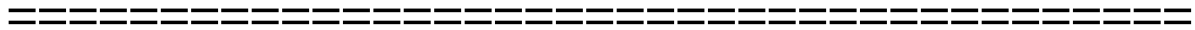
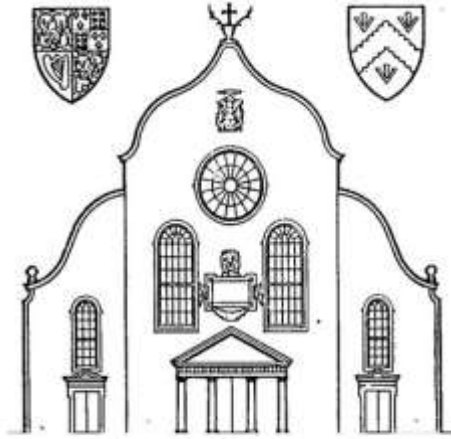


CANONGATE KIRK

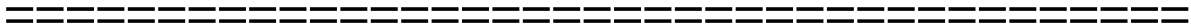
(The Kirk of Holyroodhouse and Edinburgh Castle)



KIRK

FIRE and HEALTH & SAFETY POLICY

May 2023



FIRE AND HEALTH & SAFETY POLICY

1. GENERAL STATEMENT

- 1.1 One of the objectives of the Kirk Session is to minimise the risks to health, safety and wellbeing of all persons present in the Kirk and its associated buildings used for the purpose of worship, concerts and other events which take place or are affected by the activities of the Kirk.
- 1.2 The Kirk Session recognises its responsibilities so far as is reasonably practicable, for the health, safety and welfare of all persons present in Kirk property. The Kirk Session also recognises its responsibilities to provide and maintain appropriate facilities and arrangements for the welfare of everyone whilst they are present on Kirk property.
- 1.3 This policy has been devised to ensure compliance with the Health and Safety at Work Act 1974 (HSW Act) and its subordinate Regulations. It has also been updated to comply with the contents and recommendations contained in the most recent Fire Safety Inspection (March 2017). Its primary aim is to encourage a greater appreciation and understanding of health, Fire and general welfare safety matters. Its intention is to create a continuing awareness of the Kirk's standards and procedures in respect of fire and health and safety. The effectiveness of the Fire and Health and Safety Policy will depend to a large extent on consultation, cooperation and the commitment of all members of the Kirk Session. The Kirk Session will strive to take a pro-active approach towards developing and maintaining a fire, health and safety culture within its properties. It will achieve that by the provision and wide display of such information and instructions necessary to inform and instruct everyone located in any area of our Kirk property where potential fire and health and safety risks prevail. To this end, a competent member of the Kirk Session has been appointed as the Kirk's Fire and Health and Safety Coordinator.
- 1.4 The Kirk Session will when planning activities or allowing third parties independent access to Kirk property, ensure that all relevant personnel are advised of the need to adhere to the Kirk's Fire and Health and Safety Policy for the purpose of preventing accidents, injury, industrial disease or pollution.
- 1.5 To enhance awareness and Health & Fire safety and on a random basis, the month prior to each meeting of the Kirk Session, two volunteer members of the Kirk Session will complete a Health and Fire Safety checklist assessment of both the Kirk and the Hall, reporting the outcomes to the Health, Fire & Safety Coordinator.
- 1.6 The Kirk Session will consider all complaints, ideas or suggestions submitted by anyone who is affected by any activity on Kirk property.
- 1.7 The Kirk's appointed Health and Safety Coordinator will annually review and update where necessary the Kirk's Fire Risk Assessment document and the Fire and Health and Safety Policy, for the Kirk Session's approval at its September meeting.

