

**One Page Description of Policy**

**Reference FAC EM03: TRANSPORT, TRAVEL AND CAR PARKING POLICY**

**Distribution**

Environmental Management Group  
Health and Safety Committee  
Planning, Performance & Finance Committee  
All Staff via Intranet

**Summary**

This Policy applies to all individuals who travel on Cwm Taf Morgannwg University Health Board (CTMUHB) business including lease car users (under the lease car scheme), those who drive their private vehicles, whilst at work, pool car drivers and the Health Boards fleet vehicles.

It supports the requirements of the Environmental Policy, sustainability and the reduction of carbon emissions. It applies equally to all employees, patients, visitors and any other user of the parking facilities and roadways provided and maintained by the Health Board regardless of status.

It covers the following:

Awareness and guidance to ensure that the Health Board fully meets all statutory duties relating to its transport, travel and car parking activities and that staff are aware of their responsibilities whilst driving at work;

**Relevance**

Day to Day, this policy sets out CTMUHB's approach and management responsibilities for managing the Health Board's transport, travel and car parking requirements.

It also provides clear guidance for individual staff members who drive on Health Board business, regarding their safety and statutory obligations whilst driving and exercising a "Duty of Care" to ensure compliance with NHS Wales Health and Care Standard (2015), statutory regulations, meeting the requirements of ISO14001:15, NHS Wales Decarbonisation Strategy and best practice.

Management of car parking facilities and parking enforcement to ensure staff, patients and visitors can safely access Health Board premises.

Support of the Health Board site specific travel plans which promote alternative modes of travel to the car.

**Relevance for On Call Managers**

This Policy would be relevant for On Call Managers.

**Read in association with**

These include, but are not limited to:

- Road Traffic Act (1988) and Road Vehicle Regulations (1999);
- Health and Safety at Work Act 1974;
- Environment (Wales) Act 2016;
- NHS Wales Decarbonisation Strategy
- BS EN ISO14001:2015 Environmental Management System;
- Health Care Standard 2.1 Environmental, Risk, Safety and Security;
- Environmental Policy;
- Alcohol and Substance Misuse Policy;
- Transport, Travel and Car Parking Procedures and Guidelines.

**Expiry date and Author / Contact Point**

The Policy expires in April 2025 and the authors are Russell Hoare (Assistant Director of Facilities) and Craig Edwards (Facilities Environment, Waste & Fleet Manager).

# (Transport, Travel and Car Parking Policy)

<b>Document Type:</b>	Non Clinical Organisational Wide Policy
<b>Ref:</b>	(For Non-Clinical References – Contact: <a href="mailto:CTM_Corporate_Governance@wales.nhs.uk">CTM_Corporate_Governance@wales.nhs.uk</a> For Clinical References – Contact: <a href="mailto:CTM_ClinicalPolicies@wales.nhs.uk">CTM_ClinicalPolicies@wales.nhs.uk</a> )
<b>Author:</b>	(Assistant Director of Facilities – Russell Hoare)
<b>Executive Sponsor:</b>	Executive Director of Operations
<b>Approved By:</b>	Choose an item.
<b>Approval / Effective Date:</b>	(00/00/0000)
<b>Review Date:</b>	(30/04/2025)
<b>Version:</b>	V3

## Target Audience:

<b>People who need to know about this document in detail</b>	This Policy applies to all individuals who travel on Cwm Taf Morgannwg University Health Board (CTMUHB) business including lease car users (under the Health Board lease car scheme), those who drive their private vehicles, whilst at work, pool car drivers and the Health Boards fleet vehicles and contract transport providers.
<b>People who need to have a broad understanding of this document</b>	Executive Directors, ILG Service Group Clinical and Operational Directors, Directorate Managers, Facilities and Estates managers. Environmental Management and Health and Safety groups. Planning, Performance & Finance Committee.
<b>People who need to know that this document exists</b>	All staff involved in the development of Health Board Policies.)

