



**HURLINGHAM
SCHOOL**

Car Park Policy

This policy is made available to all parents, prospective parents, staff and prospective employees of Hurlingham School on our website, and a hard copy can also be viewed at our School Office.

1. Security

The gates into the underground car park will be closed at all times except during morning drop-off and the main afternoon collection.

Morning drop-off: 8.15am - 8.45am

Afternoon collection: 3.05pm - 4.05pm

When the gates are open at the above times a member of staff will be present at the entrance to the car park to assist pedestrians crossing the mouth of the car park.

The doors to the car park lobby are to be shut at all times except during the morning and afternoon drop-off and collection times detailed above. Staff and parents are issued with a 5 digit access code which changes each academic year.

All members of staff are issued with a proximity card which will activate the car park gates. Parents are admitted by a member of the School office if they come to collect their child after 4pm.

The gate to the rear of the car park which leads to the residential Mews behind will be closed at all times and operated by a key card which will be issued to those residents of the Mews behind who have the right to park in the school car park. This gate is for use solely in connection with the Mews and should not be used by anyone associated with the school except in an emergency or for maintenance purposes.

2. Use

Within the car park, the parking bays are allocated accordingly:

- 6 parking bays for the residential Mews (marked accordingly) in the far right hand side
- 25 parking bays for staff and visitors in the centre and the row adjacent to the ramp of the car park.

The car park is strictly for one-way traffic in all areas with the exception of the ramp.

Cars entering the car park should enter on the left of the ramp and follow the arrows around in a clockwise direction until they park or stop at the designated 'drop-off zone'.

3. Safety

Parents must only permit their children to exit their cars unaccompanied in the drop-off zone and only if there is a member of staff on duty who is able to escort them to the car park lobby doors, from where they may safely enter the building unaccompanied.

At all other times parents must escort their children to the car park lobby, but only when they have parked properly in one of the designated parking bays.

The car park is to be fully lit from 6.45am-9.15am and from 2.45pm – 5.30pm, Monday to Friday. The remainder of the time this will revert to PIR controlled lighting.

On no account are children permitted to enter the car park unaccompanied.

4. Fire

Fire-fighting equipment and signage is located throughout the car park at the points designated by the school's fire equipment advisor.

Any spillages of oil or other substances associated with vehicles should be reported to the school office.

In the winter months the ramp will be checked for ice each morning and salt applied accordingly. A salt bin is located adjacent to the basement lobby area.

5. Health

An emergency first aid pack is located inside the car park lobby area.

Parents are asked to turn off their engines if their cars are not moving.

Possible Risks:

Risk to pedestrians from cars

Collision between cars and into concrete columns

Trapping of fingers in doors

Air-conditioning machinery

Icy surfaces

Fire

Access to non-authorised individuals

Date created: Autumn 2009

Date of last review: September 2023

Date of next review: June 2025