

## HEALTH AND SAFETY - TRUSTEES REPORT – 3<sup>rd</sup> March 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   |
|--|--|
| <b>Kone Lift quarterly visit update</b>          | Visit on 31 <sup>st</sup> December 2025 identified battery which requires replacement due to corrosion. Battery replaced 27 <sup>th</sup> January 2026. <b>Next service visits due by 31<sup>st</sup> March 2026. Date to be confirmed by Kone.</b> Next visits due by <ul style="list-style-type: none"> <li>- 30<sup>th</sup> June</li> <li>- 30<sup>th</sup> September</li> <li>- 31<sup>st</sup> December</li> </ul> |
| <b>Emergency Lighting</b>                        | Faulty emergency light in balcony (hall side front) replaced 12 <sup>th</sup> February 2026.   |
| <b>Gas Boilers – Kitchen cupboard and Office</b> | Certificates for Kitchen Cupboard and Office Boilers issued 9 <sup>th</sup> February 2026. Service also completed no issues identified   |
| <b>Kitchen Oven – Gas Safety certificate</b>     | Certificate for Kitchen Cooker Oven issued 12 <sup>th</sup> February 2026. Additional warning signage supplied and put on wall. No other issues identified.  |
| <b>Smoke Vent – Annual Inspection</b>            | <b>Site visit arranged for 27<sup>th</sup> February 2026. However, contractors were delayed on a job so this is being re-arranged hopefully for next week</b>  |
| <b>LOLER Certificate</b>                         | <b>6-month inspection due by mid-April. Date to be confirmed.</b>  |
| <b>Manse Gas Boiler</b>                          | With installation of new Gas Boiler, this certificate will no longer be due in April. <b>A Gas Safety certificate is now required. Mark Malcolm arranging site visit with Gas Engineer to complete.</b>  |
| <b>Church House Boiler</b>                       | <b>Gas Safety certificate due by 9<sup>th</sup> May. Premier Letting Agency arrange with copy of certificate being forwarded for our records.</b>  |
| <b>Kone Lift contract</b>                        | <b>Renewal of contract due by 1<sup>st</sup> June. We are in a 2-year agreement with Kone expiring 1<sup>st</sup> June 2027. Preliminary discussions have commenced however renewal will be arranged with Kone.</b>  |

|                                   |   |
|-----------------------------------|---|
| Portable Appliance                | Renewal terms expected in June. Preliminary discussions already started. Terms for a 3-year deal agreement have been requested. |
| Fire Maintenance                  | Next visit due June 2026. Date to be arranged.  |
| Fire Extinguishers                | Next site visit due August 2026. Date to be arranged.   |
| <b>Nominated First Aid person</b> | <b>Position remains vacant. No volunteers to date have come forward. Seriously overdue</b>                                      |

### Note

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

Unless stated otherwise there is nothing further to report from 16<sup>th</sup> 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 16<sup>th</sup> 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**

### 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 27<sup>th</sup> February 2026.**

**No views from Session were received so assumption Session happy with current security arrangements.**

**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**

### Lift Upgrade

Meeting was held in Kone's George Square office on 11<sup>th</sup> February to discuss lift upgrade. This was followed by lift site survey conducted by Kone on 17<sup>th</sup> February 2026.

A full detailed quotation for lift upgrade is awaited to consider further.

**The costs of work would require Session approval.**

## **9. Vacancy – Appointment of Health & Safety Appointed Person – 31<sup>st</sup> August 2026**

**Recommended replacement is in position before 31<sup>st</sup> August 2026.**

## **10. Matters arising since last Report**

### **10.1 Working at Height**

During our last meeting reference was made to the H&S Regulations for Working at Height. An information leaflet issued by H&S is provided with this Report. This should provide more information around this subject which is a very important one from a H&S and insurance viewpoint.

Trustees as Health & Safety duty bondholders should note the contents of this document very carefully.

### **10.2 Safe Buildings Team – 121**

Session should be aware that there has been a recent increase in communications from 121 Safe Buildings Team. Since 18<sup>th</sup> December 2023 we have received circulars on the following subjects –

- a) Seasonal
- b) Site security
- c) Slips, Trips and falls risk

This might be influenced by recent insurance claims for fire damage and injury.

They are a general reminder of the importance of good risk management, housekeeping and risk assessment within our church activities.

### **10.3 Work schedule - 1<sup>st</sup> September to 31<sup>st</sup> December 2026**

The current work schedule details known work which is required to be completed before 31<sup>st</sup> August 2026. After this date to 31<sup>st</sup> December 2026 the following matters will need to be arranged.

- a) Emergency Lighting annual inspection – due October
- b) Portable Appliance Testing – due October – recommended appointment date is agreed 2 months in advance of site visit.
- c) Gas Commercial Boiler basement – due November
- d) Fire Maintenance – due December

**Note as correction there was no item 6 within Report of 16<sup>th</sup> September 2025**

**7. Kitchen Cooker – Ventilation - POINT OF NOTE – TO REMAIN AS STANDING ITEM – Following 2026/27 Gas Safety certificate issue this item is now removed as standing item. Ventilation deemed to be satisfactory.**

## **8. Risk Assessments – Suggested review**

David McLaren/Roger Fleming