

HEALTH AND SAFETY - TRUSTEES REPORT – 27th January 2026

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	Visit on 31 st December 2025 identified battery which requires replacement due to corrosion. Quotation to replace accepted. Site visit date to be confirmed by Kone. Next service visits due by 31st March 2026 followed by 30th June 2026.
LOLER – Statutory Inspection – Lift	Kone completed amber defect items identified in the inspection on 11 th December 2025
Emergency Lighting	2 lights failed, 1 x rear stairwell Church Hall extension – fixed 21 st November 2025. 1 x in balcony area near to the exit door to church hall. Quote accepted however await confirmation of church insurance in place before visit can be organised
Portable Appliance Testing	6 lights which failed PAT have now been removed
Gas Boiler – Church Basement – Gas Regulations certificate	Additional maintenance recommended was completed on 5 th December 2025.
Fire Alarm Maintenance	Site visit on 4 th December 2025 maintenance completed. On arrival system was showing fault which was fixed along with 1 very minor repair.
Pigeon Control – Rear Church Hall, rear stairwell and car park	This was identified by the Property Team as a Health and Safety issue. After 4 companies approached for tender. Competitive quotation accepted with work for Phase 1 and 2 being completed on 12 th January 2026. An annual maintenance contract has also been put in place. 1st inspection due January 2027.
Gas Boilers – Kitchen cupboard and Office	Site visit to be confirmed. Required by 13 th February 2026.
Kitchen Oven – Gas Safety certificate	Site visit arranged for 12th February 2026. Required by 21st February 2026. It is borderline whether the oven is treated as a domestic or commercial cooker. The categorisation does impact the amount of ventilation required.

Smoke Vent – Annual Inspection	Site visit to be confirmed. Required by 3rd March 2026
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 further to report from 16th September 2025, this is unless stated otherwise under the appropriate item heading. However, Session should continue to be aware of the detailed comments made within 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 a) Housekeeping

Fire Doors

Session is asked as they go about the building to watch that all fire doors are closed. Recently there was an occasion when upon entry to the building 7 fire doors were open. This could be an issue from an insurance point of view.

Fire Alarm

If there is a fault showing on the Fire Alarm Session are reminded this should be reported either directly to CSS, details on Fire alarm or to the Health and Safety Co-ordinator. Again this could be an insurance issue.

Pigeon Control

As detailed above 2 phases of work were completed on 8th January 2026. Of the 4 contractors approached, 3 site visits were arranged. The brief was to quote for the work completed to date. However, contractors were asked to comment on other risks which they viewed in our Buildings. The work completed to date was referred to as **Phase 1 (Rear Church Hall) and Phase 2 (Rear Stairwell)**. There were 3 other areas identified as concerns.

Phase 3 (Flat section of roof between front of church hall/rear of church building) – evidence of pigeon activity – VRI of costs - £5,000 to install pots. No action proposed at present,

Phase 4 (steeple) – Activity from jackdaws may well be happening, If so, this might require clean-up, nest and egg removal and repair of points of access. VRI of costs – could be between £5k to £10k. However, site visit would be required to progress further. No action proposed at present.

Phase 5 – Rats and Mice – Possible activity around front and rear of the church. Contract to supply boxes (6 in total), empty contents at regular intervals would cost in the region of £1k. Mark Malcolm is going to address this matter inhouse.

General point of note - Pigeon control is an example where volunteers might be willing to carry out certain types of work. However, due to either Insurance requirements and/or Health and Safety issues, it is better to bring in specialist expertise for certain types of work.

In this case, specific equipment was required to work at heights which really, we should not have volunteers or employees working at.

If they do it is at their own risk, however it could bring serious issues in event of an accident requiring HSE investigation. As a reminder they include closure of the premises, significant fines (£10,000 plus) and in very serious cases imprisonment of Trustees.

Site security

The Safe Building Team from 121 have asked all congregations to complete a risk assessment of their site security to ensure that it is adequate. **If any elder has any views on this matter, could they please advise David McLaren before 27th February 2026.**

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.**

In November this year the Fire Risk Assessment will be 3 years old. Consideration should be given to updating this in 2027 if not before.

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

On 8th January 2026 we had an Emergency Call out for the lift. Kone attended site within 1 hour of notification call. Doors of the lift were not opening. Callout notification 12.30pm arrival by 12,50pm. Fortunately no-one was in the lift. The fault may have due to heavy trolleys being used in the lift.

Lift Upgrade

A couple of years ago Session were made aware of the lift not being up to modern standards and many parts being obsolete. This Emergency whilst not being due to age of the lift, does remind that something could happen unexpectedly by way of a breakdown. LOLER identifies an urgent defect which results in the lift being unable to be used and we are forbidden to use.

The Finance Team have agreed that we should start a conversation with our lift suppliers Kone to see what a modernisation programme would look like in terms of cost and scope of work. This conversation has started with Kone. It is not an immediate matter however updates will be advised,

The costs of any work would require Session approval.

9. Vacancy – Health & Safety Appointed Person – 31st August 2026

David McLaren, after 3 years in this position, has intimated his resignation as Health and Safety Co-ordinator with effect from 31st August 2026. This is an amended date from Session Report of 16th September 2026.

Resignation has been provided early to provide Session with ample of opportunity to consider replacement. **There is a legal responsibility to have someone appointed in this role.**

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

David McLaren/Roger Fleming