



Draft Health and Safety Committee Minutes

Held at Cairngorms National Park Authority hybrid

13 May 2025 at 01.00pm

In Attendance

Kate Christie
Pip Mackie
Mark Pocock
Colin Simpson
Beccy Stanton
Alana Smith
Emma Stewart

Apologies

None

Item 1: Review of minutes and previous actions

1. Updated in action log.
2. Discussion about Defibrillator
 - a) BS explained that our Automated Electronic Defibrillator (AED) is very simple and easy to use - basically it talks you through what to do.
 - b) It does daily self-checks - green flashing light indicates everything is working.
 - c) We do a three-monthly check as recommended by The Circuit, which shares details of the location of our defibrillator.
 - d) The three-monthly checks are recorded on-line with The Circuit - we have to confirm the expiry date of batteries and of pads etc.
 - e) Our checks are also displayed in paper form by the AED.
3. AED training is included in first aid training.
4. **BS is going to deliver further training to staff via the team meetings.**



Item 2: Review Risk Assessment Template

5. BS presented this item, explaining that the current risk assessment (RA) template is very clunky and complicated and not user friendly, with a complex scoring system.
6. BS has worked with PD to develop a new form, and we are now several versions into this new form, and in a position to share it with Health and Safety Committee.
7. We have removed the risk rating scoring system. Health and Safety Executive (HSE) templates don't have any risk rating; we just need to show that we have considered what to do to ensure safety.
8. We have significantly simplified the form and process, and the RA table now has just four columns identifying the activity that could cause harm, who is at risk of harm, what is the harm, and mitigation.
9. There are two accompanying guidance documents; one is the RA process; and the other is how to complete the actual template.
10. We will just have the one RA template going forward and have provided three examples of how it may be used in the guidance documents: with a corporate, a site visit and a personal risk assessment demonstrated.
11. If anyone has already done their annual personal risk assessment on the old template, we will not require them to redo it now, but when it comes time to complete the yearly form, the new template should be used.
12. Some members asked that we still provide a link to the corporate risk assessments as this is particularly useful. **BS to add such a link.**
13. It was asked where we keep the risk assessments? Agreed that the corporate risk assessments will be on Eolas, and BS will work with PD to create a new location for the site-specific risk assessments such that any member of staff can save their risk assessment in this location, so others have access to it. We will in the meantime archive out the old site-specific risk assessments.



14. Health and Safety Committee supported the new form subject to the tweaks discussed.
15. **It was agreed that this new form would be rolled out to all line managers through the line manager Risk Assessment and Personal Risk Assessment training that KC is delivering as part of the Band D and E Action plan.**
16. **BS will update staff on this new form via Eolas.**

Item 3: First Aid Needs Assessment

17. KC presented this paper, explaining that First Aid Needs Assessment (FANA) is an assessment to determine how many first aiders are required, what level of qualification they should hold, and whether any additional facilities or equipment needs to be provided. The Health and Safety (First Aid) Regulations 1981 is a key piece of legislation regarding first aid. It outlines the responsibility placed on employers to ensure that any necessary facilities, equipment and personnel are 'adequate and appropriate'.
18. The FANA considers the nature of the workplace and workplace hazards and risks; nature, size and distribution of the workforce; the organisations' history of Accident and Incident Report; the needs of travelling, remote and lone working; work patterns. Considering all this, and due to the hybrid nature of work, and the fact that the Grantown office covers three floors in the old building and also has an extension, as well as outhouses (storage sheds and bike shed), as well as fleet vehicles parked in the rear of the building, it is suggested that there should be a minimum of six First Aid at Work (FAW) trained staff, and all six should be staff who use the office at least 60% of their contracted hours. We would also recommend an equivalent number of Emergency First Aid at Work (EFAW) trained staff. These numbers are suggested as we feel they are likely to ensure there are always at least three people on site two of which are FAW trained (as on the busiest days there are usually more than 50 staff in the building). This will also ensure sufficient cover for staff taking time off as flexi, Time off in Lieu (TOIL) or holidays.
19. Health and Safety Committee agreed these numbers seems appropriate and approved the FANA.