2. RESPONSIBLE OFFICIALS:

- 2.1. Minister – Rev. Neil Gardner.
Health & Safety Coordinator – David Croft
Events Coordinator – Imogen Gibson

3. DETAILS OF PROPERTY

3.1. Zone 1 – The main part of the Kirk building within which Church Services, Concerts and other events take place.

Zone 2 – What is known as the Choir Vestry within which the main Central Heating Boiler is located along with the utensils and containers to aid church flower arrangements are located. A toilet is also located within this Vestry.

Zone 3 - The Minister's Vestry in which there is a cupboard containing the minister's robes and a large wall safe. A toilet is also located within this Vestry. **Although there is a door leading from this vestry to the outside, it is locked and not a fire exit door.**

Zone 4 - What is known as the Visitors' Centre, which is a vestibule area which one passes through upon entry through the front door of the church from the outside of the building. In addition to the front door, a secondary fire door is located to the east side of this area.

Zone 5 - What is known as the Flower Room, located on the ground floor and accessed from the Visitors Centre towards the stairs leading to the balcony. The area contains hot and cold running water facilities and two toilets, one specially constructed to satisfy legislation relating to provisions for disabled people.

Zone 6 - The balcony is accessed via the stairs in the Flower Room and contains a large Frobenius Organ as well as the equipment which controls the operation of the Kirk's Public Address System.

Zone 7 – The Session Room is located on the balcony. It can be accessed via the stairs and past the organ.

Zone 8 – Primary emergency evacuation area at Tolbooth Wynd which is the first close on the right going up the Canongate from the Kirk. This is the area referred to in the Kirk's Fire Action Plan.

Zone 9 – Secondary emergency evacuation area in the rear area of the churchyard behind the Kirk (to be used if the fire or smoke is preventing people from moving out of the front of the Kirk). This area is referred to in each of the Kirk Fire Action Notices.

3.2. Kirk Capacity:

The Kirk holds a maximum of 400 people all seated within Zone 1. The balcony (Zone 6) is not a designated seating area.

3.3. Emergency Evacuation from Kirk:

Emergency egress from any part of the building can be gained from the ground floor via the main door and other designated areas marked with electronically lit "Exit" signs at Zones 2, 4 and 5.

In the event of a fire or a fire alarm activation, everyone located in the Kirk should evacuate from the nearest exit door and into Tolbooth Wynd (up from the Kirk) until they are asked by a Kirk or Hiring official to leave that area. In the event of a fire preventing everyone from leaving through the gate at the front of the Kirk, they should gather in the Kirkyard at the back of the Kirk.

Fire extinguishers are located at appropriate places throughout the building. RLS Fire Protection Service conduct an annual programme of fire extinguisher inspections in accordance with fire safety regulations.

3.4. Toilet Access in Kirk:

There are a total of 3 public toilets located within the Kirk building. One is located in the former Choir Vestry (Zone 2) and two in the Flower Room (Zone 5), one of which is designed to meet the

requirements of current disability legislation). A fourth toilet is located in the Minister's Vestry which is not normally available for general access.

3.5. First Aid in Kirk:

First aid boxes are located in both the Flower Room (Zone 5) and the balcony (Zone 6). The need for the use of either box must be recorded in the Incident Register affixed to the inside of the emergency exit doors in the Flower Room.

Those hiring the building should ensure that at least one fully qualified and designated first aid person is available in the Kirk building during all concerts and other special events.

The contents of the First Aid boxes are maintained by the Kirk's Health and Safety Coordinator to whom comments about their contents should be made.

3.6. Catering in The Kirk

There are no facilities within the Kirk building to prepare or heat foodstuffs. Only tea, coffee, biscuits and cold juice can be provided and must be served and consumed from outside Zone 5 (see Para. 3.1 above).

3.6. Designated Person Responsible for Compliance with Fire and Health & Safety Policy when Kirk is open.

The Kirk Session will carry responsibility for ensuring compliance with all aspects of the Kirk's Fire and Health and Safety Policy and for ensuring the following:

Religious Services: During religious services the Minister is the person responsible for ensuring compliance with the Kirk's Health & Safety Policy.

