

## RISK INFORMATION – CHURCHES CAR PARKS

The information provided in this paper is intended to assist churches in the design and operation of car parking.

### Traffic Flow

Where possible, separate entrances from exits.

Clearly mark desired traffic flow directions by painted signs on the car park surface or by other signs where the surface is unsealed.

Post maximum speed limit signs at the entrances to the car park. Consider the use of speed humps to manage vehicle speed.

Consider the use of parking attendants at busy times, to direct traffic to available car parks. Attendants should be trained in traffic management and they should wear visible clothing.

### Pedestrians

Attempt to separate pedestrians from vehicles. Clearly mark the preferred pedestrian pathway through the car park.

Barriers are preferred to wheel stops in creating safe pedestrian only space.

### Security

Make sure that landscaping and vegetation do not create dark spots where people can hide or pass undetected.

Try to create a clear line of sight across the entire car parking surface.

Provide adequate lighting to contribute to driving safely, vehicle safety while parked and contents safety

Conduct regular patrols of the car. Regular physical patrols deter vehicle theft and break-in. Consider the use of CCTV to improve security situation. Consider reporting all unusual occurrences to police.

Barriers or gates can be used to control out of hours access.

### Design

Make sure appropriate Council planning permission is obtained for the car park

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Construct the car park according to Australian standard S/NZS 2890.1:2004 Off Street Car Parking.

Allow adequate manoeuvring space in aisles.

Allow space for people with disabilities (sufficient to park cars or vans and manoeuvre wheelchairs beside them).

Consider allocation of spaces for staff use.

The design should provide separate space for motor cycles / bikes and bicycles.

Consider the impact of queuing in adjoining streets.

Allow access for emergency vehicles.

Ensure the surface drains efficiently in heavy rain.

### Maintenance

Conduct regular visual checks of the car park surface. Remove any foreign matter and debris that could cause damage to vehicles or injury to pedestrians. Check lighting at regular intervals and replace globes as required.

Undertake regular maintenance of the car park surface. Fix cracks and holes, restore painted signage, clean oil and grease contamination from the surface, ensure drain and manhole covers are secure. Maintain vegetation and landscaping; minimise the possibility of trees dropping limbs on cars or people.

### General

Display terms and conditions of parking at the entrances to the car park, e.g. owner onus applies.

If any part of a car park is leased to a third party, BIS insurance may no longer provide coverage. Check with your BIS representative.

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### **References**

EA Insurance Industry Spotlight, November 2010, “Car Park Safety”.

Baptist Insurance Services Newsletter, February 2012, “Car Parks”

Vero, “Risk – Wheel Stops”, a Risk Management resources provided to ABIS

OurCommunity.Com.Au, “Risk Management Template: Car Parks”