

Claygate Primary School – Risk Assessment Form

Risk Assessment For: Car Park	Date: 13 September 2018, September 2019, September 2020, September 2021, September 2022
Assessment Undertaken by: Sandra Cunningham	Date initially undertaken: September 2018

Area for concern	Risk rating prior to action H/M/L	Recommended controls In place Not in place	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures		<ul style="list-style-type: none"> All staff, visitors and parents are aware of the relevant policies and procedures around the use of CPS carpark The relevant staff have due regard to the following legislation and guidance: <ul style="list-style-type: none"> Health and Safety at Work Act 1974 Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Workplace (Health, Safety and Welfare) Regulations 1992 DfE (2019) 'Premises security guidance' The School Business and premises manager review this risk assessment on an annual basis as a minimum. 	Head Teacher	September	M

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Pedestrians		<ul style="list-style-type: none"> • CPS car park is a necessary route to the school entrance • Separate entrances / exits to the car park are provided for pedestrians to minimise the risk of individuals walking into the path of cars entering and leaving. • CPS provides areas for alternative modes of transport to be stored during the school day, e.g. bikes and scooters, these are situated a suitable distance away from areas in which there are likely to be moving vehicles. • Adequate pedestrian routes ensure those storing bikes and scooters can safely access them. • Vehicular access is restricted at the beginning and end of the school day. • The school has a barrier which further reduces vehicular movement at busy times. • Parents are regularly advised to park safely • Parents are regularly advised not to park on the School Keep Clear zigzags • Parents are regularly advised to maintain responsibility for their children when entering / leaving the school premises. • 'Mini pupil' signs with messaging eg 'Think before you park!' are utilised to further deter parking at the school entrance • Parents are informed that they are not permitted to park in the school car park and are encouraged to use alternative safe parking areas if unable to walk to school. 	The School	ongoing	H

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Pupil safety		<ul style="list-style-type: none"> The school ensures that there are appropriate and safe locations for picking up and dropping off pupils. Pupil entrances and play areas are situated a suitable distance from the car park Pupils are adequately informed of the dangers of car parks, e.g. parked and moving cars and road safety is taught as part of the curriculum Pupils who walk unaccompanied are regularly reminded to be aware of moving cars, use pathway etc 	The School	ongoing	M
Traffic flow		<ul style="list-style-type: none"> The school utilises a barrier at arrival and departure times to control the traffic flow. The school closes the carpark to restrict vehicular movement at the beginning and end of the day 'Mini pupil' signs with messaging eg 'Think before you park!' are utilised to further deter parking at the school entrance The school adopts schemes, where necessary, to encourage alternative travel to school, e.g. WOW, to limit the number of cars attempting to enter and exit the car park. 	The School	ongoing	M
Parent parking		<ul style="list-style-type: none"> Parents are informed whether they are permitted to use the school car park. Parents are asked to remain vigilant that they do not obstruct the entrances and exits to the car park at any time. 	All users	ongoing	M

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		<ul style="list-style-type: none"> Parents are encouraged to park safely outside of the car park, avoiding 'yellow marked' areas, and are directed towards safe parking alternatives. Parents who live locally should encourage their children to walk to school where possible. <p>Where parents are permitted to use the school car park at quieter times eg at the end of clubs:</p> <ul style="list-style-type: none"> Parents are directed to park in defined parking spaces to minimise disruption when entering and leaving Parents are asked to preserve spaces closest to the school for staff members at breakfast club / early drop off. Parents are informed that they must not remain in the car park for longer than is necessary to drop off their child at school Parents are informed that parking in the school car park is done at their own risk and that the school cannot be held liable for damage and/or theft. The car park is clearly signposted with informational notices that display the above considerations for parents. 			
Vehicles		<ul style="list-style-type: none"> The school ensures that a register of cars that use the car park is maintained in line with the Data Protection Policy and includes the owner, make, model and registration number of each car. The register is used to identify drivers who have parked carelessly or unsafely and request that they move their car. 	All drivers	ongoing	L