## Integrated Impact Assessment:

<b>Equality Impact Assessment Date &amp; Outcome</b>	<b>Date: 06/06/21</b>
<b>Welsh Language Standard</b>	<b>Outcome:</b> No
<b>Date of approval by Equality Team:</b>	(00/00/0000)
<b>Aligns to the following Wellbeing of Future Generation Act Objective</b>	Ensure sustainability in all that we do, economically, environmentally and socially



### Disclaimer:

If the review date of this document has passed please ensure that the version you are using is the most up to date version either by contacting the author or [CTM Corporate Governance@wales.nhs.uk](mailto:CTM_Corporate_Governance@wales.nhs.uk)

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## 1. Introduction

Cwm Taf Morgannwg University Health Board (CTMUHB) employees travel in excess of 4 Million miles per year on work related business. The Health Board also provides in excess of 3500 parking spaces at its health care sites. This brings a number of potential risks to the Health Board, its employees and other road users. It is therefore important that employees fully understand their own legal and operational responsibilities in minimising this risk.

The organisation recognises that it has a number of conflicting requirements regarding travel and access to healthcare premises; including those of public transport, emergency vehicles, rapid access for certain patient care key workers, delivery vehicles, patient volunteer drivers, disabled motorists, pedestrians, staff, patients, visitors and contractors.

It must be remembered that the presence of an above average number of children, elderly, frail, disabled and distracted people considerably increases the risk to public safety at Health Board sites.

There is also a requirement to comply with Health Care Standard (2015) - 2.1 Environmental, Risk, Safety and Security and relevant statutory and mandatory legislation and regulations including the ISO 14001:15 Environmental Management Standard and NHS Wales Decarbonisation Strategy.

Sustainable transport and travel is an essential element of the Health Board's environmental policy and activities and by its nature it is potentially damaging to our environment, hazardous, expensive and can be time consuming unless correctly managed. Only by us all working together can we reduce the impact that transport and travel has on our environment.

This policy along with associated procedures and guidelines will provide clear direction on governance and compliance measures that are to be put in place for transport and travel, including site car parking arrangements and parking enforcement measures. It will also ensure that employees and users of its fleet transport activities and those accessing its healthcare sites understand the legal and operational requirements placed upon the Health Board and themselves as users.

## 2. Policy Statement

- 2.1 Any vehicle 'whilst at work' is regulated under the Health and Safety at Work Act 1974 and the Workplace Regulations 1998. This places considerable responsibility upon the Health Board to ensure the safety of its employees whilst driving on business.
- 2.2 Therefore the organisation shall ensure that all statutory duties relating to its transport activities are fully met and that staff are aware of their responsibilities whilst driving at work.
- 2.3 In accordance with Welsh Government policy, consideration will be given to the use of a number of sustainable travel related schemes to support the Health Board's sustainable travel plans and help reduce the impact on the environment in accordance with its ISO 14001:2015 Environmental Management Standard and NHS Wales Decarbonisation Strategy. The volume of traffic bringing patients visitors, staff, goods and services to and from our healthcare premises has the potential to seriously disrupt hospital services whilst also having a negative effect on our environment.
- 2.4 The Sustainable Travel Plan has been formulated to ensure these parking pressures are effectively managed and controlled. As part of the plan, staff are encouraged to travel to work using alternative means of transport such as public transport, bicycles, walking, car sharing etc. The travel plan is also a key part of achieving the Corporate Health Standard targets set by the Welsh Government, specifically relating to physical activity and wellbeing.
- 2.5 The Health Board recognises the demand for car parking and to support its commitment to providing access to quality healthcare and where reasonably possible provides parking facilities at all its hospital sites.
- 2.6 In accordance with Welsh Government policy, with the exception of executing contractual civil parking enforcement arrangements, free parking shall be provided at all Health Board premises sites.
- 2.7 The following main principles have been agreed in relation to the management of our health care premises car parks:
  - Where it is safe and reasonably practical to do so, priority parking in close proximity of the health care premises main entrances will be given to our patients and those disabled drivers who display a valid disabled driver badge.
  - The Health Board does not provide designated individual staff or departmental parking areas. Where it is safe and reasonably practical to do so, the Health Board will provide and operate a hospital permit parking scheme providing timely access for certain patient service clinical staff at all the main hospital sites.

