

**CAIRNGORMS NATIONAL PARK AUTHORITY**  
**HEALTH & SAFETY MEETING**

19 July 2022

**Minutes**

**In Attendance:**

Kate Christie  
Pip Mackie  
Alan Smith  
Mark Pocock  
Colin Simpson  
Becky Stanton  
Lisa Maclsaac  
Liz Henderson

**Welcome**

1. KC opened the meeting and welcomed the new staff and new members to the H&SC: - Colins Simpson (CS – Head of Visitor Services and Active Travel), Becky Stanton (BS – Facilities Assistant) and Lisa Maclsaac (LM - Governance, Data & Reporting Manager). **PM to arrange IOSH Managing Safely training for all 3.**

**Review of Minutes and previous actions:**

2. Minutes reviewed as per action log. Key points that came up for discussion were as follows: -
  - a. Fire Marshalls - we now have 35 people trained but the challenge is that because of hybrid working and flexible work patterns, we do not know which of the fire marshalls are in each day and therefore if we are legally compliant. Agreed that PM would share with BS the list of trained fire marshalls and BS would collate/compare this with the sign in/out sheets to ensure we have an adequate number in each day. If this analysis identifies any days/time where we do not have acceptable fire marshall cover for the number of staff in that day, we will reconvene to discuss how to manage this going forward.
  - b. Colin Simpson to go on to the Senior Responsible Officer rota (which is the last line of reporting in the event of a serious incident as per the [Serious Incident Procedure](#) and [Late Back Emergency Procedure](#). **AS to liaise with CS on this.**
  - c. 4 X 4 training. One person has missed the opportunities made available. As we are recruiting more Peatland staff, we will slot this person in to the training we provide the new peatland staff. **PM to action**

- d. MP advised that Safeshores, the company who provide the lone working Chaperone devices have been taken over, which has delayed the roll-out of training to all users and will involve the set up of a new portal, but we are unclear when this will happen. We agreed that MP would concentrate on getting devices for new staff who don't yet have them and training for them based on existing portal to ensure all staff are safe and covered for the summer season; and will then concentrate on getting to grips with the new portal and will then arrange training on the new portal. MP will also liaise with relevant heads of service re needs for own versus shared devices, and lines of escalation, to be uploaded to the portal. Priority staff who we assume need their own devices are peatland, conservation, access team, CCP team and land management. Planning staff already have a shared device system that is working. AS confirmed Rangers are covered, and that they have alternative procedures in place for areas where there are black spots with regards to connectivity.

### **Covid-19**

3. There is a spike of cases currently. We have recently moved to the hybrid working approach where staff are expected as a minimum to be in the office 50% contractual hours. Agreed that in the short term we would relax this if staff were worried about attending the office due to the spike in cases.
4. Agreed that the guidance recently circulated to staff was pitched correctly – i.e. encourage staff to do a LFT if they have any cold symptoms and not to attend if LFT is positive; if a member of your household is positive, attend the office only if your LFT is negative.

### **Inspection and Maintenance Procedures for Infrastructure**

5. Liz Henderson, Infrastructure Manager presented a paper covering the following:-
  - a. This is a proposed infrastructure inspection/maintenance procedure for CNPA-responsible infrastructure
  - b. Instigated by a recent incident at The Still where a member of the public was scratched by wire and her clothing damaged
  - c. This promoted an investigation of infrastructure CNPA might own or be responsible for
  - d. Identified this accounted for the 29 granite entry markers, 3 art installations (Snowroads); and bridges over the Speyside Way
  - e. The paper proposes how we might maintain these sites in the future and procedures for inspection.
  - f. Each granite marker has a management agreement with the relevant land manager – they are about 15 years old.
  - g. The art installations are more complex as they are designed to be interactive – i.e. climbed upon etc
  - h. Proposal is that we initially arrange for a civil engineer to inspect all the identified infrastructure for structural integrity. This inspection will identify any degradation and confirm if the sites are safe
  - i. Then remedial action (if any) will be instigated. We should have a plan in place by the end of this year of any defects and remedial action

