

STEWARDING DUTIES – CAR PARKS

Car Parking

Items left in cars are the responsibility of their owners, not of CCC.

Where large numbers of vehicles are expected for an event, guidance and advice on producing a car parking management plan is available from CCC (e.g. advice about efficient coach parking, health and safety procedures, employing stewards, liaising with the Stewarding team, etc.). It is advisable for the organiser to visit the facilities at an early stage in the planning process, to check on the location of the car parks and pedestrian routes, before this plan is finalised.

If required, CCC can arrange for a specific overflow car parking venue.

Rules and Regulations

Vehicles must only be parked in identified areas within the car parks. Access routes to and within car parks must be kept clear to allow the free passage of emergency vehicles at all times.

There is a strict no parking policy directly in front of both the main building and Church House.

Temporary parking for loading / unloading is possible outside the buildings, but once this has been accomplished, vehicles should be parked in the designated car parks.

Disabled Parking

Organisers must consider the special parking and access needs of those with a disability attending the event. There are a number of specific disabled parking bays to the front of the main building.

Coach and Minibus Parking

CCC will supply additional guidance to the event organiser if coaches are expected. This will indicate specific areas suitable for coach parking and drop-off / collection points, and will clarify health and safety and emergency evacuation procedures.

Traffic Flows on Culduthel Avenue

All roads must be kept clear of parked cars and organisers of large events must ensure that free traffic flow is maintained throughout the event. CCC

are keen to ensure that a good relationship is maintained with its neighbours in the adjacent housing.

CCC would like all users to note that the speed limit adopted on Culduthel Avenue is 20mph, and look for all users to adhere to this speed limit.

Event traffic must be stewarded as quickly as possible into the car parks to ensure that there is no backlog of traffic onto Culduthel Avenue.

Stewarding of Car Parking Arrangements

For events where large numbers of cars are expected, and for which CCC feels extra stewarding is required, organisers may be required to produce a car parking management plan showing the proposed allocation of stewards to direct vehicles and pedestrians to and from the event.

The organiser should arrange a clear communication channel between a named person from their organisation responsible for implementing this plan and the internal stewarding team.

This would normally be a telephone number or radio contact. All contact about urgent matters arising from the event will be made through that communication line. Effective communication channels between stewards and the organiser must also be provided. The provision of radio contact is recommended, at least on the junction at the entrance to the housing development, the junction at Culduthel Avenue and in each car park area as it is being loaded.

Event stewards should be easily identifiable and should wear reflective tops which meet health and safety guidance for car park and event-day stewarding.

Stewards should be in place well before the first arrivals at the event and should remain in place until the designated car parks have been cleared at the end of the event.

Stewards should be given clear and precise instructions by the organiser, about their role and responsibilities. Emphasis should be given to wave cars through, rather than stopping each one for individual conversations.

Stewards should be placed at all locations where pedestrian traffic will cross the roads to ensure safe separation of pedestrian and vehicle traffic.

Some roaming stewards should be provided to give information to those attending the event.