



For information

Draft Health and Safety Committee Minutes

Held at Cairngorms National Park Authority

Hybrid

11 June 2026

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. Key discussion points:
 - a) We've not been able to identify an appropriate course on biosecurity. Proposed that for the nature of our work, an "arrive clean, leave clean" approach is sufficient. **Action Point - BS to add this to site visit RA.**

Item 2: Consideration of installing CCTV (PD attended)

2. BS described a recent situation where a vehicle drove into the number 16 carpark, strangely right up to shed, and had full sight of all the e-bikes and contents of the sheds. They then tried to sell their services (speculative tarring of the carpark) to BS in a somewhat aggressive manner and were reluctant to accept her response that we did not require this work. They hung around the area for a while afterwards and the situation felt slightly threatening.



3. BS had recorded this in the Accident and Incident process, and in discussion with KC proposed that given the significant amount of value of both the shed contents and kit in the building, as well as our expanding fleet of vehicles, we may want to consider installing CCTV.
4. PD discussed General Data Protection Regulation (GDPR) implications – CCTV has security benefits, but we will need to be clear to staff why we have it – that being for security only. We would have to update the staff privacy notice, and we will have to avoid monitoring private areas and audio recording. We will also need to do a Data Protection Assessment (DPA) as it's a new process involving data. We will need signs setting out why we are recording and who to contact. Recommended retention is 30 days. We should also restrict who has access to footage. Its good practice to consult with our neighbours, and we need to make sure not to film their areas or have cameras that blur their properties.
5. Health and Safety Committee were asked if they felt it would be an appropriate recommendation to Senior Management Team (SMT) to install CCTV cameras. Committee agreed this was a necessary recommendation. They felt that it would be a benefit for the security of the rangers too who work weekends and evenings and access the building at these times. In addition, it was noted that the back door is open all day and the extension fire door is regularly left open by the cleaners whilst cleaning so this would support general building security.
6. Location was discussed and it was agreed that if SMT supported the recommendation, we should have cameras in the following locations: - rear of building 16; at the bike shed; carpark at extension; reception entrance.
7. **Actions: - KC to remind staff about wearing lanyards and to ensure visitors do so as well. BS to spec up cost of four cameras. KC to take this recommendation to SMT.**

Item 3: Risk Assessment review - Off road driving at work, off road vehicle self-recovery; 4x4 water crossing notes

8. General view was that all three documents were excellent and promoted a robust but proportionate level of safety. The following were suggested:



- a) “Check water depths” – ES to add parameters re water depth
- b) “Check weather forecast” – what does this mean, when do we decide to go ahead or not. AS to check and provide narrative.
- c) “Wade across to check depth” – is this ankle, shin, knee level? What about buoyancy aids and throw lines? – ES agreed inherent assumptions are not clear. She will ask Tom to amend to make parameters very clear
- d) “Air intake on vehicles” Is it possible to have a little card in the vehicle to state air intake. BS to action
- e) It was suggested staff be reminded to do dynamic risk assessments at all times. ES confirmed that peatland staff use the corporate site visit risk assessment rather than site specific risk assessments as the terrain on all sites is typically the same. Committee agreed that site specific risk assessment is only required where a corporate one doesn't cover what is needed. BS to add to the corporate site visit risk assessment that staff should “at all times be doing dynamic risk assessments”

Item 4: Report on Muirburn Training Incident

- 9. CS was the investigating officer for the muirburn training incident that has resulted in several Accident and Incident Reports from the countryside rangers attending the course. CS provided a full and detailed written report of his investigation and summarised the headlines as follows.
 - a) Verbal instructions to the trainers about requiring a bespoke course had been a year ago. Course had been postponed and in the passing of time neither the Park Authority nor the trainer thought to re-issue the instructions or check they were still being implemented. The outcome was that our expectation was that it was a tailored course, trainer's expectation was that it was the full LANTRA course.
 - b) There needed to be better communication with course delegates on what the course would cover, and why they were doing the training.
 - c) The Personal Protective Equipment (PPE) was not adequate and next time we will need to test the PPE before using it.
 - d) Scottish Fire and Rescue Service (SFRS) have advised about a laundry that can do decontamination – **CS To pick this up**



Item 5: Accident and Incident Reports

10. Noted that there have been eight Accident and Incident reports in the reporting period, in comparison the five in the previous reporting period and eight in the reporting period before that. The incidents were as follows:
 - a) Inappropriate comments from a member of the public to a ranger.
 - b) Fall from a bike – junior rangers mountain bike event at Glenlivet.
 - c) Suspicious person / activity in building 16 carpark .
 - d) Verbal abuse towards a ranger.
 - e) Grazed finger caught in a door.
 - f) Cut to finger.
 - g) Tripped off a bike.
 - h) Trip on stairs.
11. Committee noted the two incidents of verbal abuse directed at rangers. AS reported that this was a low statistic but nevertheless still not acceptable. He said that all rangers get Conflict Resolution training, and that **he will ensure this training includes how to handle inappropriate comments from the public. AS to action.**

