing room is not equipped as a childcare facility but can be used for breastfeeding and changing nappies. Any staff member hosting a parent who has their child in attendance must make the parent aware of this risk assessment, and potential hazards.
21. Whilst this risk assessment relates more to children of visitors to the office, it may also include occasional visits by children of staff members. The hybrid working environment is such that staff should not be required to bring their children to the office for particularly long periods of time (ie this risk assessment does not replace the expectation that staff members will have child care arrangements in place for the periods the staff member attends the office) and the expectation is that children of staff members attend only when there are emergencies that require short periods of attendance.
22. Health and safety committee approved the risk assessment.

Date of next meeting

23. 5 March 2026

Action table

| Action | Person responsible |
|---|--|
| 24/22/25 | |
| Develop a map to show WiFi coverage | BS, AS PD |
| Explore shared Garmin device for Conservation | BS |
| Explore Garmin to Garmin text functionality | BS |
| Is there something as Scottish Government (SG) level on biosecurity to cover jobs/locations where vehicle disinfecting needs to be considered | BS |
| CRM Regulations training | ES to send PM a link to the training provider. CS to decide what exact |



| Action | Person responsible |
|--|---|
| | training his team require and who in his team need to do that. PM and CS to liaise in this regard |
| Fire Bylaws Ranger Enforcement Procedure | CS to bring to Health and Safety Committee |
| Fire decontamination consideration | CS, AS |
| Staff involvement in wildfires | KC, SMT |
| | |
| 9 September meeting | |
| PeopleSafe escalation failure: Meet with Conservation and LM teams to discuss: <ul style="list-style-type: none"> • Three people on escalation plans • Personal escalation plans over team escalation plans • PeopleSafe escalation plan to reflect buddy escalation plan • Consider roaming functionality • Consider Garmin functionality • Re-familiarisation training on PeopleSafe at team level • Audit on sites accessed to assess signal capacity | BS and MP together with relevant Heads of Service - in progress |
| PeopleSafe escalation failure: Mobile Nos on PeopleSafe not land lines | MP/BS - completed |
| PeopleSafe escalation failure: IT to ensure all calendars are accessible to all staff | BS/LD- completed |
| PeopleSafe escalation failure: PeopleSafe telephone number to be shared with relevant staff for ensuring the number is | BS - completed |



| Action | Person responsible |
|--|---|
| identified as being PeopleSafe on their phones | |
| PeopleSafe escalation failure: Ensure line manager guidance for new staff / returning staff covers handovers | PM - completed |
| PeopleSafe escalation failure: Lone working wash-up training to be delivered | BS/PD - in progress |
| PeopleSafe escalation failure: Report to be discussed at SMT | KC/BS - completed |
| Update ATV risk assessment re trunk roads | CS - completed |
| Volunteer managers to complete Park Authority accident and Incident reports | AS - in progress |
| Garmin to Garmin text messages to be explored | BS/ES - in progress |
| Check insurance re Park Authority vehicle towing non-Park Authority vehicle | MP - completed |
| Peatland Officer two licences on PeopleSafe to be investigated | BC - in progress |
| PPE policy to be updated | KC - completed |
| 13/05/25 AED training for all staff | First "trial" training session delivered 15 February. Very well received. BS will roll out for more staff |
| 11/02/25 Panic button in wellbeing room | BS/MP on going. a few options considered but did not work. Facilities team to revisit |
| 30/10/24 Was a log kept of staff attending accident and incident reports and Lone working training and do they need a mop up | Discussed as part of the Escalation Procedure Failure report. Still to action a mechanisms to monitor |



| Action | Person responsible |
|--|--------------------|
| <p>30/10/24 Notify fire marshals of shed for alarm approach; let staff know that a single outside alarm does not prompt an evacuation, but the main building alarm does; arrange four-weekly testing of shed fire alarms.</p> | <p>BS</p> |