- The scheme will operate in accordance with the hospital permit scheme set criteria. Site parking capacity and the number of permit parking spaces available to be allocated is limited. Once allocated a permit, a space will not always be guaranteed. Site permit parking areas will be dependent on the availability of a suitable location and the number of car parking spaces available at a site.
- Site parking areas will be clearly segregated into disabled, emergency vehicle, mother and child (maternity), hospital permit area, patient volunteer drivers, disabled and, where required, fleet and contractor parking areas. Suitable time limited drop off and pick up zones will be provided at the main entrances to all hospital sites. Parking enforcement will be used to manage and protect these parking areas.
- Parking enforcement will be deployed at all sites, roadways and pathways where parking management activity, and inconsiderate and unsafe parking is deemed to impact on safe traffic and pedestrian management and where parking is problematic.
- Whilst the management of traffic on Health Board sites has compliant Highways Agency signage and road markings to indicate parking restrictions, parking enforcement is also carried out using British Parking Association (BPA) Code of Practice bilingual approved signage to indicate to motorists that a parking enforcement scheme is in operation and takes precedence in respect of the issue of civil penalty notices.

2.8 Traffic management and car parking shall be managed in a way that takes into consideration health and safety, environmental management (ISO 14001:2015 and NHS Wales Decarbonisation Strategy), mode of transport, security, changing user culture and behaviour, Disability Discrimination Act 1995, Active Travel Act 2013, Equality Act 2010, dignity, use of technology, permit parking and ethical enforcement.

### **3. Scope of Policy**

- 3.1 This Policy applies to all employees who travel on Health Board business including staff lease car users (under the Health Board staff lease car scheme), those who drive their private vehicles whilst at work, the health Boards fleet and pool provided vehicles.
- 3.2 Any vehicle 'whilst at work' falls under the Health and Safety at Work Act 1974 and the Workplace Regulations 1998. This places considerable responsibility upon the Health Board to ensure the safety of its employees whilst driving on business. There are currently 4 categories of driver:
- Health Board fleet vehicle drivers;
  - Staff lease vehicle users;
  - Pool car users;

- Standard car users (private vehicles).
- 3.3 It supports the requirements of the Environmental Policy and applies equally to all employees, patients, visitors and any other user of the parking facilities and roadways provided and maintained by the Health Board regardless of status.
  - 3.4 Additionally the policy extends to all stages of the transport and travel chain in that equivalent or higher standards to those expected herein are also to be achieved in the operations of organisations supplying the Health Board with transport or related supplies. For example the management and provision of Non-Emergency Patient Transport (NEPT) and other contact providers and drivers of Fleet Transport.
  - 3.5 This will entail appropriate management controls being in place by the supplier. Purchase and supplier monitoring and control are also included in the policy.
  - 3.6 This will help to provide reassurance that there are comprehensive, organisation wide systems in place for the management, deployment, monitoring, auditing and development of transport, travel and car parking services to reduce risk and meet statutory regulatory requirements.
  - 3.7 Failure to do so may result in transport, travel and car parking services having to be withdrawn, due to the impact of site safety, prosecution and damage to the reputation of the Health Board and its stakeholders.

#### **4. Aims and Objectives**

- 4.1. Provision of transport, travel and car parking services; that are safe, mitigate risks, and are of a good standard and acceptable quality.
- 4.2. Fleet Management; Risk assessments of fleet vehicle use to include the type of goods and passengers carried will be completed. These risk assessments shall be used to clarify and identify the risks associated and action plans shall be initiated to minimise the risk. Risk assessments shall be reviewed as necessary and as a minimum every 3 years and where applicable shall be used to support an annual assessment under the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2004.
- 4.3. Selection of fleet vehicles; Under the Provision and Use of Work Equipment Regulations 1998 all equipment used in carrying out the Health Board business must be 'suitable for the operations for which it is to be used'.

The fleet vehicles supplied must meet this obligation. Obviously finding fleet vehicles which meet all user requirements is no easy thing and in many instances a compromise has to be struck. To ensure that the most

appropriate design vehicle is chosen a service review with the end users is initiated prior to placing a tender to suppliers. This service review clarifies and identifies the specification for the procurement process.

