



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Facility Management Safety		
Document:	Administrative and Policy Procedure		
Title:	Parking Policy		
Applies To:	All MCH Staff		
Preparation Date:	January 08, 2025	Index No:	FMS-APP-026
Approval Date:	January 22, 2025	Version :	2
Effective Date:	February 22, 2025	Replacement No.:	FMS-APP-026 (1)
Review Date:	February 22, 2028	No. of Pages:	02

1. PURPOSE:

- 1.1 To outline the arrangement for car parking on the hospital sites. These arrangements are designed to balance the needs of staff, patients, and visitors and to ensure car parking areas need to be managed safely and effectively.

2. DEFINITION

- 2.1 **Parking Area** - a piece of land or part of a building that is used for a particular activity

3. POLICY:

- 3.1 It is the policy of MCH to provide adequate parking areas for all employees, patients and visitors that is accessible and safe.
- 3.2 **The hospital has four (4) parking areas:**
 - 3.2.1 North park of the hospital (in front of administrative building).
 - 3.2.2 West park of the hospital provided for the outpatient clinics.
 - 3.2.3 South and East park of the hospital parking for the staff and visitors.
 - 3.2.4 Outside of the hospital.
- 3.3 The hospital is not responsible for any loss of property or damage to vehicles at any parking facility of MCH.
- 3.4 The parking areas must be adequately lit, clean and free from hazardous and flammable materials.
- 3.5 There is a parking spaces allocated for patients with special needs, or handicapped patients, located near the entrance which is accessible to use wheelchair.

4. PROCEDURE:

- 4.1 **Patients, families' visitors and employees may park in the car parking areas of MCH free of charge:**
 - 4.1.1 Patients families visitors and employees
 - 4.1.2 Patients
- 4.2 **Allotted parking areas for handicapped patients are located in 3 areas:**
 - 4.2.1 In front of the OPD area
 - 4.2.2 Near the main gate area
 - 4.2.3 Near the ER area
 - 4.2.4 Near therapy section

5. MATERIALS:

5.1 PARKING AREA SIGNAGE

6. RESPONSIBILITY:

- 6.1 Security Staff
- 6.2 Safety Officer
- 6.3 ALL MCH EMPLOYEE


7. REFERENCES:

- 7.1 Prince Fahd Bin Sultan Hospital Policy and Procedure

8. APPENDICES:

N/A

9. APPROVAL:

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