

### **Community Centre Carpark – Risk Assessment**

At the 16<sup>th</sup> April Committee meeting it was reported that bollards have been installed in the Community Centre carpark to protect spaces from unauthorised use. The risks of injury to users of the carpark and to pedestrians passing through it were considered and measures, including the use of reflective tape, and reflectors, are intended to reduce those risks. The bollards are above the standard knee height and users have been asked to leave them in a vertical position when the space is vacated to avoid leaving a trip hazard. The bollards do not encroach on the walkway from the High Street Arcade. However, a formal risk assessment has not been carried out in accordance with the Council's policy.

The risks associated with the installation of bollards is principally that they constitute a potential trip hazard for users of the carpark and for pedestrians passing between the High Street Arcade and Station Road. Users of the carpark include those with allocated spaces and visitors to the unallocated space for visitors to the Community Centre. People with limited vision would be particularly vulnerable.

Careless parking has already damaged bollards since, left as required in a vertical position, they are liable to be hit by manoeuvring vehicles. Even though clearly marked with reflective tape it is likely that they cannot be seen by drivers reversing. There may be potential for claims for damage to vehicles.

Bollards are required to be left in the vertical position when left vacant but this does not always happen and so a trip hazard exists in some cases.

#### Mitigation

The bollards are already marked with tape and the Carpark is lit at night. Bollards are knee height, to improve visibility when raised. However, bollards left down remain a trip hazard and carpark users need to be reminded that it is a condition of use of the carpark that they be left in the vertical position when not used. Users have a key to lock and unlock the padlocks securing the bollards. Sanctions could be applied, for example by withdrawing parking rights and/or locking bollards with a padlock for which the user has no key, preventing their use.

Users of the carpark can be expected to be familiar with its layout and the existence of the bollards. It is unlikely that people who are not using the carpark would venture into it, although some spaces are immediately adjacent to the route from the Arcade to Station Road (this is not a Public Right of Way). Given the measures already adopted and assuming that users can be sanctioned if they leave bollards down the Committee may consider that the risks are acceptable.

An additional measure would be to mark a pedestrian route through the carpark in the same way, and continuing, the pedestrian walkway markings already running from the Arcade to the carpark. This would clearly direct pedestrians away from the carpark as they walk between the Arcade and Station Road.