

CORFE CASTLE PARISH COUNCIL

Permit Holder Parking Facilities

Location: West Street Permit Holder Parking (What3Words/// ///tungsten.libraries.polo)

Date of Assessment: 23rd October 2025

Assessed by: Michelle Harrington – Proper Officer

Next Review Date: 23rd October 2026

Presented To: Full Council (November 2025)

1. Purpose

This assessment identifies and evaluates hazards associated with the use, maintenance, and management of a small gravel car park. The objective is to protect members of the public, staff, and contractors from harm and ensure compliance with health and safety regulations.

2. Description of Asset.

Small 22 space gravel car park for use by permit holders only.

3. Risk Rating System

Likelihood	Description	Severity	Description	Risk Rating
1	Rare	1	Insignificant (no injury)	1–4 = Low
2	Unlikely	2	Minor injury	5–9 = Medium
3	Possible	3	Moderate injury	10–16 = High
4	Likely	4	Major injury	17–25 = Critical
5	Almost Certain	5	Fatality	

Risk Score = Likelihood × Severity

4. Risk Assessment Table

Hazard	Who May Be Harmed	Initial Risk (L×S)	Existing Controls	Further Controls / Actions Required	Residual Risk
Uneven surface / loose gravel causing slips, trips, or falls	Public, staff, contractors	3×3=9 (Med)	Fill potholes promptly; Sump added to prevent flooding.	Monitor pot holes.	2×2=4 (Low)
Vehicle collisions (reversing, poor visibility)	Drivers, pedestrians	3×4=12 (High)	Clear entry/exit area. Users aware to report an issue to Parish Council Clerk.		2×3=6 (Med)
Poor lighting at night	Public, staff	3×3=9 (Med)	Existing sensor lighting by toilet block.	Consider adding light to illuminate all the car park at night.	2×2=4 (Low)
Weather conditions (ice, snow, flooding)	Public, staff	3×4=12 (High)	Inspect after heavy rainfall		2×3=6 (Med)

Hazard	Who May Be Harmed	Initial Risk (L×S)	Existing Controls	Further Controls / Actions Required	Residual Risk
Pedestrian–vehicle interaction	All site users	3×4=12 (High)		Consider adding warning signage, stating no walkway in car park by planter	2×3=6 (Med)
Potholes or surface erosion	Public, vehicles	3×3=9 (Med)	Regular inspection and maintenance schedule to top up gravel or repair as needed.	Monitor pot holes.	2×2=4 (Low)
Overhanging vegetation / restricted visibility	Drivers, pedestrians	2×2=4 (Low)	Grounds maintenance schedule & cut back vegetation seasonally		2×2=4 (Low)
Vandalism or antisocial behaviour (loitering, damage)	Public, staff	2×4=8 (Med)	Community and permit holder involvement		2×3=6 (Med)

5. Emergency Procedures

- **Accident or injury:** Call emergency services (999) if required; report to Parish Council.
- **Fire or vehicle fire:** Call emergency services (999), report to Parish Council
- **Flooding or ice hazard:** Close area temporarily; notify users.
- **Vandalism or criminal activity:** Do not approach; report to police and afterwards to Parish Council.

6. Personal Protective Equipment (PPE) / Safety

Task	PPE Required
Routine inspection / maintenance	High-visibility vest, gloves, safety boots for Caretaker or external contractor used with own risk assessment.
Traffic control / supervision	Hi-vis jacket, gloves, two-way radio for Caretaker or external contractor used with own risk assessment

7. Review & Monitoring

- Inspect annually, after severe weather or after layout/usage changes.
- Review after any incident or complaint.

Overall Residual Risk: Low (with all controls in place)