- j. Thereafter, there will be annual inspections of the sites, conducted by the rangers, and based on a checklist that LH will pull together. Rangers will not be required/expected to make repairs – if they identify any issues/faults, these will then be escalated to Liz and then Colin
  - k. Structural inspections will then take place every 5 years, and this will be reflected on the Strategic Risk Register
  - l. There remains an issue at The Still particularly with regards the gabian baskets at the steps where the contents have settled causing the wire mesh to sag – Liz will liaise with the Crown Estate in this regard. She confirmed that there are warning signs in place currently
6. In discussion, H&SC agreed that it made sense for CS to be a part of the H&SC. AS confirmed that all sites would form part of standard patrol routes of the rangers anyway, and therefore would probably be inspected more than the proposed once/year. Liz asked if CNPA had a standard call of contract with anyone for structural/facilities repairs. MP confirmed that we typically used Laing's for facilities work.
  7. H&SC signed off the proposals and Liz confirmed she would now progress the plan.

#### **Facilities matters**

8. MP reported that at his recent visit to the Ballater office, the fire exit door by the meeting room was blocked by prams and buggies, which is a breach of fire regulations. **MP to raise this with Halls Committee**
9. Facilities team flagged that the main door at the extension is still being left unlocked at night which is a significant security risk. The problem is that the door design is such that after its been locked, anyone can still inadvertently unlock it from inside by simply pulling the door handle down – its basically a poor locking mechanism. It was discussed if a slide lock could be installed on the door as a second lock, but this could therefore only be locked from the inside and would therefore also have to be unlocked from the inside. **Facilities team to investigate if an additional lock mechanism contravenes fire safety and if not, to instal a lock**

#### **Ranger Service**

10. Alan 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. The approach with regards vehicles has worked very well (i.e. approx 9 x hire vehicles based at Ballater, Grantown and Auchentoul offices)
  - c. Given so many of the seasonal team are “returners”, H&S and risk assessments etc is becoming second hand for them
  - d. The 4 trainee rangers have settled in well. They never work alone and are always buddied up.
  - e. We have 2 x trainee ranger work experience students from both local highschoools and this too is working well.

**AOB**

11. None -

**Risk Assessments**

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

**Action log**

**Actions from this meeting – 19/07/22**

<b>Action</b>	<b>Responsible person and Status</b>
IOSH Managing Safely training to be arranged for CS, BS and LM	PM
Colin to be added to SRO rota and explained how it works	AS
4 x 4 training for new Peatland staff to include person who has missed it to date	PM
Safeshores devices to new staff and training for all users	MP
Infrastructure inspection and maintenance plan to be implemented	LH/CS
Halls Committee re blocked fire exit	MP
Additional loch mechanism for main door extension to be investigated	Facilities team

**Actions outstanding from previous meetings**

<b>Meeting Date</b>	<b>Action</b>	<b>Responsible person</b>
30/03/22	Investigate as part of office return evaluation: -  <ul style="list-style-type: none"> <li>• move to an electronic sign in/out system,</li> </ul>	Facilities team to review electronic sign in/out system and bring back proposals to next H&S meeting
	Staff to be advised about RA template and sign off procedures	Actioned 08/04/22 newsletter
	H&SC recommendations re CNPA managed sites	Actioned and LH brought this back to 19/07/22 meeting for discussion
	Staff to be reminded of lone/remote working procedures	Actioned 08/04/22 newsletter
	E-vehicle training commenced	MP has now trained BS on how to use e-vehicles. Still to train BS on how to train staff

**CAIRNGORMS NATIONAL PARK AUTHORITY**  
**Resources Committee Paper 6 12<sup>th</sup> August 2022**

	Ranger Services PPE being managed by Jenny	Mark to share templates
	H&S Policy updates to be shared with Grant for approval and signature	Actioned
	Consider removing H&S Backpacks	Kate to raise via SCF and to flag to staff need to complete personal risk assessment and include PPE requirements via newsletter. Actioned in 8 <sup>th</sup> April newsletter
16/12/21	All to advise MP once RAs have been updated, so MP can ensure consistency of templates	Ongoing
<b>19/03/19</b>	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.