



Hemingford Grey SCHOOL

CAR PARK GUIDELINES

Date policy was last reviewed and approved:

February 2019

Copy of Management of Traffic on Site Risk Assessment also attached.

CAR PARK GUIDELINES

Our prime consideration is the safety of all pupils.

Information has been sought from the Local Authority on Health & Safety issues and, in line with County advice, it is the Governing Body's wish that we continue as follows:

- The car park should not be used as a general thoroughfare at the beginning and end of the school day.
- The car park is reserved for staff, permit holders and official visitors only.
- Only staff cars, bona-fide visitors and delivery vehicles are allowed in the car park and school grounds during the school day.
- Wherever possible we encourage delivery vans not to deliver during prime pupil movement times, i.e. 8.40 am – 9.10 am and 3.00 pm – 3.30 pm, including the lunch hour.
- In case of special circumstances for individual needs, at the Headteacher's discretion, vehicles will be allowed on site.
- It is to be noted that emergency vehicles will access the rear playground and field via the road leading to the kitchen area and the adventure playground. Therefore it is not possible for cars to park on the side road at any time.
- No vehicles, except delivery and maintenance vehicles, are allowed at the side or back of the school; at any time unless specifically authorised by the school office.
- Outside school times lettings may use the car park closest to the main reception but they are reminded that child safety is paramount and that children should not traverse the car park unaccompanied.

Management of Traffic On Site Risk Assessment

A Hazards (the potential for harm) arising from activity / event	B Can the hazard be avoided? Y/N	C Risks (Identify who may be harmed, & how)	D E F Risk level without controls			G Existing controls (preventive and protective measures provided)	H J K L Risk level with existing controls				M Additional control measures required to reduce risk to acceptable level	N P Q Residual risk Level			R Initials of Line Manager responsible for monitoring (G & Q) and implementing (M)
			Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)		Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)	Risk level acceptable Y/N		Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)	
Moving vehicles	N	Children/adults injury	3	4	12	Children are banned from car park, car park is for staff, visitors & permit holders only (see sign) Regular letters to parents, road safety taught at school Children supervised getting on and off coach and taxi	2	4	8	Y					
Trees	N	Any vehicle using car park, falling branches	2	4	8	Trees regularly lopped by gardeners	1	4	4	Y					
Ice	N	Anyone using car park – slipping	3	3	9	C/taker salts car park before school	1	3	3	Y					
Skools Out parents entry/exit car park	N	Children/adults injury caused by being hit by car	3	3	9	Reminders about safe driving when on site, speed, lights, checking, looking and not obstructing the emergency access point	1	3	3	Y					
Dark car park at night/early morning	N	Children/adults personal safety/trip or fall	3	3	9	Security lighting in both car parks.	1	3	3	Y					
Blocked emergency access for vehicles	N	Adults/pupils/buildings – physical injury - Emergency vehicles unable to attend	2	4	8	Reminder to school community re not parking on vehicle access. Site manager to check. Signs stating to not obstruct access areas in place.	1	4	4	Y					
Bicycles, scooters and skateboards	N	Moving Vehicles - Children/Staff and Parents	3	4	12	Reminders to school community not to cycle, scooter or skate through the car park and to those driving through the car park to be vigilant.	1	4	4	Y					

Review Date 26/11/14	Review Date 16/03/2017	Review Date 6/12/18	Review Date 15/5/2012	Review Date 27/11/12
Signed Assessor SS KF	Signed Assessor HC JB	Signed Assessor JB KF	Signed Assessor H & S comm	Signed Assessor KF, TG

All safeguarding and child protection procedures are followed when children are taken off site.