

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

**Activity: Worship**

**Location: St Luke's Exterior**

**Name of leader with responsibility: PCC**

**Date of last full review: June 2025**

**Time/frequency: weekly observations**

**Date of next full review: by June 2026**

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

| <b>What are the hazards?</b>                                                                                          | <b>Who might be harmed and how?</b>                                                    | <b>What are you already doing?</b>                                                                                                     | <b>Do you need to do anything else to manage this risk?</b>                                                                                        | <b>Action by whom?</b>                            | <b>Action by when?</b> | <b>Done</b> |
|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------|-------------|
| Trips:<br>Uneven footpaths ▪<br>Damaged paving ▪<br>Poor lighting                                                     | People arriving for church or walking around the church.                               | Car park resurfaced in 2013.<br>Awareness of the condition of the surfaces around church.<br>Porch light in situ since 2018.           | Regular checks. Inspect every three months. Report action required to WHBC who maintain churchyard                                                 | Churchwardens                                     |                        |             |
| Slips<br>Icy or wet conditions.                                                                                       | People attending church or walking through the car park or around the church building. | Snow shovel and brushes available to clear snow or excess water.<br>Soak away drains cleared regularly to avoid flooding.              | Regular checks. Inspect every three months. Report action required to WHBC                                                                         | Churchwardens                                     |                        |             |
| Headstones, Tombs and Monuments: ▪<br>Damaged monuments ▪<br>Displaced headstones<br>Unsafe monuments and headstones. | People walking through the churchyard.                                                 | Churchyard is maintained by WHBC.<br>Contact number for Welwyn Hatfield Cemetery Services is available on exterior church noticeboard. | Report or direct any concerns about unsafe tombstones to Welwyn Hatfield Cemetery Services.                                                        | Churchwardens/Hertfordshire County Council        |                        |             |
| Falls from Height: ▪<br>access requiring the use of ladders.                                                          | People doing repairs or cleaning.                                                      | Safe use of stepladder by a competent person.<br>Minimum of 2 people present when stepladder is used.                                  | 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 | Churchwardens/volunteers /Independent Contractors |                        |             |

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| 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 |
|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------------|-----------------|------|
|                                                                                                                                             |                                                                               |                                                                                                                                                                                                                                         | height. Equipment to be checked before use. Ladder/stepladder never to be used when solo working |                                 |                 |      |
| Trees: ▪ Damaged or displaced trees<br>▪ Protruding tree roots<br>Overhanging branches<br>Berries on ground<br>▪ Diseased trees<br>▪ Other. | People walking through the churchyard.                                        | Regular check of churchyard and any affected trees or branches removed.                                                                                                                                                                 | Inspect every three months. Report action required to WHBC                                       | Churchwardens/Cemetery Services |                 |      |
| Car Park:<br>▪ Entrance and exits not clearly marked ▪<br>Potholes ▪ Other.                                                                 | People walking through the churchyard. People parking in car park.            | Signs advising on correct parking.<br>Report pot holes on road access owned by highways to the appropriate authority.                                                                                                                   | Inspect every three months. Report action required to WHBC                                       | Churchwardens                   |                 |      |
| Intravenous drug use in the churchyard                                                                                                      | People walking through the churchyard. Volunteers and staff clearing rubbish. | Work with appropriate authorities such as Resolve and Cemetery Services to tackle IV use in the churchyard. Only competent persons to clear drug waste using correct disposal and sharps boxes. Regular litter clearers warned to avoid | Regular checks and report concerns to Community Police and Resolve                               | Churchwardens                   |                 |      |

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|-----------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------|-----------------|------|
|                       |                                                                                                | possible drugs waste and to always use appropriate equipment – litter grabbers and thick gloves.                                                                                                                                                                                                                                                               |                                                                                                 |                                   |                 |      |
| Lone working          | Church staff and volunteers                                                                    | Motion sensitive exterior lights at both the front and back of church are now in situ.<br>Encourage lone work to be carried out during daylight hours. Lone worker must carry a charged mobile phone. Minimum of 2 persons to stay behind to lock up after late meetings.<br>Use internal bolt to lock church from the inside if working alone at quiet times. | Continue to encourage awareness of personal safety when working at the church.                  | Individual members                |                 |      |
| Boiler room access    | Church staff and volunteers<br>Heavy grate door and steep steps often covered with leaf debris | 1/2 people to lift and lower the door depending on the capability of said persons. 2 people present when accessing the boiler room. Regularly clearing steps.                                                                                                                                                                                                  | Clear communication to agree lifting technique of door each time the door is opened and closed. | Anyone accessing the boiler room. |                 |      |