

HEALTH AND SAFETY - TRUSTEES REPORT – 5th May 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	Service visit completed 19 th March 2026. Nothing to report. Next service visits due by 30th June 2026. Date to be confirmed by Kone. Next visits due by <ul style="list-style-type: none"> - 30th September - 31st December
Smoke Vent – Annual Inspection	Contractors postponed the planned visit on 27 th February 2026 at late notice. Re-arranged for 3 rd March 2026 however contractors failed to appear. Alternative contractors were approached who carried out annual test on 6 th March 2026. No faults. Previous Test certificate expired on 3 rd March 2026. Original contractors were advised due to service issues they would not be required this year.
LOLER Certificate	Inspection completed 17th March 2026. No defects advised. Certificate still to be received.
Manse Gas Boiler	Gas Safety certificate issued on 17 th March 2026. One defect no bonding at gas meter. Mark Malcolm arranging site visit from Stuart Mills to arrange for defect to be corrected.
Ladder annual Inspection (New item)	Fixed and stepladder inspection arranged on 24 th March 2026. 2 small stepladders passed inspection however large step ladder and fixed ladder to steeple tower failed. These ladders must not be used under any circumstances as they are deemed unsafe. Mark Malcom arranging replacement of large stepladder. David McLaren requested quotation for replacement of fixed ladder. Additional information needs to be supplied to obtain quotation.
Church House Boiler	Gas Safety certificate due by 9th May. Premier Letting Agency have been reminded with certificate to follow.

Kone Lift contract	Renewal of contract due by 1st June. We are in a 2-year agreement with Kone expiring 1st June 2027. Preliminary discussions have commenced however renewal will be arranged with Kone.
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.
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

4.1 Site security – ongoing note

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.**

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

4.2 Safe Buildings Team – 121 – ongoing comment

Session should be aware that there has been a recent increase in communications from 121 Safe Buildings Team. Since 18th 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.

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

5.1 Lift Upgrade

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

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

The costs of work would require Session approval.

5.2 Emergency Call out – 17th March 2026

On Tuesday we had another incident with the lift doors not opening. We were due our service visit on 19th March 2026. To hopefully avoid an emergency, call out fee, Kone agreed to review problem during service visit already arranged for 19th March 2026. Lift was out of use for approximately 48 hours.

Fault was identified as car skate door not allowing the car lock to disengage to open the doors. The lift doors opened when in test mode but not in when in normally working setting. Problem was resolved. To date there have been no reoccurrences.

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

Recommendation replacement is in position before 28th August 2026 continues.

Note - The pre-renewal insurance questionnaire for 2026/27 will ask if we have an authorised person for Health and Safety from 28th August 2026. Hence reason for date change in the paragraph above.

10. Matters arising since last Report

10.1 Working at Height – Ladder Inspection - new item

The Church of Scotland have a property register schedule form which requires to be completed. A small section of the form relates to Health & Safety matters. Within this section there is a question about inspection on ladders. Upon contacting a specialist

ladder company, who supplied current fixed ladder to steeple tower, it was advised that an annual inspection is required.

Note - Ladder inspection is now added to the list of annual legal inspections.

Note – for clarity the property register has not been completed

10.2 Work schedule - 1st September 2026 to 31st December 2026

The current work schedule, item 1 in this Report, details known work which is required to be completed before 31st August 2026.

From 28th August 2026 to 31st 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

10.3 Fire Risk Assessment

An informal fire risk assessment walk through of the church building/hall was carried out free of charge by 2 companies. One on 6th March 2026 and other on 24th March 2026.

The overall impression from both visits was very favourable. Some observations however were made which are noted below.

- a) We have not had a recent Fire Drill carried out
- b) Storage of items under the front stairwell should be reviewed
- c) Storage of flammable liquids within the rear stairwell cupboard should be reviewed, due to proximity of electrical distribution board
- d) Water Fire extinguisher might be required in kitchen due to use of fat frying equipment

8. Risk Assessments – Suggested review

Where we have requests for additional insurance cover, one of the items which is regularly referenced by Aviva/Howdens is need for Risk Assessment. This is an important subject and one which should be continually reviewed within Working Groups in terms of activities being carried out.

One option would be to consider using an external company for advice, e.g Mentor or Peninsula. Recommended this option is explored.

David McLaren/Roger Fleming