

**Parish of St Etheldreda and St Luke**  
**Activity risk assessment**

**Activity: Worship**

**Location: St Etheldreda's Churchyard**

**Name of leader with responsibility: Churchwardens**

**Churchyard - Welwyn Hatfield Council are responsible for upkeep. Churchwardens/PCC should report any issues to them**

**Date of risk assessment: March 2024**

**Time/frequency: annually**

**Date to be reviewed: March 2025**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<p><i>Trips:</i>            Uneven footpaths ▪ Damaged paving stones and slabs ▪ Worn damaged or uneven steps ▪ Gravestones, kerbs, ledger stones causing obstruction ▪ Protruding tree roots and undergrowth ▪ Poor lighting ▪</p>	<p>People walking through the churchyard.</p>	<p>Footpaths in good condition. No obstructions noted. Steps in good condition. All grassed areas are mown on a regular basis.</p>	<p>Inspect every three months. Report action required to WHBC</p>	<p>Churchwardens</p>	<p>Ongoing</p>	
<p><i>Slips</i>            Poor drainage of footpaths ▪ Growth of algae or moss ▪ Accumulations of wet leaves or loose materials ▪ Inadequate precautions for adverse weather (for example snow, ice, etc.) ▪ Walk-in contaminant from adverse weather (for example mud, rainwater, etc.)</p>	<p>People walking through the churchyard.</p>	<p>All drainage gullies are clear. Gritting materials available. Keep records of checks made. Inspect paths periodically.</p>	<p>Inspect every three months. Report action required to WHBC</p>	<p>Churchwardens</p>	<p>Ongoing</p>	
<p>Headstones, Tombs and Monuments: ▪ Damaged monuments ▪ Displaced headstones</p>	<p>People walking through the churchyard.</p>	<p>All monuments inspected by WHBC March 2019 and defects remedied. Records are available.</p>		<p>WHBC</p>	<p>Ongoing</p>	

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Falls from Height: ▪ Access requiring the use of ladders, hatches, sloping roofs, etc. ▪ Restricted access widths around spires ▪ Inadequate protection afforded by parapets ▪ Unprotected roof lights or other fragile roofing material ▪ Low parapets or castellations along the tops of external walls ▪ Damaged ladders, stepladders or access equipment ▪ Inadequate temporary edge protection (such as, guard rails and toe boards) ▪ Other	People doing repair or cleaning.	Adequate, proprietary ladder and stepladder available and in good condition.	Any work at height to be subject to specific risk assessment. Work only to be carried out by teams with at least one member experienced in work at height. Equipment to be checked before use. Ladder/stepladder never to be used by individuals	<i>Churchwardens</i>	Ongoing	
Tower Tours and maintenance: ▪ Overcrowded tours ▪ Inadequate numbers of stewards ▪ Inadequate emergency evacuation procedures ▪ Unauthorised access to areas not on the tour (for example, roofs) ▪ No means of communication between stewards ▪ Inadequate safety briefing for those on the tour ▪ Restricted access (such as, doorway widths, height restrictions or other projections) ▪ Other.	People on tours, visitors, church members with maintenance responsibility, bell ringers	Tours only arranged via bell-ringers who have their own risk assessments and procedures. Bell ringers have guidelines/risk assessments in place for their own use. Bells are left down except between Thursday practice and Sunday morning. Tower is kept locked. Maintenance work in tower only by authorized people acting in pairs or teams.	Bell ringers risk assessments and all arrangements for work within the tower to be reviewed annually by wardens and to involve team member with experience of working at height.	<i>Churchwardens</i>	Ongoing	

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Trees: <ul style="list-style-type: none"> <li>▪ Damaged or displaced trees</li> <li>▪ Protruding tree roots</li> <li>Overhanging branches</li> <li>Berries on ground <ul style="list-style-type: none"> <li>▪ Diseased trees</li> <li>▪ Other.</li> </ul> </li> </ul>	People walking through the churchyard.	Advising WHBC of defects	Inspect every three months and report problems to WHBC	<i>Churchwardens</i>	Ongoing	
Parking area <ul style="list-style-type: none"> <li>▪ Entrance and exits not clearly marked</li> <li>▪ Poor lighting</li> <li>▪ Potholes</li> <li>▪ Other.</li> </ul>	People walking through the churchyard. People parking.	Lighting is at minimal level provided by WHBC	Parking to be discouraged except for those with restricted mobility and those loading and unloading. Failures of lighting to be reported to WHBC	<i>Churchwardens</i>	Ongoing	
Work Equipment: The church does not possess or provide such equipment			Occasional work groups will provide their own equipment. It has to be made clear to them that they are responsible individually for its use.	<i>Churchwardens</i>	As required	

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