Item 6: Ranger service

12. AS flagged that the access team were unsure when to use the buddy system and when to use PeopleSafe. BS explained that the lone working page on Eolas provides clear guidance on what to use and when. For the lowest level of risk, all that is required is a diary entry, next level requires a lone working entry. All lone working, regardless of level of risk requires a buddy entry. The system we have currently works well, and it seems that the Access team haven't had training on this. **BS will do a session with the Access team.**
13. In the context of the fire bylaws, AS said that the rangers had had additional training from Police Scotland on conflict de-escalation, guidance on enforcement, and when to back off. To date there had been no requirements to enforce as there had been general compliance to requests to put out fires. But acknowledge that the busy time has not hit us yet, and we are not yet on evening patrols which is when there are likely to be some challenges. AS said, we had noted "public policing".



Drone training has been completed for countryside rangers, but the practice hours are still underway before they can pilot the drones.

Item 7: Peatland matters

14. ES tabled a Peatland Team Site Visit Guidance Note. She explained that the team had expanded recently and there were new ways of working. Previously project officers regularly were lone workers, but now it's more likely that multiple team members are going out on site together, and once on site, may disperse to do different things at different locations in the vicinity. This document covers these ways of working.
15. ES was seeking feedback and to ask for a steer regarding the keys for the vehicles whilst on site. The team have adopted a practice whereby they store the key somewhere hidden at the vehicle so that whoever is needing to access the vehicle is able to do so. This is especially important in winter but is a good safety net for a number of reasons, particularly if anyone needs a sheltered welfare location.
16. BS explained that from an insurance perspective, we have to take "reasonable steps" to secure the key. She suggested we consider getting a lockbox. Discussion was that these are very remote locations so not a huge security risk. It was agreed to get a lockbox. **ES to action with BS – explore getting a Faraday lockbox which blocks signal. In the interim, continue existing practice where key is left in a place know by all the team.**

Item 8: Facilities matters

17. We've just had a fire risk assessment carried out by Chubb. Report due soon but verbal feedback was that they were happy with the processes we have in place and our documentation.
18. A new cleaning contract has now been awarded. MP is the lead officer for this.
19. People are leaving broken equipment around the building and not reporting it to facilities. BS to post a message on Eolas reminding folks to report these matters.



20. There was an incident where someone had placed a table across the fire exit. BS dealt with it at the time and followed up with a Eolas post. The culprit was an external trainer who perhaps wasn't aware this was a fire exit. Agreed that BS would put laminated cards in all meeting rooms with details about the locations of fire doors, time of fire alarms, where toilets are etc.

AOB

21. None

Date of next meeting

22. 11 September 2026

Action table

Action	Person responsible
11/06/26	
An "arrive clean, leave clean" approach is to be added to site visit RA	BS
remind staff about wearing lanyards and to ensure visitors do so as well and take recommendation about installing CCTV to SMT	KC
Spec up cost of 4 CCTV cameras.	BS
Add parameters re water depth	ES
Check and provide narrative about weather forecast	AS
Amend to make parameters very clear re wading in water	ES
Card in vehicles re air intake	BS
Add to the corporate site visit risk assessment that staff should "at all times be doing dynamic risk assessments	BS



Action	Person responsible
Liaise with SFRS re decontamination laundry	CS
Ensure Conflict Resolution training includes how to handle inappropriate comments from the public	AS
Lone working training for Access team	BS
Remind folks to report equipment breakages	BS
Laminated cards in all meeting rooms with details of nearest fire exits, alarm times etc	BS
Explore getting a Faraday lockbox which block signal. In the interim. Continue existing practice where key is left in a place know by all the team	ES/BS
10/03/26	
Identify training on Biosecurity to offer to Conservation and Peatland staff	completed
Investigate Fire Training incident: • Check if training schedule provided • Send comms to 4 x rangers who had submitted A&IR • Report back at next H&SC meeting • Feedback to BrightSpark • Seek advice from brightSpark re decontamination	completed
4x4 training for new staff member	completed
Contact line manager re lone working issues	completed
Add 4x4 training to line manager induction checklist	completed
Advise Ranger Manager to arrange for more Columbia trousers to be ordered	completed
24/22/25	
Develop a map to show wifi coverage	BS, AS PD - Still in progress



Action	Person responsible
Explore shared Garmin device for Conservation	BS – Still in progress
Is there something as SG level on biosecurity to cover jobs/locations where vehicle disinfecting needs to be considered	BS – Still in progress
CDM Regs training	ES has sent PM a link to the training provider. CS still 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
9 September meeting	
PeopleSafe escalation failure:- Meet with Conservation and LM teams to discuss:- • 3 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:- Lone working wash-up training to be delivered	BS/PD - in progress



Action	Person responsible
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 A&IR and Lone working training and do e need a mop up	Discussed as part of the Escalation Procedure Failure report. Still to action a mechanisms to monitor
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 4-weekly testing of shed fire alarms.	BS