

Parking Management Plan

Fencing and Gates at Western Elms Surgery

Management Policy for Operation of Gates

Introduction

In order to maintain security of the whole site it is critical that the opening and closing of the three sets of gates is properly managed.

Western Elms Surgery will implement the following procedure and Management Plan.

WES will nominate several personnel to be responsible for the safe operation of the gates and site security. Each day, one person will be responsible for opening and two people will be jointly responsible for closing.

Opening is likely to be early morning and closing is likely to be in the evening.

OPENING

The first nominated person to arrive in the morning will pull up on the side of Western Elms Avenue in the 2-hour parking area close to the surgery. This will have no detriment to the residents as it is very rarely used at this time.

The person will open the cantilever gate to the staff car park and slide the gate across to the locking position. They will then drive their car in to the car park immediately. They will park in one of the car spaces.

When inside the fenced area the front pedestrian gate at the end of the foot path will be opened and secured in place. Next, the gate in the gravel car park will be opened and secured back in its locked position. This will not encroach on any parking spaces.

All gates will have a security keypad and codes will be issued to relevant employees.

CLOSING

At the end of the day when all patients and the staff have left the building the gate to the gravel car park gate will be closed and secured.

At this point if there is anyone in the car park who should not be there, they will be given notice that they will be locked inside if they do not move – on advice from the police.

The surgery does not support lone working due to personal safety so two people carry out the closing procedures when the building is locked.

The members of staff will leave the building, lock the footpath gate, remove their car and park on Western Elms Avenue, again in the 2-hour parking, whilst they secure the cantilever gate at the entrance to the staff car park.

If the gates must be left unsecured for any reason the Practice Manager will be advised immediately so they can take appropriate action.