- 4.4. Financial Sustainability; Fleet vehicles are both expensive and essential equipment for the Health Board and to support financial sustainability consideration is to be given to the type of vehicle, its annual mileage, the fuel consumption, CO<sub>2</sub> emissions and reliability. The cheapest vehicle may not be the best option for the Health Board and cost alone should not undermine the user requirements or suitability of the vehicle. It is a balance of these issues which will decide the most appropriate.
- 4.5. Environmental impacts; The environmental impacts of the Health Board's fleet are monitored and reported upon under the Health Board's Environmental Policy. The future selection of fuel type will have a significant effect upon the Health Board's CO<sub>2</sub> emissions and will be considered in accordance with the NHS Wales Decarbonisation Strategy guidance.
- 4.6. The Health Board is also committed under its Travel Plan to continue to pursue options that produce environmental benefits and to promote healthier environmental options, support the Corporate Health Standard and to minimise the effects of travel within the Health Board.
- 4.7. To support financial and environmental sustainability, a system of internal pool vehicles, taxi and shuttle bus transportation may be used to provide a transport service between Health Board sites and other UK wide regions and clear lines of accountability for transport, travel and car parking services will be established across the organisation leading to the board.
- 4.8. Ensure there are comprehensive, organisation wide systems in place for the management, deployment, monitoring, auditing and development of transport, travel and car parking services.
- 4.9. Produce a transport, travel and car parking quality and safety continual improvement development strategy / plan that looks to the future and contains key objectives to improve and raise transport, travel and car parking service standards for our patients, staff and customers.
- 4.10. Demand for car parking spaces regularly exceeds the number that can be made available at sites. Therefore control of car parking will be maintained to make best use of the limited spaces available whilst the flow of traffic is managed to avoid the congestion and disruption to essential healthcare services that could otherwise occur should control be lost.

- 4.11. Fully support initiatives to encourage people away from using their cars and into using alternative means of travel using public transport, rail, buses, reducing environmental damage whilst also reducing pressure on car parks at hospital sites. Wherever possible, measures will be taken to support the Health Board's Environmental Policy objectives and targets and Transport and Travel sustainability plans.
- 4.12. Support the employment and utilisation of Electrical Vehicle (EV) technologies within the Health Board in accordance with its environmental policy and NHS Wales Decarbonisation Strategy guidance.
- 4.13. Enforcement of parking regulations will be carried out using civil penalty charge notices. However, its purpose will be to identify and persuade persistent offenders to be considerate and comply with site safety and this Policy and associated procedures, and shall not seek to unduly penalise.
- 4.14. Ensure that all transport, travel and car parking service operations are internally monitored, audited and reported to provide reassurance that compliance with the Transport, Travel and Car Parking Policy, service delivery, quality and customer satisfaction and experience is being achieved.

## **5. Responsibilities**

- 5.1 The policy management roles and responsibilities are detailed at (Appendix A).

## **6. Implementation/Policy Compliance**

- 6.1 This Policy should be read in conjunction with the Health Board's Environmental Policy, Car Parking Management and Parking Enforcement procedures and the Drivers Management of Operational Road Risks (MORR's) Handbook. These documents deal in more detail with the specific requirements placed upon the users of the travel, transport and site car parks and those who use transport for carrying out their duties. A summary of the key elements to be communicated and implemented are as follows:
- 6.2 Maintenance and user responsibilities; when a vehicle is used for Health Board business the driver must reasonably satisfy themselves that the vehicle is safe to use. Should any driver on Health Board business be stopped by police and found to have a defective vehicle the driver will be liable to prosecution. It is therefore in every driver's interest that they check the vehicle before any journey and that defects are reported and repaired promptly.

