Draft Health and Safety Committee Minutes

Held at Cairngorms National Park Authority hybrid

10 September 2026

In Attendance

Kate Christie
Pip Mackie
Mark Pocock
Colin Simpson
Alan Smith
Emma Stewart

Apologies

Beccy Stanton

Item 1: Review of minutes and previous actions

1. Updated in action log. Key discussion points:
    a) Installation of CCTV has stalled as BS is on long term sickness. Not a priority for now and can wait till she is back.
    b) Regarding the 4x4 crossing water guidance document, ES and the team had considered stating "use your judgement" re going into the water yourself to assess depth, but we feel this is not an appropriate or safe option, despite the fact this is what LANTRA suggest. We agreed that it was more robust to simply state "Do not go in the water". **ES to fine tune this and the 4x4 driving; and 4x4 recovery risk assessments and KC then to upload and launch.**
    c) Regarding cleaning of Personal Protection Equipment (PPE) worn during fire training, CS has now spoken with SFRS who have signposted him to the company they use. **CS to follow up with cleaning company.**
    d) Discussion about aggressive behaviours noted through previous Accident and Incident Reports, CS updated committee that we have now sent two cases (fire bylaws) to fiscal office, and in each case the individuals did not get

abusive when we took their details. These cases involved were one in Deeside where the folks concerned admitted their fire had been lit for a couple of nights; and one at Glenmore campsite (after the wildfire incident) where smouldering embers were found so fire had likely been through the night.

e) CS confirmed that the lone working session had been done with the Access team. He noted that through this, folks had realised that driving alone was also lone working and suggested a guidance note about this particularly as winter is approaching. **CS to write this guidance note**

f) Lockbox for peatland team has not progresses due to BS being off sick but current situation works fine so this can wait.

g) MP provided an update on the CHUBB fire inspection. He reported that it went well with just a few minor issues, eg location of external bins right by fire escape, but this is dictated by Highland Council so **MP will speak with them re moving**; all door hinges with the exception of extension doors were flagged for replacing as they don't have the CE stamp on them and are therefore not safety recognised and don't comply with fire regulations. This is required to be able to evidence that they will withhold elements of a fire door. AS suggested, we try and argue that this is an old building and see if there is a caveat which we may be able to rely on in this situation to not have to replace the hinges. **MP to discuss with CHUBB, and if no caveat to rely on, to arrange replacements with joiners;** they also indicated same issue with glass, but the builder will provide a safety data sheet for glass. **MP to chase up**.

Item 2: Review of Abernethy and Glenmore Wildfire Documents 2026

2. There were a series of risk assessments and guidance documents pulled together to support staff activities managing the wildfire incident, covering eg drone piloting and 4x4 support; drone spotter guidance, drone operator standard operating procedure. Although the incident was now largely over, it was felt appropriate for the Health and Safety Committee to consider these documents, in terms of supporting potential future implementation.

3. Discussion points were:
   a) The documents were good and robust and met the need at the time.

b) This incident has prompted the need for wider discussion about risk management planning for when similar situations occur again.
c) Agreement to sign off these documents as being fit for purpose for the 2026 incident, but that they will need to be reviewed, double checked and adapted for future incidents. Nevertheless, they are a good baseline for future incidents.
d) Awareness that Grant is already coordinating a "lessons learnt" review for development of a risk resilience approach/protocol going forward.
e) Whilst SFRS took responsibility for risk assessments and procedures for volunteers and staff of other organisations supporting this incident, recognition that key for the Park Authority is our duty of care is to our staff. To this end, it was suggested there needs to be feedback to SRFS about their procedures not being fit for purpose (eg volunteer / officer sign in process). Agreed though this was not the responsibility of the Park Authority's Health and Safety Committee but the expectation that this would come out of the national inquiry and will also be visible in our own protocol / review that Grant is leading.
f) It was asked how the wider staff group can contribute to this review - eg peatland team many of whom were heavily involved in the incident. CS said he would take this question back to Grant, and it was agreed that the Health and Safety Committee should have sight of the emerging protocol / review. CS to action.
g) There was a sense at the time that some staff were very enthusiastic about setting a baseline of everything we gave as a minimum we give each time - eg lots of staff now want to do 4x4 training or Brightsparks firefighting training even though that doesn't sit within their job remit or is even appropriate for their role - they just want to be able to assist such incidents. So there needs to be something in the protocol about where the organisation sees staff in future involvement on such incidents and how we might prepare them for that involvement.
h) It was agreed that we cannot expect our rangers to be the fourth emergency service. We therefore need clarity of the various agencies' responsibilities in these incidents and where and when our assistance is required. It was felt that the agencies were abdicating responsibility to the Park Authority's drone pilots, where it was felt that our support should only be where agencies have a gap ie we should not be expected to backfill responsibility where the

agencies have a responsibility to do something, and this point should be made clear to our staff

i) Brightsparks firefighting training was also discussed and the Health and Safety Committee did not support general staff getting this training as key to the ability to effectively fight fires is practical experience as well as the formal training course (as highlighted by the trainers themselves) and this is not something our staff are likely (or expected) to get. Nevertheless, we suggested that there may be alternative firefighting training explored that may be appropriate for our staff. CS to take these points back to Grant, as he also sits on the review group.

