

Role: Wednesday Car Park Layout

Car park: Church St & Green Lane

General tips:

- **You must wear a hi-viz vest during your shift.** This will be provided by the Car Park Layout co-ordinator.
- The Car Park Layout co-ordinator will have access to a minor injury first aid kit.
- Familiarise yourself with the temporary fence set-up guidance overleaf.

Key role activities:

- Set up of car parks as per agreed drawings.

Tasks to complete:

- Staking out of car park rows
- Staking out of pedestrian areas
- Marking out port-a-loo zone
- Checking for potholes / trip hazards (i.e. branches) in the field.
 - Fill any potholes with sand.
 - Remove trip hazards.

Who to report to:

- Car Park Layout co-ordinator.
- The volunteer co-ordinator will confirm start time and meeting point.

What we'll provide:

- Hi-viz vest.
- Metal barrier stakes, mallets, scissors, hazard tape.

Where you'll find what we'll provide:

- All items will be with the Car Park Layout co-ordinator

Volunteer facilities:

Toilets	None
Refreshments	None. Please bring own drinks if required.

What you'll need:

- Closed toe shoes
- Appropriate weather protection – i.e. suncream, sun hats, rain coat, umbrella etc.
- Gardening or heavy-duty gloves

Temporary fence set up guidance:

- 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 doesn't penetrate the ground, you need to loosen the soil or select another location.
- Ensure that the barricade tape is placed at a height where it is easily visible and not a tripping hazard.