Hiring out the Kirk for Private Use: On occasions when the Kirk is hired out for private use e.g. concerts, the hirer is responsible for ensuring that for each event a designated person signs a document or confirms by e-mail in advance of the hire, that they have read and understood the Kirk's Fire and Health & Safety Policy and that they carry personal responsibility for ensuring compliance with that Policy throughout the period of the hire.

Duties of designated person responsible for compliance with the Health & Safety Policy:

The hirer or any other named person designated by the hirer with responsibility for compliance is required to ensure:

Prior to the Event –

- Ensure that no candles or other naked flames are lit at any time without the express permission of the Minister.
- Ensure the lighting is operating effectively.
- All designated emergency exit doors are operating effectively, that they are unobstructed.
- All public toilets are clean and suitable for use with soap and hand dryers available.
- Those intending to handle, prepare or serve food are trained to at least the basic Food Safety and Hygiene for Catering standard.

Upon Completion of the Event –

- Ensure that any previously approved naked lights or flames are extinguished safely.
- Supervise and ensure the orderly movement of people as they leave the building.
- Inspect all areas within the building to ensure that there are no hazards remaining and that everyone has left the building.
- Remove from the Kirk and dispose of all refuse accumulated at the event.
- Check that all emergency exit doors are secure and unobstructed.

- Switch off all lights (other than those which exist for fire evacuation purposes).
- Ensure that the main door to the building is securely locked.

4. SAFE SYSTEMS TO MANAGE IDENTIFIED RISKS AND HAZARDS:

When a potential risk to health and safety is identified, safe systems to combat the risk should be introduced immediately and included in this paragraph of the Fire and Health and Safety Policy. The following are the safe systems which should presently be followed to combat the stated potential risks:

4.1. Hazard – Live flame on candles.

Risk – Fire hazard if not extinguished upon completion of event.

Safe system to combat identified risk. –

- Candles only to be used if previously approved and only for table presentation purposes.
- To be extinguished prior to guests leaving the tables.

4.2. Hazard – Unsupervised access by juveniles to balcony area (Zone 6).

Risk – Potential for unsupervised juveniles to lean over balcony and fall to floor below.

Safe system to combat identified risk-

- Juvenile access to the balcony prohibited unless under the close supervision of an adult. Notice displayed at bottom of the stairs.

4.3. Hazard – Existence of Covid 19 and the need to adhere to Scottish Government guidance in relation to protocol compliance.

Risk – Individuals contracting Covid-19 and becoming ill.

Safe system to combat identified risk-

- Follow Scottish Government and Church of Scotland preventative measures and guidelines.
- Maintain robust cleaning systems following all events and before anyone else enters the building.
- Comply with any restrictions on the number of people in the Kirk during the various phases of the Pandemic.
- Have relevant and effective signage in place to advise users on safe systems and processes.

4.4. Hazard – To varying degrees all fire doors were difficult and noisy to open and close.

Risk – In the event of a fire egress from the building through these doors speedy evacuation could have been hampered.

Safe system to combat identified risk.

- Check fire doors weekly to ensure smooth operation.
- Immediately service all fire doors when deficiencies are identified.

4.5. Hazard – Insufficient smoke prevention entering main building from within boiler house.

Risk – Fire could escape from within the boiler room door and into the main building affecting the safety of anyone present in the main Kirk area.

Safe system to combat identified risk.

- Fit 60mm intumescent smoke screen around door into boiler room (done 15/9/20).

4.6. Hazard – Climbing to heights with or without the use of ladders.

Risk – Falling from a height that cannot be reached by standing on the ground floor can result in serious injury.

Safe systems to combat identified risk:

- Provide written approval from the Minister prior to climbing to any height in the Kirk (other than on stairs), Confirmation re the ladders safe condition, the name of the ladder user, confirmation of the user's competence and Personal Liability Insurance to use them.
- Do not climb to a height by any other means than the foregoing.

