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

| **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** |
| --- | --- | --- | --- | --- | --- | --- |
| *Trips:*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 ▪  | People walking through the churchyard. | Footpaths in good condition. No obstructions noted. Steps in good condition. All grassed areas are mown on a regular basis. | Just regular checks and maintenance  | *Churchwardens**/PCC* |  |  |
| SlipsPoor 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.) | People walking through the churchyard. | All drainage gullies are clear. Gritting materials available. Keep records of checks made. Inspect paths periodically. | Just regular checks and maintenance | Churchwardens /PCC |  |  |
| Headstones, Tombs and Monuments: ▪ Damaged monuments ▪ Displaced headstones | People walking through the churchyard. | All monuments etc. inspected. No defects noted Records are available. | Just regular checks and maintenance. Dangerous Headstones to be reported to Council | Churchwardens /PCC |  |  |
| 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 stepladder available. Stepladder in good condition/checked before use. Stepladder properly stored. Users know how to use it safely. Information on use available. Make periodic checks of stepladder. Keep records of checks made. | Just regular checks and maintenance | Churchwardens /PCC |  |  |
| Tower Tours: ▪ 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. | Adequate handrails are provided in the tower. Check means of raising alarm in an emergency.Have a safe number of people on tour. Make sure stewards are always with tour.  | Make sure arrangements are made properly.  | Churchwardens /PCC |  |  |
| Trees: ▪ Damaged or displaced trees ▪ Protruding tree rootsOverhanging branchesBerries on ground ▪ Diseased trees ▪ Other.  | People walking through the churchyard. | Regular check of churchyard and any affected trees or branches removed.  | Just regular checks and maintenance | Churchwardens /PCC |  |  |
| Car Park: ▪ Entrance and exits not clearly marked ▪ Poor lighting ▪ Potholes ▪ Other.  | People walking through the churchyard. People parking in car park. | Make sure lighting is suitable. Make any repairs necessary. | Regular inspections and maintenance. | Churchwardens /PCC |  |  |
| Work Equipment: ▪ Defective or poorly maintained power tools (for example, lawnmowers, strimmers, etc.) ▪ Defective or poorly maintained hand tools (for example, garden shears, hammers, etc.) ▪ Other. | People walking through the churchyard. | Make sure all equipment is properly maintained and stored. | Regular checks and inspections. | Churchwardens /PCC |  |  |
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