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		<ul style="list-style-type: none"> The school informs all users of the car park that damage and/or theft to vehicles while on school property will not, in most circumstances, be considered the responsibility of the school. The school informs all users of the car park that the school will only accept responsibility for damage where the damage occurs as a direct consequence of inadequate pupil supervision by the school. Staff members are responsible for ensuring that their vehicles are safe and that all indicatory lights are in proper working order. 			
Parking spaces		<ul style="list-style-type: none"> Parking bay is allocated to the Head Teacher Parking zones reduce the risk of poor parking leading to collisions or injury. Parking zones are situated a sufficient distance apart to reduce the risk of collisions while reversing. Parking bays are of sufficient size to accommodate all sizes of car. The school car park has limited space, visitors are advised to utilise the entrance road at quieter times or alternatively use the local main road (Foley Road) as a safe parking alternative. In certain circumstances eg visiting 'bus', drivers may be asked to park elsewhere eg in Foley Road. 	All users	ongoing	L
Visitor parking		<ul style="list-style-type: none"> The school ensures that there is appropriate parking available for visitors to the school. Visitors to the school who use the school car park are recorded in a register that includes the owner, make, model and registration number of the car – all data is recorded in line with the Data Protection Policy. 	All drivers	ongoing	L

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		<ul style="list-style-type: none"> Visitors are expressly informed that leaving cars in the car park is done at their own risk and damage and/or theft to vehicles is not the responsibility of the school. During periods in which the car park is locked during the school day, there is no access via the carpark During periods in which the car park is not locked during the school day, but there is access via barrier, the Office ensures that there is an appropriate system for allowing visitors into the carpark or entrance road as appropriate 			
Collisions		<ul style="list-style-type: none"> The school ensures that a speed limit of no more than 10 miles per hour is implemented on school premises and is limited by the use of traffic calming humps The premises manager ensures that the surface of the car park is adequately safe, e.g. free from potholes, and does not present additional risks. Any collisions are managed in line with the school's existing emergency procedures. The school's insurance policy protects the school from being liable for any damage or injury caused as a result of a vehicle accident on school grounds unless the school has been evidently negligent. 	All drivers	ongoing	L
Weather		<ul style="list-style-type: none"> The premises manager ensures that surfaces in the car park are gritted to deal with snow and ice. Adequate lighting is installed in car parks to ensure that visibility is not reduced in Winter months where staff will likely be arriving at and leaving the car park outside of daylight hours. 			

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		<ul style="list-style-type: none"> Where particularly slippery weather conditions are present, e.g. snow and/or ice, the speed limit in the car park is reduced to 5 miles per hour, enforced with signs displayed throughout the car park. To avoid the risk of flooding, the car park drains are well-maintained. Should there be flooding, warning signs will be displayed 			
Accessibility		<ul style="list-style-type: none"> The school ensures that the car park has sufficient numbers of disabled parking spaces to account for blue badge holders, including visitors. Pregnant staff members will be permitted by the school to use disabled parking spaces. Disabled parking spaces are clearly identified. Disabled parking spaces are situated as close to the school entrance as possible to limit travel on foot for individuals with reduced mobility. The premises manager ensures that appropriate markings to deter parking are placed around ramps or other accessibility features. Those who use disabled parking spaces with a valid blue badge are encouraged to use the access road. Should they have permission to access the car park, they must arrive before and remain until the car park gates are opened and restrictions lifted. 			
Security		<ul style="list-style-type: none"> The car park is securely closed when the school is not in use with locked gates. The school ensures that, when the car park is closed, emergency access to the school is still available for emergency vehicles. 			

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		<ul style="list-style-type: none"> The car park is equipped with CCTV, alongside relevant notices, to ensure that activity in the area can be monitored. 			
First aid		<ul style="list-style-type: none"> All injuries sustained within the car park are managed in line with the First Aid Policy. The premises manager ensures that any emergency access points remain clear at all times. A notice is displayed in the Medical Room with the relevant contact information for first aiders to ensure that incidents can be managed as quickly as possible. 			