

## Car Parking Plan & Risk Assessments | Minis Rugby Festival April 23<sup>rd</sup>

### Overview

Hemel Hempstead (Camelot) RUFC are anticipating 520 players plus 50 “others”. With an emphasis on car-sharing, the club is provisioning for the parking of 540 cars across 8 separate car parking sites:

| Location                      | Spaces*    | Clubs  |
|-------------------------------|------------|--|
| St Roses                      | 38         | Barnet, Enfield  |
| Pixies Hill                   | 40         | Bishop Stortford, Tring  |
| Chaulden Jnr School           | 75         | Harpenden  |
| Boxted Farm**                 | 200        | Fullerians, Verulamium's, Hertford, Old Grammarians', Watford, Welwyn, Stevenage, St Albans and Saracens |
| Camelot “The Strip”           | 113        | Datchworth, Hitchin and Cheshunt   |
| Camelot Main Car Park (lower) | 52         | U11s Head Coaches, mobility parking, First Aid & staff etc. PLUS Chess Valley                            |
| Chaulden Fields Car Park      | 25         | U12s Head Coaches & First Aid  |
| Boxmoor Trust Centre**        | 60         | Royston, OA's and Tabard   |
| <b>Total</b>                  | <b>537</b> |  |

\*Some of the sites will actually hold more than shown and we have secured parking for slightly more than expected.

\*\*A bus will be provided from Boxted Farm and Boxmoor Trust Centre. The other locations are either on site or a walk of 6 – 10 mins.

### General

- All sites will be managed by a Head Marshal who will be an adult, contact details for each site marshal will be provided to the clubs.
- All Event Marshals will be wearing Hi-Vis Marshals vests.
- Detailed site locations will be provided to clubs including What three words reference and, where appropriate, arrival times + request to car share
- Each Head Marshal will be thoroughly briefed and provided with this document.

#### **Note to Head Marshals**

- Please familiarise yourself with the site plan and number of marshals you will require in your team
- **NOTE:** two sites require exit marshalling as well as entry (Boxmoor Trust Centre & Boxted Farm)
- Please assemble your own team from amongst your reliable and punctual friends, family, teammates and club members. You will need two team members to sell event programs
- Collect Hi-Vis Vests & Food/ drink tokens\*, event programs, cash float and bucket from the club (in event we run out of Hi-vis please ensure team are wearing something with visible Camelot logo)
- Once initial car park phase is complete, please return to the clubhouse / event control sites to be redeployed (if required)
- Please collect Hi-Vis vest, buckets etc. after the event and deposit at the club – 7pm, Friday 21<sup>st</sup>

\*All volunteers will receive a token which can be exchanged for a burger and soft drink

## Sites 1 & 2

**Location:** Hemel Hempstead (Camelot) RUFC, Chaulden Lane, Hemel Hempstead, Herts, HP1 2BS

**What Three Words:** Main Car Park: wool.known.funded

**What Three Words:** "The Strip": straw.remove.orange

**Head Marshal:** Nick Wilson, 07887 655 634

**Parking For:** Datchworth, Hitchin & Cheshunt ("The Strip") & U11s Head Coaches, Ambulance, Mike Penning (12:00), Mayor (11:30), 5x Event Staff, 5x Staff, Mobility Parking, 2x County RFU + Chess Valley in lower half of main club car park.

Site open to event traffic from 08:15

**Marshal timings:** 08:15 – 10:30 / 13:45 – 15:00

**Special access instructions:** None

**Number of Marshalls required:** 8-12



| Key Risks  | Mitigant (s)  |
|--|---|
| Risk of vehicle / pedestrian collision due to 150 cars parked on site, Bus drop-off at top of car park and high pedestrian traffic | Chaulden Lane has been closed for access and event traffic <b>only</b> .<br>Marshals to control and stop traffic, maintain slow speed, and direct parking.<br>Head marshal is an experienced event manager<br>Staggard arrival request for Datchworth & Hitchin |
| Staff volunteers moving from club house to fields  | As above <b>PLUS</b><br>Authorised vehicle movement during event only   |
| Gas Pipeline (red dashed line)   | No parking  |

