Working together for the children of Silverstone village.



Silverstone School Parking C.I.C Registered in England & Wales Company no: 14761818 Silverstone Cricket Club





Friends of Silverstone School







Silverstone CE Primary School







1st Greens Norton Scouts



Silverstone School Parking CIC 2025 GP Parking Volunteer Meeting

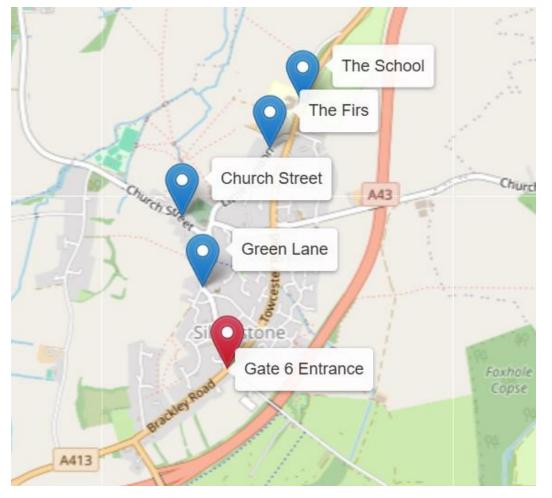
23/06/25

GP Parking Introduction



Our Ca	r Parks	Church St	The Firs	Green Lane	School	
Capacity	Wet	160	175	250	250	
	Dry	180	195	280+	280+	
Fri	Opens	06:30	06:30	06:30		
FII	Closes	23:30	23:30	23:30		
Sat	Opens	06:30	06:30	06:30	06:30	
Sat	Closes	23:30	23:30	23:30	23:30	
Sun	Opens	05:30	05:30	05:30	05:30	
Juli	Closes	23:30	23:30	23:30	21:30	

Thanks to the volunteer community Silverstone School Parking
CIC has distributed over £65,000, to local organisations which support
the education of the children of Silverstone Village, since 2023.





What Will Cover Tonight

Agenda

- Volunteer Communications
- Volunteer Roles
 - H&S overview
 - What is required of the roles.
- Demonstration
 - What to expect when you approach the car park
 - Key tasks of roles
 - Scanning
- Rotas



British F1 GP Parking











Volunteer Communications





www.silverstoneschoolparking.co.uk/volunteerzone

Like last year you can find all volunteer information (travel directions, rota, H&S etc) here.





volunteers@silverstoneschoolparking.co.uk

A new volunteer email address for this year. You can email any questions or changes to availability here.

We'll also email all information and rotas using this email - please check your junk inboxes!



New for this year! WhatsApp will be used to announce info on the portal and emails. No personal data will be shown.



Silverstone School GP Parking





01327 221772

Call from Friday morning with any changes to your availability.





Volunteer Roles

Tues 1st Jul to Mon 7th Jul

British F1 GP Parking







CAR PARKING: FRI 4TH - SUN 6TH JULY

Scanning tickets, directing cars, help customers or members of the public and encouraging pedestrian safety



THE BIG TIDY UP: SUN 6TH JULY (EVENING)

Tidying up all the car parks and returning them to normal

CAR PARK SET UP: WED 2ND & THUR 3RD JULY

Marking out the parking / pedestrian areas in our car parks and setting up signage / equipment





ROUTE SIGNAGE: TUES 1ST & MON 7TH JULY

Putting out & collecting directional signs.

PORTALOO DELIVERY: THURS 3RD JULY (AM)

Greeting the portaloo delivery driver & confirming the portaloos are delivered to the right places,





H&S when volunteering. Your safety is our primary concern.



Silverstone School Parking

About Us Parking Zones v FAQs Contact Us Volunteer Zone

H&S applies to all roles

Our Volunteer H&S Policy and volunteer guidance for all roles is available on line and during the registration process. Please re-familiarise yourself with it before starting your 'shift'

Remember:

- · You must wear a hi viz jacket
- Closed toe footwear should be worn.
- It's going to be warm don't leave the sunscreen and sun hats at home!
- A pair of gardening gloves are always helpful!

Volunteer Zone

Hello and welcome to our volunteer zone

Join our volunteering team and help fundraise for the children of Silverstone village! Silverstone School Parking CIC have a range of volunteering opportunities to suit all abilities and interests and ou

"Many hands make light work" and this is so true for GP Parking. The more volunteers we have the easier and more fun it is for everyone!

Sign up here to join the 2025 F1 Parking Team









GP Parking Volunteer Health & Safety Policy Ensuring a safe environment for everyone.