4.7. Hazard –The low step as one steps forward to or from the Apse.

Risk – Tripping by losing one's balance and falling.

Safe system to combat identified risk:

- Significantly reduce the number of occasions when people are allowed or invited to come forward as far as the step, e.g. to view items on display.
- During every service when Elders are required to go forward as a group, the group leader should remind them of the step.
- Include in every contract where the Kirk is let out to other parties, the risks associated with the step and for them to ensure that everyone present is briefed as to the trip or fall risk.

Fire Alarm and Detection Systems

5.1. Testing

- Fire detectors should be formally tested in accordance with Kirk Maintenance Plan.
- Each fire alarm point should be tested monthly to ensure they are in working order (part of Caretaker's Job Description).
- Fire doors should be tested for smooth opening and closing at least once a month (part of Caretaker's Job Description).
- Alarm system should be checked every 6 months and batteries replaced in accordance with Kirk Maintenance Plan.

5.2. Fire alarm locations.

- Within entry vestibule inside front door (zone 4).
- Inside entry door to main Chancel (zone 1).
- Before entry to Choir Vestry (and boilerhouse) door (zone 1).
- Inside Choir Vestry at exit door (zone 2)

5. Prevention of Legionnaire's Disease

- Every second year, undertake professional risk assessment of Kirk water systems (done 25 April 2022).
- Ensure that all necessary water temperature and flow tests are taken in accordance with requirements of risk assessment (part of Caretaker's Job Description).

Fire and Health & Safety Checklist to be Conducted by at Least Two Members of the Kirk Session 5 times a Year.

Access and Egress	Y	N	N/A	Comments
Are all walkway surfaces free of obstructions, or other defects that could be a potential risk to those accessing/exiting the premises / grounds?				
Do entrance and exit doors open and shut smoothly?				
Are there any trip hazards at access or egress points, ie raised edges?				
Are door mats in good condition and made of non-slip material?				
Is there adequate lighting at access / egress points and working?				
Are carpets / rugs etc. in good condition, free from war and tear and unlikely to cause a slip / trip hazard?				
Are all hard-surface floors in good condition and coated with a non-slip finish?				
Are all staircases provided with a secure handrail?				
Are hand rails in good condition				
Are ramps provided for disabled access?				
Are ramps in good condition, free from any defects / obstructions and fitted with handrails?				
Do all balconies have suitable restraints to prevent falls?				
Are restraints in good condition?				
Are all corridors and stairs free from obstructions?				

Are all walkways free from loose cables that could cause a trip hazard?				
Are all walkways suitably illuminated?				
Vehicle Access and Parking				
Is there parking facility for vehicles (if 'NO' proceed to next section)				
Is parking area free from obstruction and defects?				
Are pedestrians separated from vehicle movement?				
Is congregation encouraged to walk or use public transport?				
If speed bumps are installed are they in good condition?				
Is safe access to public roads provided?				

Fire Safety				
Has a fire risk assessment for premises been carried out by a competent person?				
Required under Scottish health and safety legislation.				
Has the fire risk assessment been reviewed within the agreed timescale?				
Have there been any changes to the premises that would warrant a review of the fire risk assessment?				
Is there a fire detection system installed?				
Has the fire detection system been inspected / tested by a competent person in the last 12 months?				
Are fire suppression systems installed, ie sprinkler system?				
Are fire fighting appliances provided at appropriate location?				
Fire fighting appliances should be located at all emergency exit points and other location recommended by a competent person.				

Have fire fighting appliances been inspected in the last 12 months by a competent person?				
Date of last inspection by a competent person should be displayed on the fire appliance.				
Are fire call points located at all emergency exit points?				
Are fire call points tested weekly on a rotational basis?				
If there are number of call points the same call point should not be tested every week. Each call point should be tested on a weekly basis.				
Are Fire Action Procedures displayed at emergency exit points?				