20. **FANA to be consulted with staff.**

Item 4: Safeguarding Policy and guidance

21. PM presented this paper, explaining that from 01 April there were significant changes to the Disclosure Act Scotland, which required changes to the levels of checks and who should undergo a full Protecting Vulnerable Groups (PVG) check. Lifetime membership was now also changing to be five-yearly, and consideration of whether trustees and board members need to be checked is also required.
22. The policy has now been completely revised in line with these changes, but we have also streamlined it significantly (previous version has 12 appendices). Now there are just two documents.
23. **AS is going to speak with PM separately** with additional feedback. AS has unique input as a Child Protection Officer and with knowledge of the work of the ranger and volunteer ranger teams. **Revised policy to be consulted with staff at SCF.**

Item 5: Accident and Incident Reports

24. Noted that there have been nine Accident and Incident Reports in the reporting period. The incidents were as follows:
 - a) Collision with pheasant resulting in damage to plastic grill below the number plate on a pool. Investigation identified that that the relevant team will be reminded to be very aware of road conditions and to drive accordingly.
 - b) Scratch to paintwork of van.
 - c) Finger trapped between fire door and door jam. Cold pack applied.
 - d) Burn to work surface in kitchen due to hot oven tray being placed there. Risk assessment now written for such activity and heat resistant bords provided.
 - e) A ranger twisted right ankle in pothole in Deebank Road on patrol. The immediate circumstances were essentially failure to notice a pothole which was then stepped in causing the twisted ankle. Conditions at the time meant there was a mix of light and shade due to sun through trees which probably contributed to the pothole being less noticeable. Existing training deemed adequate.



- f) Member of public fell outside the office. The person fell due to own lack of balance and no further intervention required. A first aider went to their assistance.
- g) Junior Ranger was taking part in a lodgepole pine sapling session and his saw cut his right thigh (clean approximately two cm long cut). First aid was administered and procedure reinforced.
- h) Ranger stepped on an adder. No physical harm but stayed alert for patrol.
- i) Volunteer ranger tripped over grass tussock crossing field and fell awkwardly. No first aid required.

Item 6: Ranger services matters

- 25. Rangers had done some training with the police about deescalating situations and how to protect yourself which was excellent.
- 26. Rangers to be doing training with SFRS about what to do in the event of a fire, when to try and deal with it themselves and when to call services for assistance.
- 27. Break Away training also scheduled - covers escaping from dangerous situations when personal safety is at risk and identifying and knowing what to do if physically touched.
- 28. **AS to report back at next Health and Safety Committee on how these courses went.**

Item 7: Peatland team matters

- 29. Nothing raised.

Item 11: Facilities matters

- 30. Nothing raised.

AOCB

- 31. PVG checks for peatland team. **PM to Liaise with ES.**



Date of next meeting

32. To be confirmed.

Action table

Action	Responsible person and status
13 May meeting	
AED training for all staff	BS
Link to corporate risk assessments to be added to risk assessment template	BS
New risk assessment template to be rolled out to all line managers during line manager training	KC
New template to be rolled out to all staff via Eolas	BS
Additional feedback on Safeguarding Policy	AS and PM
Safeguarding Policy to be consulted with staff	PM and SCF
FANA to be consulted with staff	KC and SCF
Report back on additional Ranger training courses	AS
Peatland team PVG checks to be explored	PM and ES
11/02/25 Bike project user "membership agreement" to be developed and brought back to H&SC Operating system for staff use of fleet bikes to be developed and brought back to H&SC Consideration of insurance for staff fleet bike use	In hand and to return to Q3 H&SC meeting Pat D
11/02/25 Path inspection protocol and associated risk register should to be viewed and signed off by SMT	CS took to SMT 20 May
11/02/25 Addition of link to PVG Policy to H&S Policy	Actioned
11/02/25	Actioned



H&S Policy to be taken to SMT for sign off	
11/02/25 Aspirin to be included in 1st aid kits in fleet vehicles	Actioned but missing in a few vehicles. BS to check
11/02/25 Emergency Procedure Pro Forma to be developed	Actioned: new poster in wellbeing room with instructions about what to do in an emergency; first aid hand over pro forma to hand to paramedic and family approved. BS
11/02/25 Staff health details to be located on lock down SharePoint site accessible only to 1st aiders	Actioned
11/02/25 Panic button in wellbeing room	BS / MP on going. a few options considered but did not work. Facilities team to revisit.
11/02/25 Change door lock in wellbeing room	Actioned
11/02/25 More posters around the building about who the 1st aiders are and also update sign-in app with 1st aider details then let staff know about this via Eolas	Actioned
11/02/25 Action additions to Sexual harassment RA and pass to SMT for sign off	Actioned
11/02/25 Develop a risk assessment and on-road guidance as part of the Led Bike Ride procedure to come back to H&SC. Thereafter, to be taken to SMT for sign off and broader distribution.	Not yet actioned. Anna R and CS



11/02/25 Decision to be taken by SMT on how to dispose of old branded corporate clothing	Not yet actioned. KC take to SMT
11/02/25 Discuss with rangers capacity to deliver bite sized training to staff on basic 1st aid	Not yet actioned. AS
30/10/24 Was a log kept of staff attending A&IR and Lone working training and do we need a mop up	KC and Paul D
30/10/24 OMG to consider which staff (other than rangers) should be put forward for Advanced driver training	Actioned
30/10/24 Ranger team sex harassment RA to be undertaken, and also to be included in Green Health Key Workers Safe Systems procedures	AS
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