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PORTALOO DELIVERY: THURS 3RD JULY (AM)

Greeting the portaloo delivery driver & confirming the portaloos are delivered to the right places,





Role Details – Route Signage

Tuesday 1st Jul – 19:00 – 21:00

- Key tasks:
 - Set up / take down all route signage along our defined car park access routes.
- Please familiarise yourself with the information pack on the website before starting your shift.
- The Route Signage Co-ordinator will be available on the day/night.
- **Tuesday 1st July**
 - Meet at school site at 7:00pm
- Monday 7th July
 - Timings tbc



and please wear closed toe footwear.

British F1 GP Parking







SILVERSTONE SCHOOL PARKING

Volunteer role information: Route Signage

MAIN TASKS

Set up or tear down all route signage along the defined access routes to our car parks.

The Route Signage Co-ordinator will give further advice on the day /night.

WHAT WE'LL PROVIDE











We'll provide route maps, hi-viz vest, route signs, a-frame sandbags, bin bags, cable ties, cutting tools and a small step ladder (route specfic) Please use all provided equipment safely.

WHERE WE NEED YOU AND WHEN!



For set up we'll need you on the Tuesday before the GP.



For tear down we'll need you on the Monday following the



Use of a car will be needed for this activity.



The Route Signage Co-ordinator will confirm the start time and location nearer the event, likely 7pm

Volunteer Roles

Tues 1st Jul to Mon 7th Jul

British F1 GP Parking







CAR PARKING: FRI 4TH - SUN 6TH JULY

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Putting out & collecting directional signs.

PORTALOO DELIVERY: THURS 3RD JULY (AM)

Greeting the portaloo delivery driver & confirming the portaloos are delivered to the right places,





Role Details – Carpark Layout

Wednesday 2nd Jul – 19:00 – 21:00

- Key tasks:
 - Set up car parking areas and pedestrian routes within our car parks
- Activity being undertaken by the Scout Troop
- SSP Car Park Layout Co-ordinator will on site to advise and monitor activity.
- Please familiarise yourself with the information pack on the website before starting your shift.
- Wednesday 2nd July July
 - Meet at war memorial at 7:00pm.





Volunteer role information: **Car Park Layout Wednesday**



SAFETY

Wear a Hi-viz vest at ALL times.

Work in pairs. especially when lifting any bulky equipmnet

TOP TIPS

Familiarise yourself with the set up quidance 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



SILVERSTONE SCHOOL PARKING

Volunteer role information: Car Park Layout Wednesday

MAIN TASKS



Set up a car parking areas.



Set up pedestrian access routes.

WHAT WE'LL PROVIDE



We'll provide a hi-viz vest, temporary fencing (barrier tape, stakes, barriers sandbags etc) mallets and cutting tools. Please use all provided equipment

WHERE WE NEED YOU AND WHEN!



We'll need you on the Wednesday night before the GP



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

SILVERSTONE SCHOOL PARKING

CAR PARK LAYOUT WEDNESDAY GUIDANCE

TEMPORARY FENCE SET UP - BARRIER TAPE & STAKES

- · When 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!
- Increase the pressure slowly and gradually until the stake is firmly fixed in place (90° angle)
- If the stake does NOT penetrate the ground, you need to loosen the soil or select another location. If this still does not work please inform the car park layout co-ordinator.
- · You must ensure the barricade tape is placed at a height where it is easily visible and not a tripping hazard. Ideally there should be two rows of barrier tape.

Add good & bad examples - photos

Role Details – Carpark Layout

Thursday 3rd Jul – 19:30 – 20:30

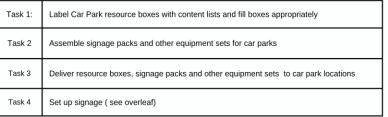
- Key tasks:
 - Set up volunteer resources boxes and car park signage.
- Car Park Layout Co-ordinator will on site on the evening.
- Please familiarise yourself with the information pack on the website before starting your shift.

Thursday 3rd July

Meet at school site at 7:30pm.



SILVERSTONE SCHOOL PARKING



volunteer@silverstoneschoolparking.co.uk

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 equipmnet.

TOP TIPS

CAR PARK LAYOUT - THURSDAY

Familiarise yourself with the set up quidance

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.



SILVERSTONE SCHOOL PARKING

Volunteer role information: Car Park Layout Thursday

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

WHERE WE NEED YOU AND WHEN!





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

volunteer@silverstoneschoolparking.co.uk

SILVERSTONE SCHOOL PARKING

CAR PARK LAYOUT - THURSDAY

- 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
- The Car Park Layout Co-ordinator will be on site in the evening to provide further advice.

Gate signs /

- · Attach signs to the gate using cable ties you may need to join several cable ties together to get
- . There should be precut holes in the centre of the sign, if not create an opening using the
- 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

- · 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.

volunteer@silverstoneschoolparking.co.uk



Role Details - Portaloo Co-ordinator

Thursday 3rd July – from 7am

- Key tasks:
 - Co-ordinate installation of portaloos in each car park.
- Please familiarise yourself with the information pack on the website before starting your shift.
- Portaloo locations will be marked in each field and on a map.
- Wednesday 2nd July
 - Start at the school the volunteer coordinator will confirm time nearer the day.



