

Dorin Park School - Risk Assessment and Protocol for Car Park Duty (*Updated: Nov 2020*)

This document is to ensure that staff are able to execute their duty of care for pupils and support the efficient arrival and departure of pupils/transport/parents/carers.

DUTY AREA	High Vis	Staff	AM Role	PM Role
Top of drive	Yes	X1	Manage vehicles onto/off site, avoiding blocking the entrance.	Manage vehicles onto/off site, avoiding blocking the entrance.
Barrier	Yes	X1	Manage vehicles, and pedestrians, onto and off the main and side car parks. The Lead in the centre will tell you when vehicles can come in. In an emergency – make use of the barrier to block exit/entrance to the car park.	
Centres of main car park / side car park (LEAD)	Yes	X2	Ensure no movement of vehicles whilst pedestrians are moving in the area (and engines are off when stationary). Communicate with the door/gate staff regarding release/movement of people. Manage vehicles onto/off the car park (hazard light used to indicate ready to leave) using hand signals/to approve movement. Ensure people do not exit vehicles before you are ready/all staff in place. You manage who exits when.	Ensure no movement of vehicles whilst people are moving in the area. Communicate with the door/gate staff regarding release/movement of people. Communicate with the door/gate staff regarding movement of vehicles on/off the car park. Manage vehicles onto/off the car park (using the hazard light system for exit). You manage who exits when. (3.25 pm)
External door main build	Yes	X1	Communicate with the person on the car park when people can exit vehicles. Ensure socially distanced queuing.	Directed by the person on the car park, communicate with other door staff/runners when to allow pupils to leave. Ensure that pupils only leave when it is safe to do so and that they leave with the appropriate authorised person. Ensure socially distanced queuing.
Runners	No	X2	NA	Communicate with the door staff regarding exit of bus groups.
Internal door	No	X2	Meet and greet and ensure pupils enter the building safely/promptly. Do not allow unauthorised access.	Directed by the person on the external door when to open/close internal doors. Ensure that pupils only leave when it is safe to do so and that they leave with the appropriate authorised person.
External door EYFS	Yes	X2	Meet and greet and ensure pupils enter the building safely/promptly. Do not allow unauthorised access. Ensure socially distanced queuing.	Directed by the person on the car park, open/close doors. Ensure that pupils only leave when it is safe to do so and that they leave with the appropriate authorised person. Ensure socially distanced queuing.
External gate new build	No	X1	Meet and greet and ensure pupils enter the building safely/promptly. Do not allow unauthorised access. Ensure socially distanced queuing.	Communicate with staff regarding the safe exit of pupils with their parents/carers. Ensure socially distanced queuing.
Additional information/exceptions	<p>Some pupils for safety reasons have permission to exit the building early to avoid the crowds. <u>This does not mean that their bus leaves the site early.</u> These are often agreed for a specified period of time until other arrangements can be altered/issues resolved.</p>			