Do Fire Action Procedures display the correct information?				
Is an audible alarm installed and in tested as part of weekly call point test?				
Are all fire doors in good condition and operating correctly, not wedged open?				
Are all emergency exit point clearly signposted and illuminated?				
Are all emergency exit routes illuminated and free from obstructions?				
Is emergency lighting provided in all locations where there is no natural lighting?				
In areas where there is no natural lighting or very little, emergency lighting should be provided. Normally non-maintained system is suitable. A none maintained system comes on in the event of a power cut. A maintained system is illuminated at all times when lighting is switched on but stays on in the event of a power cut.				
Has Fire Marshal been appointed?				
Fire marshal has a number of function, ie reports any potential fire hazards to premises duty holder, ensures exit routes are maintained free from obstructions and fire appliances are in good working order. In the event of a fire is responsible for ensure complete evacuation of premises.				
Is a fire log maintained up to date?				
Building Fabric				
Is building structure in good order, no loose brick / stone work?				
Is building roof in good order, no leaks, loose slates?				
Is building internal in good condition?				
Are windows in good working order, secure and no loose windowpanes, particularly stained-glass windows?				
Are stained glass windows in good condition?				
Are measures required to prevent stained glass windows falling into occupied areas as necessary?				
Electrical Safety				
Has lightning Conductor been tested and inspected by a competent person in the last 12 months?				
Are there any loose / damaged sockets?				
Have any changes to the wiring system been carried out.				
Have the appropriate certificates been issued for the works				
Where an electrical circuit has been altered a minor works certificate should be issued. If it is a new installation an electrical installation certificated should be issued. If something is changed like for like, ie replace a damaged socket no certification is required.				
Has the electrical circuits been tested / inspected by a competent person in the last 5 years?				

Under the IEE Wiring regulations premises should have the electrical circuits inspected and tested by a competent person. Industrial buildings every 3 years and commercial buildings every 5 years.				
Is all electrical works carried out by competent persons?				
Are all electrical portable appliances tested and inspected by a competent person at intervals set by a competent person (PAT tested)?				
Portable electrical appliances are electrical appliances fitted with a plug that can be unplugged and moved to another point, ie hand held electrical tools, heaters, fridges, microwaves etc. If it is hardwired into the circuit (cannot be unplugged) it is not a portable appliance.				
Kitchen				
Is the general cooking area of the kitchen clean, free of grease build-up and in good condition?				
Have all electrical portable appliances been PAT tested?				
Does the kitchen have a fire /smoke detector?				
Does the kitchen have a fire blanket and appropriate fire appliance?				
Are proper food preparation procedures being followed including, food preparation, serving, storage and sanitation?				
Children's Play Area				
Is access to and from the play area secure?				
Are children supervised by a competent person at all times?				
Is play equipment in good condition?				
Does the play area have a soft surface?				
Is play equipment inspected by a competent person at regular intervals?				
Contractor Management				
Is contracted work carried out under a contract?				
Do contracts include a 'Hold Harmless Clause'?				
A clause in an agreement under which one or both parties agree not to hold the other party responsible for any loss, damage, or legal liability. In effect, this clause indemnifies the parties on a unilateral or reciprocal basis. Read more: http://www.businessdictionary.com/definition/hold-harmless-clause.html				
Do contractors provide a risk assessment and method statement for works to be undertaken?				
Are checks carried out to determine the competence of the contractor?				
Are check carried out to ensure those carrying out the activity are competent for the proposed works?				

Are checks carried out to ensure those using equipment, ie mobile scaffold tower, have appropriate training?				
Are works carried out in compliance with the Construction (Design and Management) Regulations 2015?				
Are checks carried out to ensure contractors have suitable insurance cover?				
Are checks carried out to ensure the contractor has Third Party and Employer's Liability Insurance?				

Conducted by:

Date.....