- 6.3 Licences; The Health Board must ensure that those individuals who drive on Health Board business are legally entitled to do so. It is therefore a requirement that all drivers produce a valid driving licence whenever requested to do so and at least annually to their line managers for inspection. Confirmation notes to that effect must be kept upon their personnel file. Drivers who have been issued with Photo ID licenses are required to obtain a current copy of their license Paper Counterpart from the DVLA. Guidance on how to do this is provided by the Facilities Transport Department. Individuals who are prevented from driving either by law or through disability must inform their line manager immediately.
- 6.4 Management of Occupational Road Risk (MORR) Drivers Handbook; the drivers handbook is available on the Facilities share point web site. This outlines health, safety and legislative requirements drivers should be aware of. All CTMUHB staff who drive on Health Board business using either their own vehicle, a lease vehicle or use a pool or fleet vehicle are required to comply with the requirements set out in the Handbook and when driving on Health Board business.
- 6.5 In line with Section 7 of the MORR Drivers Handbook all employees who drive as part of their work have a duty to ensure that they are fit to drive and are not:
- Under the influence of any alcoholic substance irrespective of amounts;
  - Under the influence of any illegal or recreational drugs;
  - Taking any prescribed medication which may impair their ability to safely drive a vehicle;
  - Safe driving requires concentration, anticipation, co-ordination and good vision. Drivers need to be able to react properly to unpredictable or unforeseeable situations;
  - The Health Board operates a ZERO TOLERANCE policy on the use of drink and drugs for all employees whilst at work - including those driving on Health Board business;
  - Failure to comply may result in action being taken under the Health Boards Disciplinary Policy.
- 6.6 Adherence to Speed Limits; Drivers must not exceed national or temporary speed limits at times in force. Drivers must always safely adjust their speed to suit the prevailing road, traffic and weather conditions.
- 6.7 Where vehicles are fitted with a speed limiter device these must not be adjusted or otherwise interfered with. Where vehicle speed limit restrictions are put in place to reduce carbon emissions and improve fuel economy these must be adhered to by all drivers.

- 6.8 Payment of any fines or penalties for traffic violations will be the responsibility of the person in charge of the vehicle at the time of the offence. In the case of excess speed penalty notices the Health Board will provide driver details to the applicable authority as it is required by law to do. The Health Board accepts no responsibility for such penalties.
- 6.9 Fitness to drive; Personnel who are receiving medication or treatment which may affect their driving must also inform their line manager immediately.
- 6.10 Insurance; The Health Board holds a comprehensive vehicle insurance which covers the fleet and lease vehicles only. Whether mileage expenses are claimed or not those drivers who use their own vehicles for Health Board business must ensure that their vehicle insurance policy covers them for 'business use'.
- 6.11 The Health Board accepts no responsibility whatsoever for 'regular and standard' private car users who fail to adequately insure their vehicle for business use. Staff claiming mileage allowance are required to affirm a declaration that their vehicle is covered for business use and that where applicable has a valid MOT Certificate.
- 6.12 Limitations on drivers; Before fleet drivers under 25 years of age use any of the Health Board's minibuses they must inform both their line manager and the Waste and Transport Officer who shall ensure the insurance company is advised beforehand.
- 6.13 Accident reporting; all accidents involving the Health Board transport fleet must be reported at the earliest instance to the line manager and to the Environment, Waste and Transport Manager. Drivers are required to complete a traffic accident report form and return this to the Facilities Environment, Waste and Fleet Manager at the earliest opportunity but no later than 7 days after the accident. Where applicable a replacement vehicle will be arranged.
- 6.14 Accidents are monitored by the Health Board and wherever concerns are evident the Health Board has the right to initiate driver assessment at any time.
- 6.15 Guidance on what to do following a road traffic accident is kept in each of the transport fleet vehicles.
- 6.16 Accident monitoring; There is a statutory obligation to record all accidents involving people 'whilst at work'; this includes drivers and/or passengers on Health Board business. The Health Board uses the 'Incident and Hazard Reporting procedure' system for this purpose. The RIDDOR Regulations

must also be observed where injury or working days lost fall under the regulation criteria.

