

CAR PARKS

These General Checklists are intended to provide a starting point for you to use to develop your own specific risk management checklists. Every group has specific risks to them – only YOU can identify them. Look and understand the risk management process at www.ourcommunity.com.au and this will help prevent people being injured and save you from unnecessary concern and grief.

What potential risks have you identified?	Date Inspected	What Problem was Detected (if any)	Likelihood A,B,C,D,E	Impact A,B,C,D	Risk Rating H,M,L (see Risk Chart)	Who Will fix the problem?	When will it be fixed?	Completed (signed off)
Is your car park and the surrounding area adequately lit?								
Is the entrance and exit area clear and free of obstructions?								
Is there adequate access for emergency vehicles?								
Are parking spots clearly marked?								
If possible do you have a separate entrance and exit to encourage a directional flow of traffic?								
Do you encourage drivers to reverse into parking spaces if possible, to provide better visibility when pulling out (especially of children)?								
Do you have rules for pedestrians in the car park – especially children (eg: no running, always hold hands with a parent)?								
Do you keep shrubs and trees trimmed to minimise risk of physical injury and ensure maximum visibility?								
Do you have a separate parking area for staff (if space allows)?								
Are surfaces well maintained and free of oil?								
Is signage visible and able to be seen at night?								
Have you allocated sufficient spaces for the disabled?								

Risk Chart

		LIKELIHOOD					
IMPACT	RATING		A	B	C	D	E
			Frequent	Probable	Occasional	Remote	Improbable
	A	Catastrophic	High	High	High	High	High
	B	Critical	High	High	High	Medium	Low
	C	Marginal	High	Medium	Medium	Low	Low
	D	Negligible	Medium	Low	Low	Low	Low

MEASURE	IMPACT	Effect/description
A	Catastrophic	Death – severe injury (e.g. loss or crushed limb, brain damage)
B	Critical	Major Injuries – require medical assistance (inc concussions)
C	Marginal	Minor Injuries, cuts, treated internally (inc minor sprains)
D	Negligible	No injury

MEASURE	LIKELIHOOD	DESCRIPTION
A	Frequent	Will occur regularly – day to day
B	Probable	Will occur on most occasions, circumstances
C	Occasional	Will occur from time to time
D	Remote	May occur but not regularly or often
E	Improbable	Unlikely to ever occur

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