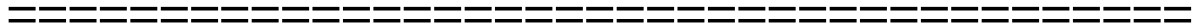


# **CANONGATE KIRK**

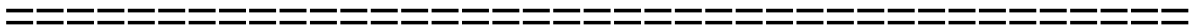
**(The Kirk of Holyroodhouse and Edinburgh Castle)**



## **HARRY YOUNGER HALL**

**FIRE and HEALTH & SAFETY POLICY**

**September 2022**



# **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 2022). 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 of Health & Fire safety and on a random basis, during the month before any meeting of the Kirk Session, 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. Harry Younger Hall.**

**Zone 1** - Main Hall area in which all social activities take place and which holds up to 100 standing guests and 80 Guests dining.

**Zone 2** - Kitchen area.

**Zone 3** - Vestibule Entry Area from which access is gained to the toilets, kitchen and hall.

**Zone 4** - Gents, Ladies and Disabled Toilet Area each located off the vestibule entry area.

**Zone 5** – Basement area accessed via floor hatch at far end of hall and served by electric light.

**Zone 6** - The yard space located outside the front door of the Hall. This is the area referred to in the Kirk's Fire Action Plan.

**Zone 7** - Secondary emergency evacuation area on the hill at the rear of the hall accessed from the rear fire door within the hall. This area is referred to in each of the Kirk Fire Action Notices.

#### **3.2. Harry Younger Hall Capacity:**

The Harry Younger Hall holds a maximum of 100 standing guests and a maximum number of 80 seated dining guests.

#### **3.3. Emergency Evacuation from Harry Younger Hall:**

Emergency egress from any part of the Harry Younger Hall can be gained from the main entry door at Zone 3 or the door at the opposite end of the main hall at Zone 1, each marked with an electronically lit "Exit" sign.

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 Harry Younger Hall Building:**

There is a total of 3 public toilets within the Harry Younger Hall building each located in the vestibule (Zone 3), one of which is designed for ladies, another for men and a third designed to meet the requirements of current disability legislation.

#### **3.5. First Aid in Harry Younger Hall:**

A first aid box is located in a box on the wall in the kitchen (Zone 2). Any need for the use of the first aid box must be recorded in the Incident Register, affixed to the wall beneath the first aid box.

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 Harry Younger Hall:**

The kitchen area (Zone 2) has the capability to serve hot drinks and to reheat and serve previously prepared food for up to 80 guests. Persons handling, preparing or serving food should be appropriately trained to at least the basic Food Safety and Hygiene for Catering standard. Such courses can be accessed online.

#### **3.6. Designated Person Responsible for Compliance with Fire and Health & Safety Policy when the Harry Younger Hall is in use:**

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

Kirk Activities: During Kirk related activities in the Harry Younger Hall, the Minister is the person responsible for ensuring compliance with the Hall's Health & Safety Policy.

Hiring out the Hall for Private Use: On occasions when the hall is hired out for private use, the Minister's Secretary will ensure that the person hiring the hall signs a document or confirms by e-mail in advance of the hire, that they have read and understood the Kirk hall's Fire Health & Safety Policy and that they will 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 hall 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: By accessing, storing and/or removing articles into and from the basement without proper care, there are risks including as follows:**

**Risks:**

- Injuring hands, fingers, back and/or head from the hatch door being lifted, dropped or insecurely tied back.
- Falling from the ladders inside the basement.

**Safe systems to combat risks:**

- Before accessing basement, all building users must first read and sign risk assessment contained in Manse Office.
- For any prolonged work within the basement a specific risk assessment must be completed.
- A minimum of two persons with the necessary strength are required to open/close the hatch door and be present at all times whilst the hatch is open.
- Good manual handling techniques should be applied when bending and lifting the hatch door.
- The hatch door must be secured when raised.
- When the hatch door is open, someone must at all times remain at the hatch opening to ensure no-one falls down the hatch opening.
- If the open hatch cannot be attended, the basement must be vacated and the hatch door closed.
- Items to be stored or removed from the basement must be handballed between two persons.
- Carrying items whilst accessing / egressing the basement ladder is not permitted.

- Sufficient lighting must be provided when entering and egressing the basement.
- Those entering the basement must be informed of the low headroom and potential risk to head.
- Anyone entering the basement must remain within the first section of the basement **and is not permitted to enter the 2<sup>nd</sup> compartment**. A specific risk assessment will be required for anyone required to enter the 2<sup>nd</sup> compartment of the basement.

#### **4.2. 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 systems 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 hall during the various phases of the Pandemic.
- Have relevant and effective signage in place to advise users on safe systems and processes.

#### **4.3 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.

#### **4.4. Hazard - Materials and equipment stored in an ad-hoc fashion under hall stage or in the basement.**

**Risk** – 1. Fire hazard where chemical liquids are stored with flammable materials.

##### **Safe system to combat identified risk -**

- No chemical liquids to be stored under the stage or in the basement.
- Chemical cleaning liquids to be stored in locked cleaning cupboard in secure containers separate from flammable materials.

#### **4.5. 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 by the Minister and only for table presentation purposes.
- To be extinguished prior to guests leaving the tables.

## **4. Fire Door Checks:**

### **5.1. Testing**

- Fire doors should be tested for smooth opening and closing at least once a month (part of Caretaker's Job Description).

## **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 prior to every meeting of the Kirk Session by at least two members of the Kirk Session.**

<b>Access and Egress</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
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?				
<b>Vehicle Access and Parking</b>				
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?				
<b>Fire Safety</b>				
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?				
<b>Building Fabric</b>				
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?				
<b>Electrical Safety</b>				
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.				
<b>Kitchen</b>				
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?				
<b>Children's Play Area</b>				
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?				
<b>Contractor Management</b>				
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: <a href="http://www.businessdictionary.com/definition/hold-harmless-clause.html">http://www.businessdictionary.com/definition/hold-harmless-clause.html</a>				
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?				