

SILVERSTONE SCHOOL PARKING

Volunteer role information: Car Parking

SAFETY



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

Please keep to
pedestrian areas where
possible

When lifting heavy, bulky
equipment please work
in pairs

TOP TIPS

- Bring a pair of gardening or heavy duty gloves
- Familiarise yourself with:
 - a. the additional volunteer guidance
 - b. our car park opening & closing times
 - c. local traffic management plans
- Dress appropriately for the weather and please wear closed toe footwear.

volunteers@silverstoneschoolparking.co.uk

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MAIN TASKS



Provide customer assistance (arrival, parking, directions etc) and encourage all customers to use pedestrian zones when moving around the car park



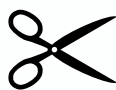
Perform regular H&S checks in your area ie pick up litter, twigs, fill in any holes with sand, replace broken barrier tape, refill portaloos with toilet paper etc.

WHAT WE'LL PROVIDE



We'll provide a hi-viz vest, litter picking equipment, barrier tape and cutting tools as well as other equipment required.

Please use all provided equipment safely.



Portaloos, refreshments and bottles of water will be available too.

WHERE WE NEED YOU AND WHEN!



The rota will show where you need to be and when.



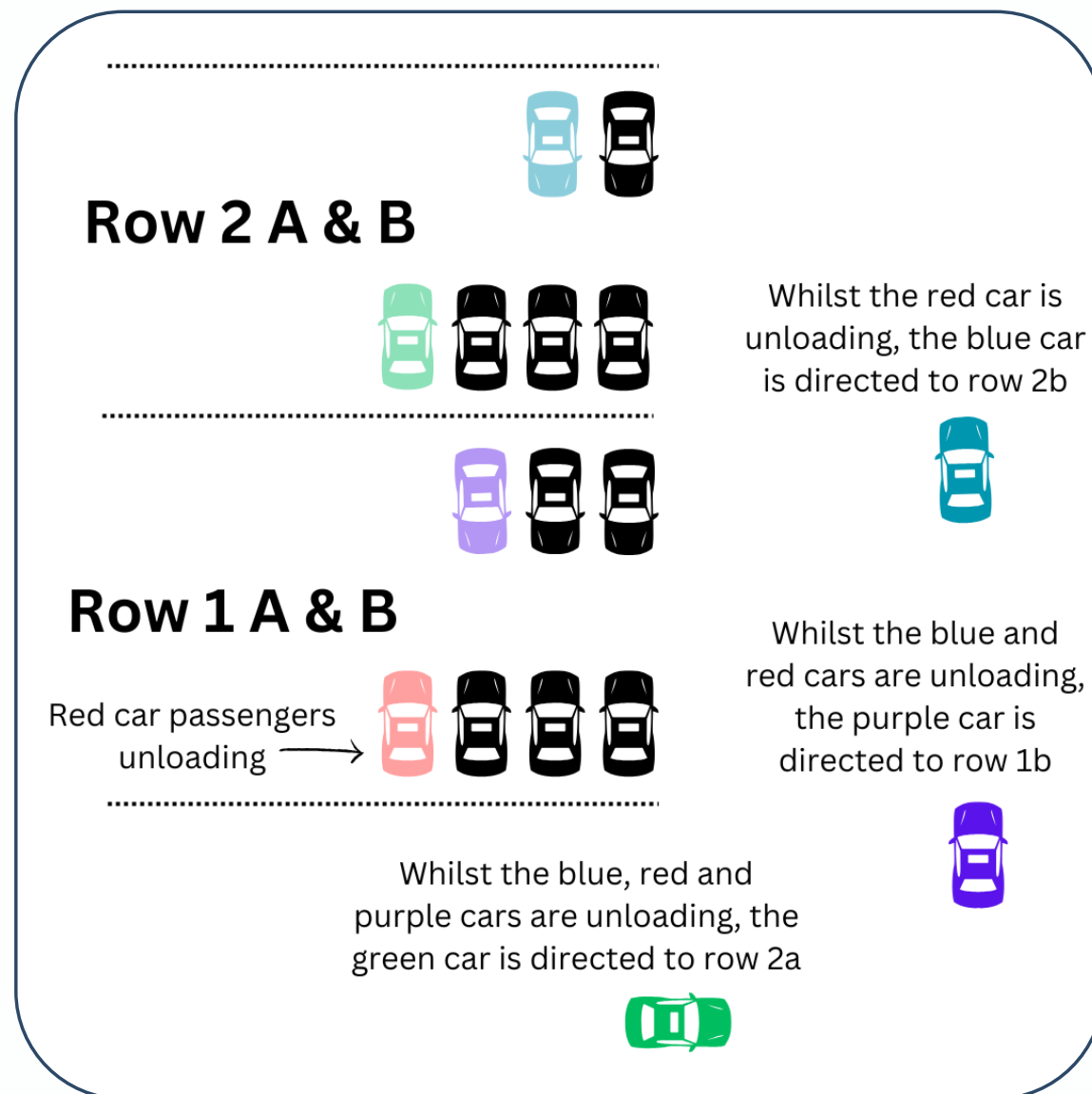
If you are unable to stand for the duration of your shift, please bring a collapsible / camping chair and manage appropriate self-care breaks within the pedestrian areas

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VEHICLE MANAGEMENT

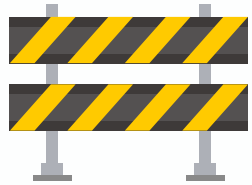
- Ask drivers to wait until a team member has indicated they are ready to park the next car.
- Once a team member is identified provide the driver with clear directions.
- Direct vehicles to alternate volunteers and rows as the diagram shows.
- **Do not stand directly in front or behind vehicles.** Always stand at side of vehicles if guiding drivers into a space or directing vehicles on site
- **Use clear hand signals and clear voices** when stopping/directing vehicles
- **Don't park long vehicles opposite each other**

All drivers must be requested to reverse park for the safety of volunteers and customers.



PEDESTRIAN MANAGEMENT

- Encourage **pedestrians to keep to pedestrian walkways**.
- Pedestrians have priority – **all drivers should be advised to drive slowly** and/or stop.



BARRIER TAPE FENCE REPAIRS

- When re-placing stakes in the ground please wear gloves and use a mallet.
- Firmly, but not forcefully, tap the top of the stake until it slowly slides into the ground.
Please ensure supporting hands are not at the top of the stake!
- Place barrier tape at a height where it is easily visible and not a tripping hazard.
- Ideally there should be two rows of barrier tape



**ALL DRIVERS SHOULD
BE ADVISED TO DRIVE
SLOWLY**



H&S CHECKS THROUGHOUT THE DAY!

- Remove all trip hazards
- Fill any potholes in with sand

Occasionally we have **customers who have slept in their car overnight**. In these instances, **you must ask the driver to move** to either the correct car park, or a different space to allow all incoming cars to park quickly and efficiently. If they do not possess a valid ticket they must be asked to leave the site immediately.

