

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title	Car Parking for Primary Care 24 (PC24) Vehicles at Nutgrove Villa - Huyton	Doc No.	PCS001
Scope	All Service Personnel		
Purpose	To ensure appropriate use of designated parking spaces within Nutgrove Villa secure car park for PC24 vehicles.		
Procedure		Responsibility	
1	Access to the car park at Nutgrove Villa is at the rear of the building. The PC24 driver will require the electronic pass to raise the barrier to allow access. The pass should be collected from the PC24 receptionist.	PC24 Driver	
2	PC24 have dedicated bays 1 and 2. Please only park in these bays.	PC24 Driver	
3	When the driver has parked the PC24 vehicle they must return the electronic pass to the receptionist immediately.	PC24 Driver / Receptionist	
4	The receptionist is to ensure that the carpark electronic pass is stored in the right hand cupboard when not in use.	PC24 Receptionist	
5	In the unlikely event that the receptionist is away from the building, the driver should park the vehicle in the taxi lay-by opposite the entrance to PC24 base at Nutgrove Villa and walk round to the front of the building to gain access to PC24 base by site security.	PC24 Driver	
6	When leaving the car park, the exit barrier will lift automatically when the vehicle approaches.	PC24 Driver	
7	PLEASE NOTE - STAFF ARE STRICTLY PROHIBITED FROM PARKING THEIR PERSONAL VEHICLES IN THIS CAR PARK.	PC24 Driver	

Title		Car Parking for PC24 MED Vehicles at Nutgrove Villa – Huyton		Doc No.	PCS001
Version			v4		
Supersedes			All previous versions		
Approving Managers/Committee			Head of Service		
Date Ratified			June 2017		
Department of Originator			IUC KEAS		
Responsible Executive Director			Director of Service Delivery		
Responsible Manager/Support			Head of IUC KEAS		
Date Issued			19.06.2014		
Review Date			25.02.2022		
Target Audience			Operational Personnel / Urgent and Community Care Services Personnel		
Version	Date	Control Reason		Accountable Person for this Version	
1	19.06.2014	New		Head of Urgent and Community Care Services	
2	17.01.2016	Amended following review		Head of Urgent and Community Care Services	
3	18.01.2018	Temporary change of ‘Parking Bay’		Service Manager IUC KEAS	
4	25.02.2020	Review of SOP		Service Manager IUC	
Reference documents		Electronic Locations		Locations for Hard Copies	
		Primary Care 24 Intranet		Standard Operating Procedures File in the Call Centre	
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