

HEALTH AND SAFETY - TRUSTEES REPORT – 4th November 2025

As an ongoing reminder this Report is issued acknowledging the Charity Trustees of a congregation (i.e. members of the Kirk Session and Office Bearers) 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 schedule- update – items in bold are works-in-progress to be completed

Works	Comments
Kone Lift quarterly visit update	Service visit completed on 19 TH September 2025. No items requiring action. Next visit due by 31st December 2025. A further visit was carried out on 1 st October 2025 by Kone to upgrade the 24/7 communication to Kone in event of an Emergency.
LOLER – Statutory Inspection – Lift	Lift passed inspection on 8 th October 2025. There were some minor additional recommendations however lift certificate still to be received with details of work suggested.
Emergency Lighting	Emergency light annual test completed 17 th October 2025. 2 lights failed, 1 x rear stairwell Church Hall extension and 1 x in balcony area near to the exit door to church hall. Quotation is being obtained to replace lights. Electricians visiting to inspect on 30th October
Portable Appliance Testing	Annual Certificate issued on 3 rd October. There were 9 items which failed test. 3 were repaired on site. 6 lights which are in the church balcony windows have been condemned and MUST NOT BE USED UNDER ANY CIRCUMSTANCES. Mark Malcolm is considering replacement options. This item will now become Property Team matter going forward.
Gas Boiler – Church Basement – Gas Regulations certificate	Boiler passed inspection to comply with The Gas Safety (Installation and Use) 1998 Regulations and Gas Industry Unsafe Situations Procedure on 24 TH October 2025. <u>Warning certificate previously issued for high level ventilation in plant room has been removed. Safety certificate still to be received at time of writing.</u> Quotation being forwarded following suggested additional maintenance which has been recommended.
Fire Alarm Maintenance	Next visit due December 2025. Date to be confirmed. This is a 6 monthly visit
Nominated First Aid person	Position remains vacant. No volunteers to date have come forward. Seriously overdue

Note

The following items were referred to in some detail in the H&S report presented to Kirk Session on 16th September 2025. The headings are included in this Report as reminder.

Unless stated otherwise there is nothing to report from 16th September, This is unless stated otherwise under the appropriate item heading. However, Session should continue to be aware of the detailed comments made in 16th September 2025 report which still apply on an ongoing basis.

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

3. Training ongoing

4. Items under consideration

4 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. **This matter is SERIOUSLY overdue and should be completed as a matter of urgency to comply with Fire Risk Assessment observations.**

5. Lift Inspection – POINT OF NOTE – TO REMAIN AS STANDING ITEM – additional observation regarding Risk Assessment and Safety Aspects of Lift Installation Risk Assessment – 26th

Note as correction there was no item 6 within Report of 16th September 2025

7. Kitchen Cooker – Ventilation - POINT OF NOTE – TO REMAIN AS STANDING ITEM

8. Risk Assessments – Suggested review

9. Vacancy – Health & Safety Appointed Person – 30th June 2026

David McLaren/Roger Fleming