SILVERSTONE SCHOOL PARKING

Volunteer role information: Portaloo delivery

SAFETY



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

TOP TIPS

You will need access to a car, motorbike or bicycle.

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

Familarise yourself with:

- the plans for the car parks, the portaloo sites will be clearly
- the locations of our car parks within the village

volunteers@silverstoneschoolparking.co.uk

British F1 GP Parking









Volunteer role information: Portaloo delivery

MAIN TASKS



- Meet the delivery driver at the designated meeting point.
- Accompany the driver to the car parks oversee the installation of the portaloos, and sign delivery documents.
- Ensure all field gates are closed when leaving the sites.

WHAT WE'LL PROVIDE





We'll provide car park plans including number of portaloos and location and a hi-viz vest. Please use all provided equipment safely.

WHERE WE NEED YOU AND WHEN!

- We'll need you on Thursday 3rd July, probably early morning.
- We'll ask , .
 Primary School We'll ask you to meet the delivery driver at Silverstone CE
- Use of a car, motorbike or bicycle will be needed.
- The Volunteer Connect nearer the evnet The Volunteer Co-ordinator will confirm the start time

volunteers@silverstoneschoolparking.co.uk



Volunteer Roles

Tues 1st Jul to Mon 7th Jul

British F1 GP Parking







CAR PARKING: FRI 4TH - SUN 6TH JULY

Scanning tickets, directing cars , help customers or members of the public and encouraging pedestrian safety



THE BIG TIDY UP: SUN 6TH JULY (EVENING)

Tidying up all the car parks and returning them to normal

CAR PARK SET UP: WED 2ND & THUR 3RD JULY

Marking out the parking / pedestrian areas in our car parks and setting up signage / equipment





ROUTE SIGNAGE: TUES 1ST & MON 7TH JULY

Putting out & collecting directional signs.

PORTALOO DELIVERY: THURS 3RD JULY (AM)

Greeting the portaloo delivery driver & confirming the portaloos are delivered to the right places,





Friday 4th Jul – Sunday 6th Jul

- There are 4 primary roles in the car parks:
 - Entrance monitor
 - Scanner
 - Traffic coordinator
 - Directing / pedestrian control
 - •To help things go smoothly we have allowed:
 - ○30 minutes set up in the morning.

Customers are advised our car parks are not open until 6:30am on Friday & Saturday and 5:30am on Sunday giving the first shift time to settle in.

015 minutes handover between each morning shift.

This allows each volunteer to hand over to the next volunteer. Please arrive on time to help this happen!

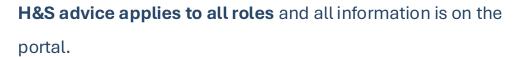


- And 4 'shifts' each day:
 - First shift: set up car park
 - Middle shift : relieve first shift
 - Final shift: relieve middle shift and tidy up
 - Evening shift: Tidy up and wave customers off.



H&S in our car parks. Your safety is our primary concern.

British F1 GP Parking



Remember:

- You must wear a hi viz jacket
- Direct pedestrians to marked walkways
- Keep checking the field throughout the day for trip hazards
- Do not stand directly in front or behind vehicles.

New for this year:

- Use of flags for Parking / Traffic Direction to identify themselves to drivers & other volunteers.
- Fire procedure including fire muster points
 - Please familiarise yourself with the information pack on the website before starting your shift.



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.

SILVERSTONE SCHOOL PARKING **Volunteer role information: Car Parking**

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, reaplce broken barroer 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



Car Park Layouts

- Car park layouts for the following:
 - Volunteer positions and facilities
 - Traffic and pedestrian management inc signage placement
 - H&S fire points and first aid.
- Please familiarise yourself with the car park layouts before arriving for shift – check the rota and check the car park layout!
- Confirmed layouts will be published by the weekend









Friday 4th Jul – Sunday 6th Jul, see rota



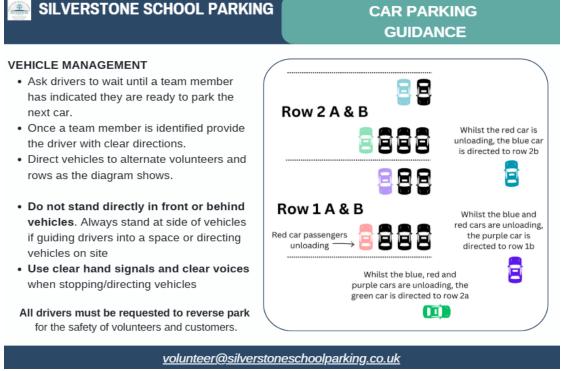
• All tasks to be completed at the start and end of every morning will be in the Information folder inside the Hi-viz box.

