

Health and Safety - Trustees Report – 4th March 2025

As an ongoing reminder this Report is issued acknowledging the Charity Trustees of a congregation (i.e. members of the Kirk Session, Office Bearers and financial board if any) are collectively responsible for ensuring that all premises under their control, whether or not they are workplaces, are kept as safe as is reasonably practicable and that employees, the minister, members of the congregation and members of the public generally are not exposed to avoidable risks. This responsibility exists irrespective of any requirement arising out of the 1974 Health and Safety at Work Act 1974.

1. Current Work -in- progress - update

Works	Comments
Kone Lift Contract renewal	Proposed renewal terms for 1 st June 2025 received 17 th January 2025. This will be renewed.
Emergency Lighting	One of the lights above the musicians seating area appears to be faulty. To be investigated.
Gas Boiler – Church Basement – Gas Regulations certificate	Visit arranged 12 th November 2024. Recommendation boiler upgrade carried out. Quotation received and accepted work to be completed. Warning certificate issued requiring additional ventilation. RF discussing with contractors to resolve.
Kitchen Oven – Gas Certificate	This has proved to be slightly challenging. Hannah & Howie who have inspected the oven for many years, having confirmed an appointment for 30 th January 2025, at the last minute advised they couldn't fulfil due to no longer having any persons holding required qualifications to inspect. On 6 th February 2025 Glasgow City Plumbers visited and confirmed safety check had passed. Certificate was to follow. Current certificate expired on 8 th February 2025. After a week or so reminder was issued. After further reminder it transpired due to transferring to new IT system there had been problem obtaining certificate from system. A re-visit was required. After further reminder very unfortunately, the only person with qualifications to visit, could not commit due to the very serious and sudden illness to a close family member. They were going to be absent from work for indefinite period. Glasgow City Plumbers kindly arranged for West Cave Catering to re-visit on Friday 21 st February 2025 to inspect. A certificate will be issued once a CO2 monitor in kitchen area and additional signage regarding ventilation is displayed. Work scheduled to be for Monday 10 th March 2025 (pm)

Kitchen Boilers x 2 – Gas Certificate	Certificate issued on 6 th February 2025 to meet requirements of The Gas Safety (Installation and Use) 1998 Regulations. Defect noted – no visual earth bond on gas pipe to be investigated.
Office Boiler – Gas Certificate	Certificate issued on 6 th February 2025 to meet requirements of The Gas Safety (Installation and Use) 1998 Regulations. Defect noted – no visual earth bond on gas pipe to be investigated
Smoke Vent certificate	Quotation accepted for annual visit which is arranged for 3 rd March 2025 (pm), This is to meet the recommendations of BS9999, 2017, BS7346-8; and Fire (Scotland) Act 2005.
Kone Lift visit	Next service visit due by 31 st March. Suitable dates proposed to Kone await agreed date.
LOLER – Statutory Inspection	Next certificate due by 16 th April 2025. Awaiting date from BES Group Ltd
Boiler – Manse	Next visit due by 19 th April – engineer aware Mark Malcolm will be in contact to arrange inspection nearer the time. Certificate required to meet requirements of The Gas Safety (Installation and Use) 1998 Regulations.
Boiler – Church Officers House	Next visit due by 2 nd May – Premierlet arrange this as part of their duties with copy of certificate forwarded for our records. Certificate required to meet requirements of The Gas Safety (Installation and Use) 1998 Regulations.
Fire Alarm Maintenance	Note within the new insurance policy wording with effect from 28 th August 2025 this will be a policy condition requirement.
Nominated First Aid person	Position remains vacant. No volunteers to date have come forward.

2. Housekeeping/Storage, Ongoing system management procedures, Monitoring and Record Keeping requirements

This highlights the areas identified where continual attention is required on an on-going basis. This will remain as standing item on all reports to keep subject on minds of all Trustees.

