

HEALTH AND SAFETY - TRUSTEES REPORT – 6th October 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 17th September 2026. There is no action required following visit. Next service visits due by 31st December 2026. Date to be confirmed by Kone. Outstanding visits before lift contract renewal due by - 31st March 2027 Lift contract renewal is due on 1st June 2027.
Smoke Vent – 6 monthly inspections	Ventilation tested 26 th August 2026. No action required following test.
LOLER Certificate – 6 monthly inspections	Inspection completed 10 th September 2026. No defects advised. Certificate received.
Manse Gas Boiler	One defect no bonding at gas meter however no action required
Ladder annual Inspection (New item)	Large stepladder has been removed from use. Quotation obtained, approved by Finance Team and accepted to contractor. Ladder currently under fabrication hopeful to have fitted during November 2026. <u>In meantime ladder to spire must not be used under any circumstances.</u>
Church House Boiler	Gas Safety certificate issued 12 th May 2026

Fire Maintenance	6 monthly inspections carried out on 21 st May 2026. No action required. Next visit due by 21st November 2026
Fire Extinguishers – annual maintenance	Visit carried out on 20 th August 2026. New 1 x Wet chemical extinguisher, signage and stand supplied in kitchen was provided. 1x High-performance 6 litre Foam and 1 x 6 litre foam replaced 2 extinguishers
Portable Appliance Testing - annual inspection	Visit was arranged for 28th September 2026. Engineers did not run up, No reason for non-attendance was provided. Re-arranged for 1st October 2026. PAT completed 1st October 2026. No defects circa 500 items inspected.
Church Boiler – Basement room – annual safety visit	Visit arranged for 23rd October 2026
Emergency Lighting – annual maintenance	Visit arranged for 28th October 2026
Nominated First Aid person	Position remains vacant. No volunteers to date have come forward. Seriously overdue

When the Bright H&S system is fully working it is hoped that this section will be deleted from future reports. Anticipated dated early 2027.

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.

This comment is being retained from September 2026 however review of content and length of Kirk Session report will be undertaken as capability of Bright H&S system becomes clear.

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

3. Training ongoing

4. Items under consideration

5. Lift Inspection, Service and Emergency Repairs (new heading)

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. Elders were requested to provide any views before March Kirk Session no feedback was received.

David McLaren has completed a ROSPA approved terrorism awareness training module using our Bright H&S system.

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 2025 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, Service and Emergency Repairs – POINT OF NOTE – This ITEM – additional observation regarding Risk Assessment and Safety Aspects of Lift Installation Risk Assessment – Update

5.1 Lift Upgrade

During 2026 quotations were obtained to a) upgrade our lift signal to Kone b) upgrade the lift motor unit (key part) and c) fully refurbish the lift. It was decided due to the costs involved not to proceed with any of the quotations provided.

IMPORTANT POINT Of NOTE - Session should be aware that in the event of a significant lift breakdown, due to various factors beyond our control and depending on parts involved, the lift may become out of action for several weeks.

5.2 Emergency Call out

There have been no Emergency call outs since last Session meeting in May.

6. Appointment of Health & Safety Appointed Person and External Health & Safety Advisors

At our meeting on 29th August 2026, it was agreed that David McLaren would continue as the Church appointed person for Health & Safety until 31st December 2027.

It was also agreed to appoint external Health and Safety advisors, Peninsula who will act as our competent person. Peninsula were appointed with effect from 1st September 2026.

7. Matters arising since last Report

7.1 Fire Risk Assessment

During discussions with Peninsula, it became apparent that our Fire Risk Assessment was overdue for review by competent person.

After a 7-contractor tender process Firelink Protection have been appointed to carry out updated assessment.

Report Findings

Visited was completed on 30th September 2026. There are a number of areas where attention will be required some of which will be classified as substantial failings.

As a result of immediate action taken within 24 hours of visit (2 substantial failings have been actioned and will not appear on the final report – one being removal of portable heater in office (nature of heat presenting serious fire risk) and removal of wooden wedges used to keep fire doors open (unacceptable practice). Report is waited however actions will be required in the following areas

1. Additional signage required where in some place's information is missing-order will be placed after completion of H&S Audit on 5th October

2. Lightening Conductor annual inspection is required – quotation has been obtained.

3. Fire Doors – Physical condition (including missing locks) of some doors caused concern and therefore we will need to arrange Fire Door Inspection – 3 companies will be approached to provide quotations

4. Breach of compartmentation in rear stairwell storage cupboard and cupboard in storage cupboard in coffee area (sanctuary) – 2 companies will be approached to provide quotations

5. Fixed Electrical Inspection – It appears that our last inspection is only valid for 3 years this was due to the numbers of failings identified in last report. So we are now likely to have to complete – 3 companies identified to provide quotations

6. Fire Alarm 6 monthly maintenance – there is an issue regarding maintenance of the fire alarm in the sanctuary roof area however this will be advised when Report is received.

