

Claygate Primary School – Risk Assessment Form

Risk Assessment For: Car Park	Date: September 2025
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' • CPS 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 CPS 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 CPS day, e.g. bikes and scooters, these are situated 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 CPS day via a barrier to reduce vehicular movement at busy times. • Parents are informed that they are not permitted to park in CPS car park and are encouraged to use alternative safe parking areas if unable to walk to school. • Parents are regularly advised to park safely and not to park on CPS Keep Clear zigzags: this is included in our Parent and Visitors' code of Conduct • Parents are regularly advised to maintain responsibility for their children when entering / leaving CPS premises. There is no guarantee that there will be no vehicular movement • 'Mini pupil' signs with messaging eg 'Think before you park!' are utilised to deter parking at CPS entrance 	CPS	ongoing	H

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Pupil safety		<ul style="list-style-type: none"> • CPS 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 	CPS	ongoing	M
Traffic flow		<ul style="list-style-type: none"> • CPS utilises a barrier at arrival and departure times to control the traffic flow. • CPS 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 deter parking at CPS entrance • CPS 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. 	CPS	ongoing	M
Parent parking		<ul style="list-style-type: none"> • Parents are informed whether they are permitted to use CPS 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 CPS 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 CPS 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 CPS car park is done at their own risk and that CPS cannot be held liable for damage and/or theft. 			
Vehicles		<ul style="list-style-type: none"> CPS 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. CPS 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 CPS. 	All drivers	ongoing	L

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		<ul style="list-style-type: none"> CPS informs all users of the car park that CPS will only accept responsibility for damage where the damage occurs as a direct consequence of inadequate pupil supervision by CPS. 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. CPS 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"> CPS ensures that there is appropriate parking available for visitors to CPS. Visitors to CPS who use CPS 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. 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 CPS. During periods in which the car park is locked during CPS day, there is no access via the carpark 	All drivers	ongoing	L

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		<ul style="list-style-type: none"> During periods in which the car park is not locked during CPS 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"> CPS 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 CPS's existing emergency procedures. CPS's insurance policy protects CPS from being liable for any damage or injury caused as a result of a vehicle accident on school grounds unless CPS 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. 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 	Premises manager All drivers	ongoing	L

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Accessibility		<ul style="list-style-type: none"> • CPS 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 CPS to use disabled parking spaces. • Disabled parking spaces are clearly identified. • Disabled parking spaces are situated as close to CPS 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 carpark, they must arrive before and remain until the carpark gates are opened and restrictions lifted. 	Head and Governors	-	L
Security		<ul style="list-style-type: none"> • The car park is securely closed when CPS is not in use with locked gates. • CPS ensures that, when the car park is closed, emergency access to CPS is still available for emergency vehicles. • The car park is equipped with CCTV, alongside relevant notices, to ensure that activity in the area can be monitored. 	users	-	L
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. 	All users Premises Manager	-	L

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		<ul style="list-style-type: none"> <li data-bbox="607 360 1507 466">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. 			