3 main areas were identified -

- a) Housekeeping/storage – under the new insurance policy wording conditions with effect from 28th August 2025 this requires to be satisfactory and ongoing.
- b) On going system management/monitoring procedures and
- c) Inspection being recorded in logbooks which are then kept up to date. As a note to Trustees this area due to personal time circumstances, technical competency and volunteer time availability continues to prove difficult to keep up to date.

3. Training ongoing

This involves continually looking at training which might be required to meet the test of competency in terms of Health and Safety, Fire Safety and First Aid knowledge.

Training remains on going subject for attention. Emergency Lighting report has highlighted need for additional training. This focuses more urgency on this matter.

The specific comment is “Building Occupier and their staff trained on suitable maintenance, testing and operation procedures or current maintenance is in place” Answer is No.

Options for training have being considered however due to constraints around Budget will be put on hold at the moment.

4. Items under consideration

a) Lightening Conductor inspection – Will not be proceeding unless 2025 Budget allows at some later stage in the year.

b) Fire Risk Assessment - 1 annual Fire Drill with findings and learnings to be recorded for action/attention – further training will be required before date can be confirmed. **Remains on Agenda however no date planned but will need to be carried out preferably before insurance renewal date of 28th August or as soon as possible afterwards.**

c) Electrical Condition Report (Church/Hall, Manse and Church House) – report recommendations - Will not be proceeding unless 2025 Budget allows at some later stage in the year.

d) Fire Risk Assessment – Annual review of previous assessment to be carried out internally by **30th November 2024 this matter is ongoing. Note** – if we decide to hold overnight lock-in event the Fire Risk Assessment will need to be tendered for new contract to review.

e) Health and Safety Handbook - Annual internal review of previous policy to be carried out internally by **30th November 2024 this matter is ongoing.**

5. Presbytery Inspection of records – Monday 24th March – 3pm Orchardhill Parish Church

Dave McLaren will be attending this event of behalf of Session.

Manse condition schedule completion will be required by 24th March as part of Presbytery Inspection of records.

6. Lift Inspection – LOLER additional observation added in Report

Trustees should note the following additional observation has been added to the LOLER Report issued on 16th October 2024.

“The Safety Assessment Federation (SAFed) give guidance on supplementary testing of in-service lifts and some of these tests are recommended on a “periodic” basis and should be considered as part of your routine service. **We advise the key safety aspects of this lift installation be risk assessed and consideration be given to “periodic” testing, where applicable, in accordance with the current version of SAFed lift guidelines. (LG1).**

Where supplementary tests are required to support the thorough examination a request will be made by the competent person”

No request has been received by the competent person (BES Group) but we are on an advisory note regarding the lift not complying with modern standards. The report also advises that the key safety aspects of the lift installation be reviewed and a program of modernisation adopted in accordance with BS EN/180 Rules for the Improvement of the safety of existing passenger lifts

Kone, who service our lift on a quarterly basis are looking into providing a plan for risk assessment and possible capital expenditure to meet the assessment consideration above. This remains ongoing with last contact with Kone on 28th February 2025.

7. Kitchen Cooker – Ventilation

Trustees to note – Using Cooker more frequently than a couple of times a month, at full capacity, would have resulted in a failure under Gas Safety Check. This would have been due to inadequate ventilation defects. To arrange pass we have to install a CO2 monitor and make sure the window to corridor is open when using the oven.

As an indication – VRI of cost to improve ventilation would have been around £5k or if current cooker was replaced as an alternative option in the region of £1.5k. It is not an issue but good to note for the future by the Finance Team.

8. Risk Assessments

Within the Insurance Report mention is made of the requirement to have adequate risk assessments for all activities which are deemed to be unusual.

It is understood Safeguarding requires a number of risk assessments to be carried out to comply with legislation.

A review of this subject across all areas of the church is suggested early part of 2025 however might be impacted by Budget costs available. This continues to remain on agenda for action.

David McLaren/Roger Fleming