

## Standard Operating Procedure

<b>Document title:</b>	Wirral University Teaching Hospital (WUTH) SOP for Car Park Access Request
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### 1. Purpose of SOP

The purpose of this Standard Operating Procedure (SOP) is to carry out the operations correctly and always in the same manner.

### 2. Abbreviations and Definitions

SOP	Standard Operating Procedure
APH	Arrowe Park Hospital
CGH	Clatterbridge Hospital

### 3. Who does this apply to?

This SOP applies to any member of staff requesting car park access at APH or CGH..

### 4. When it should be used

This SOP should be used to determine the process required to request car park access at APH or CGH sites.

### 5. Procedure

The purpose of this Standard Operating Procedure (SOP) is to outline steps to take when applying for a parking fob and to further explain the criteria for the issuing of a fob together with conditions of use.

1. Complete the application form found CPAPC-001 and submit electronically to the car parking email address [wuth.carparkapplications@nhs.net](mailto:wuth.carparkapplications@nhs.net)
2. The form should be approved by the employee's line manager
3. All application details will be placed on an electronic database.

4. The following criteria check will be followed regarding essential users for day time parking during week days:
  - Travel time from home to work.
  - The employee has frequent need to travel between sites.
  - The employee travels frequently on Trust business.
  - The employee has a medical condition affecting mobility.
  
5. All staff will be allowed access to a parking fob for evenings and weekends.
  
6. Identified essential users will be allowed access to car parks during weekdays 9am-5pm
  
7. Car park access will be activated on authorisation of payment.
  
8. Applicants must contact the team by email for updates or confirmation of access at the car parking email address [wuth.carparkapplications@nhs.net](mailto:wuth.carparkapplications@nhs.net)
  
9. Any relevant additional information supplied by Managers will be recorded for consideration should circumstance change.
  
10. Any misuse or contravention of car park rules and regulations will result in access being revoked and disciplinary follow up.
  
11. Any misuse of a parking access such as allowing unauthorised staff members to gain entry to access/egress a car park will lead to immediate de-activation and disciplinary.
  
12. Monthly leaver's lists will be checked against access and de-activated accordingly.
  
13. Staff will need to re-apply for any de-activated access.
  
14. Staff may be provided with the expiry date which their access will end and it is the responsibility of each member of staff to manage this and re-apply as necessary.
  
15. Any staff allocated an access fob must return this fob to the Security Office upon leaving the Trust. A charge will automatically apply to any leaver who fails to return their fob.

Arrowe Park Hospital Car Park map



