

SILVERSTONE SCHOOL PARKING

Volunteer role information: Car Park Layout Thursday



SAFETY

Wear a Hi-viz vest
at **ALL** times.

Work in pairs,
especially when lifting
any bulky equipment.

TOP TIPS

Familiarise yourself with the set
up guidance

Bring a pair of gardening or
heavy duty gloves

The Car Park Layout Coordinator will have access to a minor
injuries first aid kit.

Dress appropriately for the weather and please wear closed toe
footwear.

volunteers@silverstoneschoolparking.co.uk

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MAIN TASKS



Set up and deliver equipment boxes / packs to each car park



Set up car park signage



H&S check each car park and reduce any trip hazards etc

WHAT WE'LL PROVIDE



We'll provide a hi-viz vest and cutting tools. Bottled water and portaloos will be available if required.

Please use all provided equipment safely.

WHERE WE NEED YOU AND WHEN!



We'll need you on the Thursday night before the GP weekend.



The Car park Layout Co-ordinator will confirm the start time and location nearer the event and will be available on the night too.

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Main tasks overview:

- Each car park has a set of resources our car park volunteers team will need over the weekend
- The Thursday Car Park Layout team will compile, deliver and set up these resources in each of our car parks.
- The Car Park Layout Co-ordinator will be on site in the evening to provide further advice.

Task 1:	Label Car Park resource boxes with content lists and fill boxes appropriately
Task 2	Assemble signage packs and other equipment sets for car parks
Task 3	Deliver resource boxes, signage packs and other equipment sets to car park locations
Task 4	Set up signage (see overleaf)

Signage set up:

- Each car park has a set of specific signs for the GP weekend.
- The Thursday Car Park Layout team will compile, deliver and set up these signage packs in each of our car parks.
- The Car Park Layout Co-ordinator will be on site in the evening to provide further advice.

Gate signs / post signs	<ul style="list-style-type: none">• Attach signs to the gate using cable ties you may need to join several cable ties together to get the correct length.• There should be precut holes in the centre of the sign, if not create an opening using the cutting tool.• When the sign is secured to the lamppost, trim all excess cable ties as close to the fastening as possible. Please dispose of all waste appropriately.
A Frame signs	<ul style="list-style-type: none">• Place in location (shown on site plan) facing direction of pedestrian or vehicle traffic.• Push legs firmly into the ground where possible and use sandbag(s) to secure. If placing on pavement use multiple sandbags to secure• Check the sign does not create an obstacle to pedestrian or vehicle traffic.