

# Alt Bridge School

## DRAFT Double Parking Policy

### Introduction

This policy sets out the school's approach to the controlled and managed use of double parking within the school car park. The purpose of this arrangement is to reduce congestion and risk on surrounding roads, improve pupil and pedestrian safety, and make effective use of limited on-site parking capacity.

The school recognises that uncontrolled parking presents risks to pupils, staff, visitors, and the wider community. This policy ensures that any double parking on site is planned, authorised, risk-assessed, and consistently managed.

### Scope

This policy applies to:

- All staff who park vehicles on the school site
- Senior leaders responsible for site management and health and safety
- The school car park during operational school hours only

This policy does not apply to:

- Parents/carers or visitors
- Contractors or delivery vehicles
- Disabled parking bays or emergency access routes

## **Aims and Objectives**

The policy aims to:

- Reduce on-street parking and congestion during peak times
- Improve road safety for pupils, families, and pedestrians
- Maintain clear emergency and pedestrian access routes
- Ensure double parking is safe, organised, and accountable
- Support effective site management in line with health and safety duties

## **Rationale**

Due to limited on-site parking capacity and high demand at peak times, staff parking on surrounding roads contributes to congestion, reduced visibility, and increased risk to road users.

Allowing controlled double parking within the school car park, where vehicles do not need to move during the school day, enables the school to:

- Accommodate additional staff vehicles on site
- Reduce pressure on surrounding residential roads
- Improve traffic flow and safety outside the school gates
- This approach represents a proportionate and risk-managed solution to site constraints.

## **Principles of Operation**

The double-parking system will operate according to the following principles:

- Double parking will be pre-approved and planned
- Only identified staff may participate
- Vehicles will not require access during the school day
- Emergency access will remain unobstructed at all times
- The system may be suspended if safety concerns arise

## **Staff Eligibility and Roles**

### **All-Day Parkers**

All-day parkers are staff members who:

- Remain on site for the full school day
- Do not require vehicle access during the day
- Have agreed to participate in the system

- These staff will park in designated inner spaces and be recorded on the All-Day Parker Register.

## **Buddy Parkers**

Each all-day parker will be allocated a buddy parker, who:

- Arrives later and/or leaves earlier
- Parks directly behind their allocated colleague
- Agrees to liaise if vehicle access is required
- Buddy pairings will be agreed in advance and reviewed regularly.

## **Operational Procedures**

### **Designated Areas**

Double parking will only take place in clearly identified areas of the car park

Disabled bays, pedestrian routes, fire exits, and emergency access routes are excluded

A site parking plan will be issued to staff

## **Daily Parking Arrangements**

All-day parkers arrive first and park in designated spaces

Buddy parkers park directly behind the allocated vehicle

Keys will not be shared

Vehicles are not expected to move during the school day except in an emergency

## **Communication and Records**

Buddy pairs will exchange contact details

The school office will hold an up-to-date parking register

Any issues will be reported to the site lead or senior leader

## **Health, Safety and Risk Management**

The school will ensure that:

- Emergency access routes are kept clear at all times
- No vehicles block fire exits or pedestrian pathways
- Double parking does not interfere with safeguarding or supervision duties

- The arrangement is subject to ongoing risk assessment

The system will be reviewed:

- Termly
- Following any incident or near miss
- Where staffing patterns or site use changes

### **Compliance and Monitoring**

Overall responsibility lies with the Headteacher (or delegated senior leader)

Day-to-day oversight may be delegated to the Site Manager or Business Manager

Failure to comply with this policy may result in withdrawal of parking privileges

### **Equality and Accessibility**

The school will ensure that this policy:

- Does not disadvantage staff or visitors with disabilities
- Preserves access to disabled parking bays at all times
- Is applied fairly and transparently

### **Review and Approval**

Policy Owner: N Menagh (Head teacher)

Date of Implementation:

Review Date:

Approved by Governing Body:

### **Linked Documents**

Health & Safety Policy

Site Risk Assessments

School Travel Plan

Fire Risk Assessment