### Site 3: Chaulden Fields Car Park

**Location:** 102 Chaulden Lane, Hemel Hempstead, Herts, HP1 2BS

**What Three Words:** trips.pies.clay

**Head Marshal:** Paul Romain and U10s parents, 07917 897781

**Parking For:** Ambulance/ First Aid + U12s Head Coaches

**Marshal timings:** 08:15 – 10:30 only

**Special access instructions:** None

**Number of Marshalls required:** 4-6



| Key Risks   | Mitigant (s)   |
|---|--|
| Risk of vehicle / pedestrian collision as traffic redirected up Pixie's Hill Close and pedestrians walking down the same road from other parking locations to cross Chaulden Lane | Chaulden Lane has been closed for access and event traffic <b>only</b> .<br>Marshals to control and stop traffic, maintain slow speed, and direct parking. |
| Ambulance unable to access pitch to recover casualty  | Marshals to keep vehicle barrier clear of other vehicles and unlock/ open vehicle barrier  |



#### Site 4: St Roses

**Location:** St Roses Catholic Infant School, Green End Rd, Hemel Hempstead, Herts, HP1 1QW

**What Three Words:** [hints.quite.bring](https://www.hints.quite.bring)

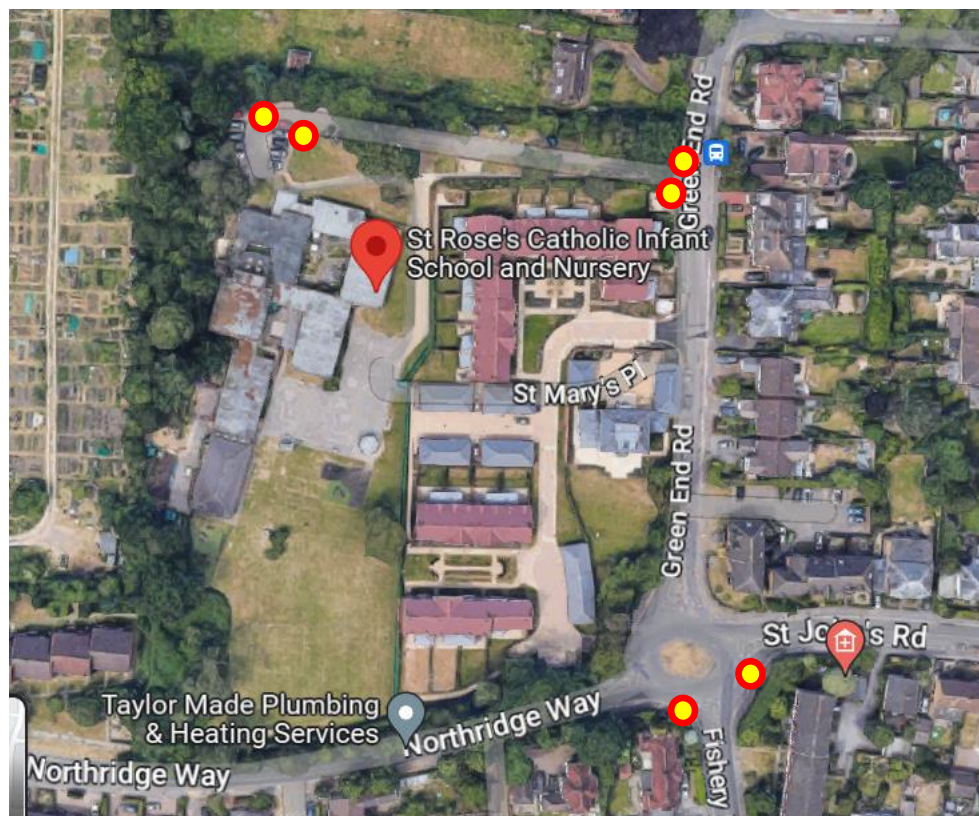
**Head Marshal:** tbc U13s Parents

**Parking For:** Barnet & Enfield

**Marshal timings:** 08:15 – 10:30 only

**Special access instructions:** n/a

**Number of Marshalls required:** 5-7



| Key Risks   | Mitigant (s)   |
|---|--|
| Risk of vehicle / pedestrian collision crossing Fishery Road from St Johns Rd onto Northridge Way | Marshals to control and stop traffic, maintain slow speed, and direct parking.<br>Marshals to control crossing point |

