

Risk Assessment Form

Information required	Assessment Completion Details
The work activity that is being assessed	Warren Farm School – parents accessing the rear entrance of the school through the kingstanding Wellbeing Centre carpark via car or walking
Directorate	City Operations
Service / Team	Wellbeing Service
Location	Kingstanding Wellbeing Centre / Warren Farm School
Risk Assessor Name	Jordan Moore
Risk Assessor Job Title	Assistant Centre Manager
Risk Assessor Signature	
Manager Name	Chris Robins
Manager Job Title	Leisure Centre Manager
Manager Signature	
Risk Assessment review due by	11/01/2025

Additional Guidance for this page
This Risk Assessment Form is for managers to complete as applicable to a specific service, workplace, work activity or individual employee
A workplace is considered anywhere that an employee is required to carry out their contracted duties either on or off BCC premises
Risk assessments should be reviewed at least every 12 months and sooner in the event of an accident, a significant change to management, equipment, work process etc. or if a concern has been raised by an Employee or Safety Representative.
Signatures will be assumed where documents are submitted electronically. Hard copies should be manually signed in all cases.
This template meets accessibility requirements. Document format, font type or size should not be changed and where additional sections are required, these should be copied from existing tables.

Review Record

(insert or delete rows as required)

This table should be completed each time this risk assessment is subject to review for any reason

Review Date	Reviewed by	Amendments	Signature
11/01/2024	Jordan Moore	Moved onto new template	

Risk Assessment Form Contents

(insert or remove numbered sections as required)

One - Parents and children attending Warren Farm school injured by a vehicle whilst walking across the Kingstanding Wellbeing Centre car park to access the rear school gate of Warren Farm School

Two - Crossing of road at rear of the carpark – by the Warren Farm school rear school gate.

Additional Information

Employee Signature Record

Risk Assessment Form

(insert or delete sections as required by copying and re-numbering template tables below)

One	
Hazard	<p>The carpark of Kingstanding Wellbeing Centre can be very busy at times with customers of the Wellbeing Centre, parents and teachers using the carpark to gain access to Warren farm rear school gate located at the rear of the carpark and various providers using the carpark including the BCC PCR testing team, WM Police and other providers who have permission from BCC Kingstanding Wellbeing Centre to use the carpark to deliver their services</p> <ol style="list-style-type: none"> 1. Parents and children attending Warren Farm school injured by a vehicle whilst walking across the Kingstanding Wellbeing Centre car park to access the rear school gate of Warren Farm School
Who is at Risk and How?	Parents and children of Warren Farm School
Existing Control Measures	<p>The pavement leads from Dulwich Road, around the front of the Leisure Centre along the side of the building to the rear gate of the school.</p> <p>The pavement must be used to gain access to the school's rear entrance gate.</p> <p>Parents and children must not walk across the car park to gain access to the rear gate of the school.</p>
Additional Control Measures Required	<p>Warren Farm School must make parents and children aware that they must not walk across the car park to access the rear gate of the school but use the pavement around the site of Kingstanding Leisure Centre</p> <p>Warren Farm School must make parents aware that they must not let their children run across the car park.</p> <p>Warren Farm school must make parents, teachers and school children aware that the carpark can be busy and that it may also be used for service providers to provide a service.</p>

One	
Action by Whom?	Warren Farm School
Action by When?	As soon as possible
Completed – date and initials	

Two	
Hazard	Crossing of road at rear of the carpark – by the Warren Farm school rear school gate. To access the rear gate of Warren school, parents, children and teachers need to cross the road from the pavement at the side of the Kingstanding Wellbeing Centre. Injury could be caused if a vehicle is using that road to access the rear of the Kingstanding Wellbeing Centre.
Who is at Risk and How?	Parents, school children, teachers
Existing Control Measures	
Additional Control Measures Required	Warren Farm school to inform parents, children and teachers of the hazard above and to be vigilant at all times whilst on the Kingstanding Wellbeing Centre carpark and whilst crossing the road to the rear of Warren Farm School.
Action by Whom?	Warren Farm School
Action by When?	Ongoing
Completed – date and initials	

Additional Information

(insert rows as required)

Hazard	Comments