Item 3: Accident and Incident Reports

4. Noted that there have been six Accident and Incident Reports in the reporting period, in comparison the eight in the previous reporting period and five in the reporting period before that. The incidents were as follows:
   a) Front door of extension (and therefore a fire exit) getting stuck closed.
   b) Rangers can across a family camping with a fire - unattended children at the fire and potential safeguarding matter.
   c) Clipped wing mirror of fleet vehicle.
   d) Member of the public collapsing at the Grantown show.
   e) Puncture of tyre on fleet vehicle.
   f) Rangers having to deal with aggressive behaviour from member of public asked to park his vehicle elsewhere as Cambus Bridge car park was full

5. There was a discussion about the clipped wing mirror incident. A staff member was driving the Land Cruiser. The road narrows on the bend. Staff member was fully within their own side of the road, travelling at approximately 20mph, when a camper van came around the corner from the opposite direction. Staff member moved further over onto the verge to allow the camper van to pass safely. As the camper van came past, its wing mirror clipped the wing mirror of the Land Cruiser. Our insurance asked if our vehicle was stationary, in which case liability lay with the driver of the other vehicle, or if our vehicle was moving, we would be liable, or split liability if both vehicles moving. Our staff member did not stop on this occasion, so it was suggested we add narrative to the driving at work risk assessment to advise staff to stop in these circumstances to allow the other vehicle to pass - ie pull over if possible. KC to action.

Item 6: Ranger service.

6. AS advised that volunteer rangers had been drafted to support the wildfire incident but were at all times kept away from the fire.

7. There had been a couple of incidents in the aftermath at Glenmore with folks venting grievances to the volunteer rangers about being kept away from the fire and expressing that the cordons that were in place impinged upon their rights. AS acknowledged that this is something the volunteer rangers are not typically exposed to. He said we will reinforce in their training how to deal with these types of situations.

8. CS pointed out that as the access authority the exclusion zone is an access authority matter for people's safety as per S15 of the Land Reform Act. He said that we are reviewing the exclusion zone and printing revised maps weekly

Item 7: Peatland matters

9. Nothing to report

Item 8: Facilities matters

10. MP reported that there were a few occasions were folk had not signed in / out which was causing issues for the cleaners and also impact on out of hours checks MP does on the building. KC to draft a post for Eolas reminding staff of requirement to sign in / out.

AOB

11. None

Date of next meeting

10 December 2026

Action table

Action	Person responsible
10/09/26	
Fine tune 4x4 documents then to upload and launch	**ES and KC**
follow up with SFRS recommended cleaning company for firefighting PPE laundry.	**CS**
Guidance notes about lone working driving in winter	**CS**
Approach HC to move location of external waste bins	**MP**
Discuss with CHUBB fire report contractors' potential caveat re fire door hinges	**MP**
Chase builders for safety data sheet for glass	**MP**
Take to Grant the Health and Safety Committee recommendation about sight of risk management protocols, and requirements to involve staff more broadly in the review. and potential to explore suitable fire training for staff that meets the needs of the protocol.	**CS**
Update driving risk assessment re stopping vehicle on narrow roads to allow others to pass.	**KC**
Eolas post reminding staff to sign in/out	**KC**
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	**KC - action completed**

Action	Person responsible
recommendation about installing CCTV to SM**T**	
Spec up cost of 4 CCTV cameras**.**	**BS**
Add parameters re water depth	**ES - action completed**
Check and provide narrative about weather forecast	**AS - action completed**
Amend to make parameters very clear re wading in water	**ES - action completed**
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**
Liaise with SFRS re decontamination laundry	**CS**
Ensure Conflict Resolution training includes how to handle inappropriate comments from the public	**AS - action completed**
Lone working training for Access team	**BS - action completed**
Remind folks to report equipment breakages	**BS - action completed**
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 - all actions competed	
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: • 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 **- action completed**
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 **- action completed**
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 we need a mop up.	Discussed as part of the Escalation Procedure Failure report. Still to action a mechanism 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 **- action completed**