**Site 5: Pixies Hill**

**Location:** Pixies Hill Primary School, Hazeldell Rd, Hemel Hempstead, HP1 2BY

**What Three Words:** [taker.look.atomic](https://www.threewords.com/lookup/taker.look.atomic)

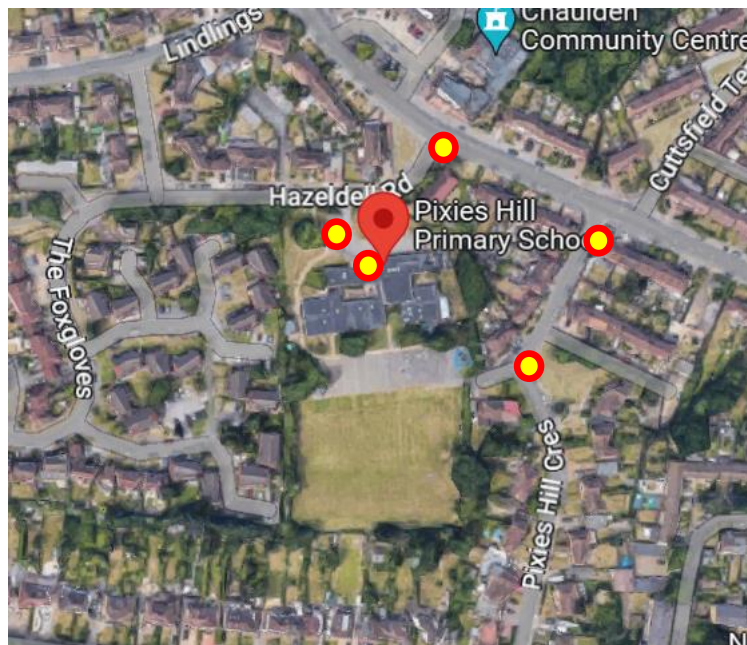
**Head Marshal:** Dean Edwards / Paul Adde & Colts

**Parking For:** Bishop Stortford & Tring

**Special access instructions:** None

**Marshal timings:** 08:15 – 10:30 only

**Number of Marshalls required:** 5-7



| Key Risks   | Mitigant (s)   |
|---|--|
| Risk of vehicle / pedestrian collision as traffic redirected up Pixie's Hill Close and pedestrians walking down the same road from other parking locations to cross Chaulden Lane | Chaulden Lane has been closed for access and event traffic <b>only</b> .<br>Marshals to control and stop traffic, maintain slow speed, and direct parking. |



