

**Role: Evening**

**Car park: Green Lane.**

### **General tips:**

- **You must wear a hi-viz vest during your shift.** When your shift is finished, please return your vest back to its storage box. Whenever you are not wearing a hi-viz vest (i.e. starting or finishing a shift) please keep to the marked pedestrian areas.
  - **All accompanied children must wear a hi-viz vest.** These will be available in a box marked 'kids hi-viz vests'
- Please familiarise yourself with the [Entrance / Evening Information folder](#) which contains useful information and links. A copy will also be available for you on site.
  - Please be aware of the [exit routes from the car park](#) you are volunteering and the [traffic restrictions on the local roads](#) before arriving for your shift. You will be asked for advice by customers.
- Your main position will be around the car park entrance gates.
- Familiarise yourself with the location of the first aid kit and toilets.
- For any customer queries about parking availability for the next day / year direct customers to the website. [www.silverstoneschoolsparking.co.uk](http://www.silverstoneschoolsparking.co.uk)

### **Key role activities:**

- Be aware of pedestrians exiting / entering the car park – **pedestrians have priority** – all drivers should be advised to drive slowly and/or stop.
- Remind pedestrians to keep to pedestrian areas.
- Check all signs are secure and facing vehicle / pedestrian flow.
- Check fence posts are secure within the parking and pedestrian areas.
- Replace any broken barrier tape within the parking and pedestrian areas..
- Check pedestrian areas are clearly defined and signposted.
- Check for potholes / trip hazards (i.e. branches) in the field.
  - Fill any potholes with sand.
  - Remove trip hazards.

### **When you've finished:**

- Check plastic storage box marked 'Church St Entrance / Evening' contents and place in the shed for the morning or big tidy up teams to access.
- Inform the on-call director you have left site: 01327 221772.

### **Who to report to:**

- The on-call director will check in with you either by phone or in person around your start time.
- On call director: 01327 221772.

### **What we'll provide:**

- Hi-viz vest
- Information folder

**Where you'll find what we provide:**

- Plastic storage box marked 'Entrance / Evening' in the shed in the car park.
- All equipment will be in the shed

**Please ensure all items are returned to these locations for the morning or big tidy up teams!**

**Volunteer facilities:**

Toilets	Portaloos
Refreshments	Bottled water will be available - please bring reuseable cups

**What you'll need:**

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