

# Volunteer role information:

## The Big Tidy Up!

*Thank you for volunteering!*

### STAYING SAFE



Wear a **YELLOW** hi-viz vest at **ALL** times.

Be aware vehicles may be moving within the car park

Do not step into the path of moving vehicles

Be aware of uneven ground and debris from trees

Work in pairs when dismantling equipment

### QUICK START

- Check which routes, signs and equipment must remain in place until the final vehicles leave
- Be prepared to assist late departing customers with directions

[volunteers@silverstoneschoolparking.co.uk](mailto:volunteers@silverstoneschoolparking.co.uk)

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## The Big Tidy Up!

### YOUR ROLE

**The Big Tidy Up Team is responsible for safely dismantling the car park whilst maintaining a safe environment for customers who are still on site.**



See overleaf for further guidance on Big Tidy Up! tasks.



Perform a thorough H&S checks throughout the car park i.e pick up litter, twigs, fill in holes with sand etc.

### WHAT WE'LL PROVIDE

- Hi-viz vest, temporary fencing tools, litter picking tools etc. **Please use all provided equipment safely.**
- Bottles of water will be available too.

### WHAT TO BRING

- Weather appropriate clothing
  - Closed toe footwear
  - Gardening or work gloves
- Limited shade is available.  
In hot weather please bring sun protection (i.e hat etc)**

### WHERE WE NEED YOU AND WHEN!

- Thursday evening before GP weekend
- Start time and location will be confirmed by the Volunteer Coordinator

## TASKS TO BE COMPLETED

### Equipment Removal

- Remove cones, signs, barriers, tape and equipment.
- Dismantle temporary fencing, gazebos and signage. Remove all cable ties, barrier tape and dispose of waste appropriately.
- Transport equipment to the GP Shed and return contents to the correct storage boxes.

### Site Clearance

- Conduct litter picks throughout the car park returning waste to the school for disposal in the designated bins.
- Check for lost property and return items to the school office or designated collection point.
- Report any damage, hazards or equipment issues and lost property to the lead volunteer

### Customer Experience

- Be friendly, welcoming and visible
- Assist customers with directions and travel queries.

### Customer Safety

- Keep pedestrian routes & vehicle exits clear.
- Hold vehicles or pedestrians briefly where necessary to maintain safe movement.

