



Senior Home Car Park

All residents in Senior Home are able to apply for access to this car park. This is via Optivo who will pass requests to the Trust. Staff will be required to give car registrations and details of their department and ward prior to issue. The cost will be included in the rent.

Farringdon and Breast Screening Car Parks

The "Farringdon Field" and "Breast Screening" car parks will be charged at £1.20 per day for all members of the Trust who have parking permits.

Applications for a car parking permit can be organised via the office situated next to security near main entrance.

Derby Road Staff Car Park

This is a pay and display car park. Pay & display tickets are purchased from the pay & display machines located near the exit of the car park using tokens (£1.20) which are available within the hospital. The pay & display ticket obtained must be prominently displayed on the dashboard of the vehicle.

Boiler House Car Park

The Boiler House car park is charged at a nightly rate of £1.20 per visit at all times between 18:45 hours and 08.30 hours. Visitor rates apply at all other times.

Daily parking fees in all other Trust Visitors' car parks are £1.00 - 30 minutes, £3.00 up to 2 hours, £4.00 up to 3 hours, £6.00 up to 5 hours, £8.00 up to 6 hours, £10.00 up to 12 hours, £20 more than 12 hours.

Fixed penalty notices apply to any cars illegally parked.

In common with all other hospitals, car parking is very limited on-site.

Security Passes

It is the policy of this Trust that all employees/contractors are issued with an identification pass and should carry it with them at all times whilst they are on duty. Employees should be able to provide their Staff ID card when asked to do so for inspection by other staff, patients or visitors. You must report to the Security Office to be issued with a full ID pass. Failure to comply with the above instruction could result in your being challenged by a member of staff and being reported to Security.

Reporting Theft and Losses

All theft and losses should be reported to the Security department as soon as they are discovered and they will offer advice and assistance, whenever possible. (Bleep 400 or internal extension 7150)

A "Security Incident" report form should be completed. It is important to obtain the information requested in paragraph 7 from the police. This will help in the follow up action. Wherever possible, enquiries should be completed before the staff involved are due to go off duty. Leave, change of duty, training courses, etc. can make subsequent enquiries more difficult. Staff are responsible at all times for the protection and safe-keeping of their private property.

The Trust will not accept liability for the loss of or damage to private property including motor vehicles. Motor vehicles are brought on to Trust property entirely at the owner's risk. The Trust will take all reasonable steps to safeguard staff and property. Any loss theft or damage to private property should be reported to the Security office as soon as possible to aid in the investigation and possible tracing of the perpetrator/s.