7. Weekly, Monthly testing inspections and recording of findings – We fell well short of requirements here in terms of providing evidence that inspections have been carried out. A lot is done however it needs to be evidence by way of log entries. Inspections/testing are required for the

Fire Alarm (weekly) – this will be recorded as a significant shortfall - should the Fire Brigade carry out an unannounced visit we will be subject to an Enforcement Order based on current position

Smoke Vents (monthly)

Fire Extinguishers (weekly)

Emergency Lighting (monthly)

8. Fire Drills – holding an annual drill. However this does not need to be carried out during a Sunday morning service

All the items which will be identified in our Action Plan must be actioned to comply with legal requirements.

This is just a very much hot of the press summary of findings. The full Action Plan will not be known until Report is received.

Comment

The survey was conducted in a very fair, reasonable, thorough and meticulous way by the Fire Risk Assessor. Comment was made on the Fire Detection system and the regular visits we currently arrange to comply with legislation, which were described as brilliant. So, although there is a great deal of work to do there were a lot of positives from the visit as well. The visit was long (over 7 hours) however it was well worth carrying out.

The Manse and Church Officers House being residential properties are not subject to Fire Risk Assessment.

7.2 – Spire – Pest infestation

An issue with the spire and pest infestation is being dealt with by the Property Team.

Kirk Session is reminded we have already obtained a very rough indication of costs from Glasgow Pest Solutions Ltd in January 2026. Due to cost we did not proceed so item has been raised previously. However this option could still be open to consider.

8. Risk Assessments – Review

Full review of our Risk Assessments will be carried out in partnership with Peninsula. **Meeting scheduled for 5th October 2026.**

9. Health & Safety – Review

Full review of our Health & Safety policy will be carried out in partnership with Peninsula. **Meeting scheduled for 5th October 2026.**

10. Health and Safety IT system – Bright HR

One of the benefits of appointing Peninsula is that we get access to a bespoke H&S software package provided by a separate company called Bright.

To fully utilise the system will take some time to set up. However already the following areas have been utilised

- Digital storage of our inspection records and reports
- 29 training modules have been completed by David McLaren.
- Task and responsibilities reminders are starting to be created
- Use of Brainbox+ an AI generated platform used to answer H&S questions. A very helpful answer was obtained relating to whether you must replace a current fire door with another one if replacing the door. (Answer is Yes).
- **Health and Safety Audit has been arranged for 5th October 2026. Report when issued will be issued and stored on bespoke IT system.**
- Risk Assessments templates are available for use in creating and storing on system. As part of our proposal Peninsula offered an additional 3-hour meeting to help look at this matter. **Meeting to be arranged.**
- At meeting on 5th October 2026 Peninsula, as our competent person will sign our Health and Safety poster currently on display in the Church office.

11. Proposal for Approval by Kirk Session

1. All Trustees are added to the Bright H&S System as users.

This allows access to view the information on the system and allow allocation of training modules to users of the system.

Only information required is individual email addresses and mobile phone or landline contact numbers.

2. All Trustees undertake training modules on a minimum of 3 subjects

2.1 Fire Awareness and Fire Warden (length of course 25 mins) – requirement under Fire Risk Assessment.

2.2 Health and Safety Awareness (length of course 25 mins) - anticipate this will be requirement of the H&S Audit on 5th October 2026.

2.3 First Aid Awareness (length of course 25 mins) – as First Aid position remains long term vacant, we will need all Trustees to do this training - anticipate this will be requirement of the H&S Audit on 5th October 2026.

All courses can be accessed on-line under the Bright H&S system. An email would follow in advance to confirm process if proposal accepted.

Modules would require to be completed by 31st December 2026

3. Martin Carr is added as an Employee, and it would be mandatory for Martin to complete the training courses mentioned in item 2 above.

Martin has already agreed to complete training subject to agreement by Kirk Session that this training should proceed.

Point of note

If you as a Kirk Session are happy to approve at the October meeting this would be appreciated. Unfortunately, the author cannot attend meeting, therefore cannot answer any questions on the night. However if you make contact directly if you have any concerns.

David McLaren