**Site 6:** Chaulden Jnr

**Location:** School Row Hemel Hempstead, HP1 2JU

**What Three Words:** [fuels.couple.clap](https://www.threewords.co.uk/)

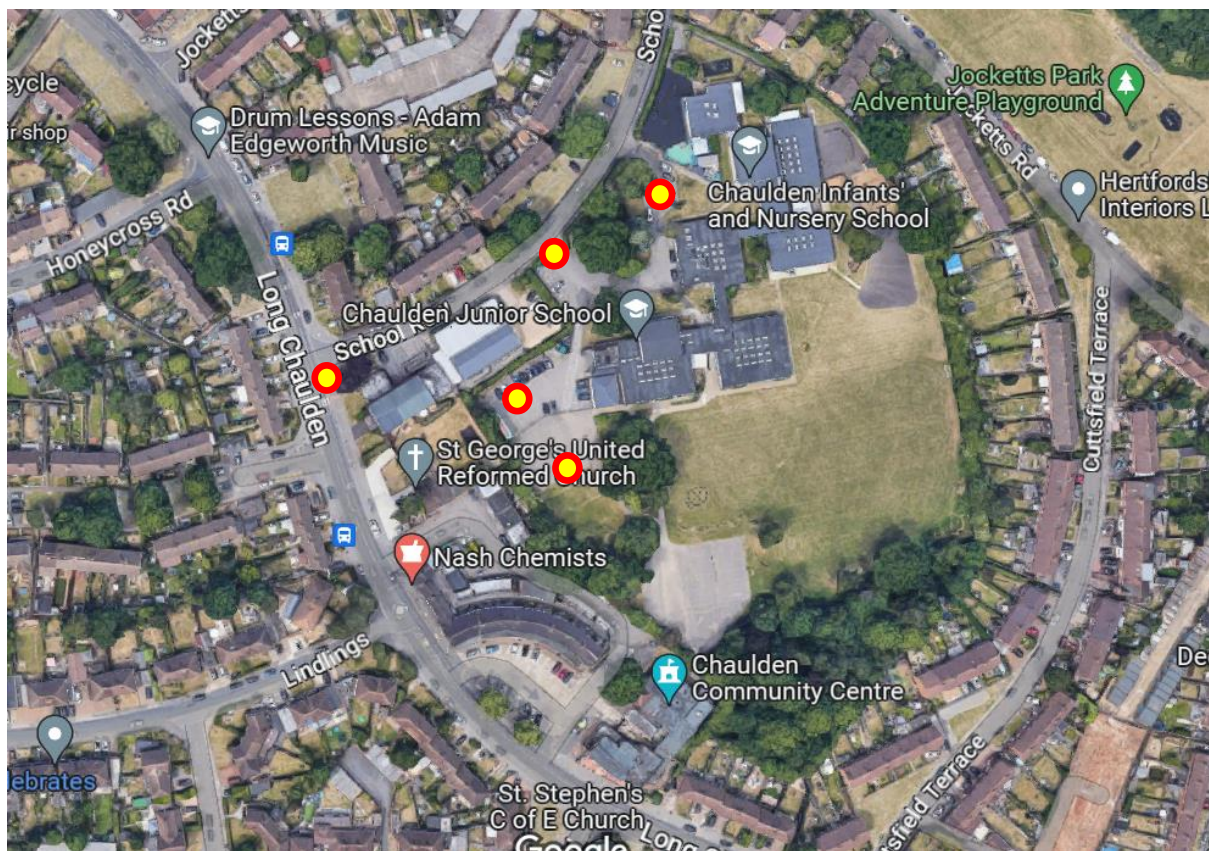
**Head Marshal:** Ben Goodman / Facilities Team

**Parking For:** Harpenden

**Special access instructions:** site key to be collected from caretaker Tony - 07581194280 on Friday 10th

**Marshal timings:** 08:15 – 10:30 only

**Number of Marshalls required:** 5-7



| Key Risks   | Mitigant (s)   |
|---|--|
| Risk of vehicle / pedestrian collision cross Long Chaulden to Pixies Hill | Marshals to control and stop traffic, maintain slow speed, and direct parking. |

## Site 7: Boxted Farm

**Location:** Boxted Farm Business Park, Berkhamsted Rd, Hemel Hempstead, HP1 2SG

**What Three Words:** [uses.volume.danger](#)

**Head Marshal:** Alex Goodley / Danny Kelly and U15s

**Parking For:** Fullarians, Verulamium's, Hertford, Old Grammarians', Watford, Welwyn, Stevenage, and Saracens

**Marshal timings:** 08:15 – 10:30

**Special access instructions:** None

**Number of Marshalls required:** 5-7



| Key Risks  | Mitigant (s)   |
|--|--|
| High speed traffic on Berkhamsted Rd danger to pedestrians | Park & Ride provided (6 min journey) every 15 minutes from 08:30 – 09:45 |



## Site 8: Boxmoor Trust Centre

**Location:** The Boxmoor Trust Centre, London Rd, Hemel Hempstead, Herts, HP1 2RE

**What Three Words:** [mice.mime.bland](https://www.what3words.com/mice.mime.bland)

**Head Marshal:** Joe Cox & U9s parents, 07834 613593

**Parking For:** Royston, OA's and Tabard

**Marshal timings:** 08:15 – 10:30 / 13:45 – 15:30

**Special access requirements:** Barrier is key operated (CR has key)

**Number of Marshalls required:** 7-8



| Key Risks                                     | Mitigant (s)   |
|---|--|
| Risk to Pedestrians / dog walkers             | Marshals to slow / control speed of traffic within the car park<br>Event marshaled from 08:15 – 10:30 and then peak exit 14:30 – 15:15 |
| Risk to pedestrians on London Rd.             | Park & Ride arrangements in place (4 min bus ride)   |
| Risk of collision on London Rd                | Exit incl. bus return will be left turn only up to roundabout to turn  |
| Risk BMT staff unable to access/ move tractor | Barn and approach to be kept clear of vehicles   |

\*Bus company to determine optimum location for pick up / drop off – smaller bus requested by Camelot for this site