

McSence

CAR PARKING POLICY

Access

The car park at the McSence Business Park will generally be open from 7am until 6pm weekdays. At all other times the gate should be locked for security and insurance purposes. The gate is locked in the evening by the last member of McSence staff leaving and in some instances this may be before 6pm. **All unit keys also open both gates** so if you find the gate locked when you leave you can open it to get out using your unit key. Please lock the gate again after you when you leave. If you are leaving the business park and suspect you are the last person on site and the gate is open, please play safe and lock it behind you. Do not worry about locking people in as anyone who has a legitimate right to be on site will have a key to let themselves out.

Outside of core hours, tenants can let themselves into the car park using their unit keys. The rules of the countryside apply so if the gate is locked when you arrive at it please ensure you lock it behind you when you leave. Again, if you suspect you are the last person to leave please lock the gate behind you as our insurance policy is dependent on the compound being locked outside of core hours.

In the event of a refused insurance claim CCTV will be used to identify the person who opened the gate but did not lock it when they left and their employer will be held liable for any uninsured loss so please ensure all your staff are aware that if they open a gate it is their responsibility to ensure it is locked when they leave, irrespective of who may have arrived or left during their stay or irrespective of whether anyone is still on site when they leave.

While tenants are free to access or egress the site by either gate, we would encourage everyone to use the Community Club gate rather than the school side gate wherever possible for safety reasons due to the volume of young children around this side of the park during term times.

Allocation

Each tenant is allocated a number of spaces depending on the area of the business park they occupy as defined within their lease documentation. Every tenant gets the same allocation pro-rata including McSence. It is not possible under the terms of our existing Planning Consent to formally allocate spaces as to do so would mean people would be forced to park outside the park even if there was spaces available. As such spaces are made available on a first come first serve basis.

When using the car park please do so with consideration to other users. Park only within marked white bays and in a manner which takes up only one space. Please take care when opening doors or loading vehicles not to damage other cars or to block access.

Please **do not park** on double yellow lines or areas which are hatched in yellow. No parking is allowed in these areas for safety reasons, even for a short period, as it could prevent clear access for the emergency services.

Please show consideration to our neighbours and do not park in the surrounding streets, cul-de-sac or the Mayfield Community Club.

Disabled Spaces

There are a number of disabled spaces across the park which are priority parking for blue badge holders. At busy times these can be used for non-disabled use but tenants are asked to only use these spaces if all others are full and we reserve the right to ask any vehicles not displaying a blue badge to move if a disabled driver requires space.

The exception to this is the disabled spaces outside building entrances. Garvald Edinburgh have a number of service users who are disabled and need to park or be dropped off as close to the door as possible. As such these spaces are strictly available to blue badge holders only and vehicles not displaying the appropriate badge will be stickered. Your cooperation in adhering to this is greatly appreciated but it is important we support disabled members of our community so the use of these spaces will be managed, and persistent offenders are liable to have parking privileges withdrawn. Where possible, vehicles should reverse into spaces to improve visibility when pulling out.

Safety

Car parks are dangerous places so tenants should not exceed the 5 MPH speed limit. Parking is not permitted on double yellow lines or yellow hatching in order to preserve lines of sight and allow vehicles to pass without views being obstructed which may be a risk to pedestrians or other vehicles. Vehicles must not park on pavements as it blocks lines of sight and these are not designed to take the weight of vehicles resulting in cracked paving and collapsed drains. It also causes issues for partially sighted pedestrians and blocks routes used for fire escape and assembly.

Parking is specifically prohibited within the turning hammer head outside Mayfield House as this is the location of the **fire hydrant for the site and will be where the fire brigade head for in the event of an emergency**. This area should be used for drop of only and vehicles must not be left unattended at anytime. Similarly, parking is strictly prohibited on the **double yellow lines** outside Buckie House to allow clear access for the fire brigade.

In an emergency situation where the fire alarms are ringing, movement of vehicles in the car park is strictly prohibited in order to allow un-hindered access for emergency services. Tenants should not allow their vehicles to enter or leave the car park until authorised by the fire officer. The exception to this is any vehicles that have been left temporarily blocking normal access routes which must be moved immediately before the fire brigade arrive.

Pedestrians should use the pavements and crossing points provided and wherever possible avoid walking on the road.

Inevitably during the day delivery vehicles will be present and may result in temporary issues. Tenants are asked to ensure deliveries to their premises cause the minimum disruption possible to other business park users and similarly other users are asked to be tolerant of deliveries being made.

Incidents and Accidents

McSence accept no liability for any damage or theft from vehicles within the car park and vehicles are left strictly at the owner's risk. CCTV is in operation and if you are the victim of an incident Workspace staff will review CCTV for you to see if there is recorded evidence. All requests for such access should be made to the office.



David Maxwell
Chief Executive | McSence Group
April 2024

***Policy Amendments & Revisions:** This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.*