 Gazebo up Urn – filled up and switched on Set up scanning equipment and card reader so You are ready to go Switch off Health an Resources 	
 Signs in correct place / orientation 	orrect place / orientation f and empty urn. nd safety check of field s back into correct boxes



Friday 4th Jul – Sunday 6th Jul, see rota

- Top tips for 'shift survival'
 - Familiarise yourself with the guidance and car park layouts before arriving for your shift!









SILVERSTONE SCHOOL PARKING

CAR PARKING GUIDANCE

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 levae the site immediately.



volunteer@silverstoneschoolparking.co.uk



Role Details – Big Tidy Up

Sunday 6th Jul, 20:00 – 21:00

- Key tasks:
 - Remove all litter and equipment from each car park.
- Please familiarise yourself with the information pack on the website before starting your shift.
- The Big Tidy Up Co-ordinator will be available on the day/night.
- **Sunday 6th July**
 - TBC the coordinator will confirm locations and times nearer the event.











SILVERSTONE SCHOOL PARKING

Volunteer role information: The Big Tidy Up SAFETY



Wear a Hi-viz vest at ALL times.

Pedestrians have priority - ask drivers to slow down / stop.

Work in pairs, especially when lifting any bulky equipment.

TOP TIPS

Familiarize yourself with route guidance, local traffic restrictions, first aid kit, and toilet locations.

Bring a pair of gardening or heavy duty gloves

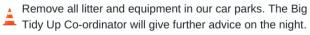
Dress appropriately for the weather and please wear closed toe footwear.

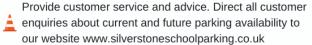


SILVERSTONE SCHOOL PARKING

Volunteer role information: The Big Tidy Up

MAIN TASKS





WHAT WE'LL PROVIDE

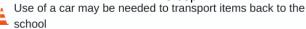


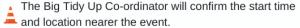


We'll provide hi-viz vest, bin bags, litter pickers, bag hoops and cutting tools. Please use all provided equipment safely. If required portaloos and bottles of water will be available too.

WHERE WE NEED YOU AND WHEN!







Provisional Rota – what it looks like

British F1 GP Parking ALL PROCEEDS GO TO CHARITY

Sunday 6th Jul

	Sunday															
		Th	ie Firs		Green Lane			Church St				The School				
	5:00 am- 7:15	7:00 am - 11:1	5 11:00 am - 1:0	00 6:00 pm - 8:00	5:00 am-7:15 7:00 am - 11:15 11:00 am - 1:00 6:00 pm - 8:00			5:00 am-7:15 7:00 am - 11:15 11:00 am - 1:00 6:00 pm - 8:00				5:00 am-7:15 7:00 am - 11:15 11:00 am - 1:00 6:00 pm - 8:00				
	am	am	pm	pm	am	am	pm	pm	am	am	pm	pm	am	am	pm	pm
Entrance	Rich West	Daisy Keane	Tara Ayers		Jodie Caller	Katie Shed	Collette Andrewartha		Stella Green	Katie Shed	Tessa Vincent		Suzannah McFarlin	Ben Allen	Caroline Godfrey	
	Sarah West	Darren Millis	Daisy Keane		Dani Speddings	Anne Clare Ward	Nikki Aires		Victoria Mayhew	Davina Bowmer	Abbas-Ali Shah		Mark Readman	Mark Readman	Mark Readman	
Scanner					Chris Hodges	Des McGrath				Darren Millis			Ashleigh Knibbs	Ashleigh Knibbs	Ashleigh Knibbs	
					Robert Ward	Jodie Caller										
Parking	John Andrewartha	Tony Lau		Claudio Aires	Tabitha Sweeney	Katy Patient		Sam Rance		Victoria Mayhew			James Nessau	Gemma Bryan		
										Bethan Fanthorpe			Chantal Roberts	Vicki Gunner		
				_									Julie Clark	Julie Clark		
Traffic / Ped management													Phil Watts	James Bryan		



• Rotas will be made available through email and the volunteer portal and updated frequently between now and the end of the GP weekend so please keep checking them

Volunteer Information - Extras

British F1 GP Parking ALL PROCEEDS GO TO CHARITY

Final Points

- The volunteer portal should contain all information you'll need
- Keep in touch:
 - volunteers@silverstoneschoolparking.co.uk
 - Join our WhatsApp channel
 - o From Friday morning 01327 221772 will be manned. Please call if you have any difficulty.
- The REALLY important stuff!
 - Bottled water, tea, coffee and biscuits will be provided; please bring a reuseable cup with you though if you want a cuppa.
 - o There will be a portaloo specifically for volunteers at Church St and Green Lane!
 - And there will be bacon sandwiches for the early shifts!



Volunteer Information - Extras

The Actual Final Point

THANK YOU









