Szkoła Przedmiotów Ojczystych im. Marii Skłodowskiej-Curie

CAR PARK RISK ASSESSMENT

Marie Skłodowska-Curie Polish Saturday School

Wimbledon-Putney • Registered Charity No. 1179554

Reviewed / updated	October 2026
Approval date	10.10.2026
Next review	October 2027
Review frequency	At least annually and after any serious incident or material change

1. Scope and status

This assessment covers risks created by vehicle and pedestrian movement associated with School activities at Ursuline High School. It replaces the assessment dated 3 March 2019, which was due for review in March 2020.

This October 2026 update refreshes the structure and control principles from the historic assessment. Because the physical site and current operating arrangements cannot be verified from the document alone, the Headteacher/Duty Officer must confirm the controls on site before the assessment is formally approved.

2. Risk assessment

Hazard / risk	Who may be harmed	Current / required controls	Further action / trigger	Owner
Vehicle and pedestrian movement at arrival/departure	Pupils, parents, staff, visitors	Use designated pedestrian routes where available; pupils remain under appropriate adult supervision; drivers follow site rules and speed restrictions; avoid unnecessary vehicle movement at peak pupil movement times.	Confirm current traffic flow, pedestrian routes, signage and any permit arrangements with Ursuline High School.	Headteacher / Duty Officer
Unauthorised pupil access to car park during school hours	Pupils	Pupils must not enter the car park during lessons or breaks unless specifically authorised and supervised. Access points from pupil areas should be monitored/controlled.	Confirm current physical separation and whether historic security tape remains appropriate; use proper site controls where available.	Duty Officer
Reversing / manoeuvring vehicles	Pupils, adults	Minimise reversing near pupil routes; drivers proceed slowly and follow site instructions; supervising adults remain alert to moving vehicles.	Escalate recurring conflicts to premises provider and review arrival/departure arrangements.	Headteacher
Poor visibility, weather, lighting or obstruction	All users	Keep routes clear; use lit/designated routes; respond to ice, standing water or other hazards under site procedures.	Check seasonal controls and reporting route.	Duty Officer / Site
Emergency vehicle access	All users	Do not obstruct emergency routes, gates or access points.	Confirm emergency access arrangements with premises provider.	Headteacher / Site

3. Monitoring and review

▪ The responsible person must check that controls are in place before pupils use the area.

▪ Defects or unsafe conditions must be reported promptly to the premises provider and the affected area restricted where necessary.

▪ The assessment must be reviewed after a significant incident or near miss, a material change to the site or activities, or at least annually.

4. Related documents

- Health and Safety Policy
- Risk Assessment Policy and Procedures
- General Risk Assessment
- Safeguarding and Child Protection Policy

18. Approval

Approved by: Board of Trustees, Marie Skłodowska-Curie Polish Saturday School

Approval date: As recorded in the Document Control table on the first page