- 6.17 It is also a requirement that the Health Board monitor accidents to identify underlying causes, identification of these may result in additional training needs or other appropriate action to ensure that the organisation is not exposed to potential risk or litigation.
- 6.18 Use of mobile phones whilst driving; The Health Board has a mobile phone procedure which contains a section on 'Guidance on the use of mobile phones'. Whilst driving employees must **never** use a hand-held mobile phone for voice conversation, text messaging, or any other purpose.
- 6.19 Employees should only use a hands-free mobile phone when it is safe to do so. They must judge for themselves when it is safe to make a hands-free call taking into account the driving conditions that prevail. Employees are not obliged to make or receive calls whilst driving. In the case of penalty notices or other investigations or prosecutions, the Health Board will provide driver details to the applicable authority as it is required by law to do. The Health Board accepts no responsibility for such penalties.
- 6.20 Ensure all relevant managers, supervisors and staff are aware of this policy linked to their roles and responsibilities, including the contents, procedures and supplementary guidance. Ensure that managers and supervisors provide access to these documents to their teams and provide training in their implementation.

Compliance with the policy will be measured and reported as follows;

- 6.21 Continuous improvement in performance will be encouraged by carrying out regular internal transport and travel audits and surveys.
- 6.22 Serious transport, travel and car parking safety issues upon discovery will be immediately reported to the Assistant Director of Facilities and the Director of Clinical Service Operations. Issues which are likely to have legal implications or which could seriously jeopardise patient, staff or visitors safety and / or the reputation of the UHB will also be reported direct to the Chief Executive.
- 6.23 The performance of the transport, travel and car parking policy will be periodically benchmarked against other comparative Health Board and external organisations. Continual safety, quality, cost evaluation and selection of approved suppliers for transport will be carried out.

- 6.24 Monitor any supplier deficiencies in transport safety and quality. Investigate with support from procurement and Welsh Health Supplies and take appropriate actions.
- 6.25 Ensure that any contractors have been trained and briefed on the relevant areas and individual responsibilities of this policy and operating procedures.
- 6.26 Ensure consistency with transport, travel and car parking service delivery and quality standards between hospital sites, in accordance with the relevant service specifications, procedures, guidelines and codes of practice.
- 6.27 Provide key transport, travel and car parking compliance performance reports as part of the Facilities Performance Review and to the Environmental Management System Group (EMSG) and by exception to the Quality and Safety Committee or Planning, Performance & Finance Committee.

## **7. Equality Impact Assessment Statement**

- 7.1 The outcome of the EIA for this policy is provided at Appendix B.

## **8. References**

- 8.1 The principal legal compliance requirements are the Road Traffic Act (1988) and Road Vehicle Regulations (1999) and Health and Safety at Work Act 1974. These requirements are compulsory and enforceable in law; to breach these requirements becomes a criminal act.
- 8.2 The principal NHW Wales requirements are the Health and Care Standard (2015) 2.1 Environmental, Risk, Safety, and Security, the Environmental Management Standard ISO 14001:2015, and the NHS Wales Decarbonisation Strategy.
- 8.3 In general roadways within NHS premises are private and maintained by the Health Board, there is no public right of way.
- 8.4 A Health Board has the right to decide which vehicles may or may not have access to the premises. It also has the right and a statutory duty to determine regulations to ensure site safety and to put in place traffic management and car parking measures to maintain unobstructed traffic flow and safety for all site users concerned. Statutory Road Traffic Regulations can also be applied in areas where the public have unrestricted access and there are traffic offences being committed.

- 8.5 Landowners do have the right to manage their land, impose charges at a level which deters motorists from overstaying or not complying with published terms and conditions, and allows the car park to be managed effectively. Parliament has endorsed this principle in the Protection of Freedoms Act.
- 8.6 Private off-street parking is generally governed by the law of contract. If a motorist parks in an area and does not adhere to the rules the operators have advertised on local signs and notices, they may be issued with a Parking Charge Notice.
- 8.7 At Health Board sites parking enforcement operators are required to be British Parking Association (BPA) approved. The operators provide time for a motorist to assess the advertised rules, known as terms and conditions, and they are free to leave the parking area if they disagree with them. If they stay then they will have legally agreed to abide by them.
- 8.8 This Policy is not limited by the above statutes and may change depending upon current legal statute and guidance.

## 9. Getting Help

For policy interpretations, help, advice and resolution of problems contact the Assistant Director of Facilities, the Facilities Head of Technical Services or the Environment, Waste and Fleet Manager. Facilities Service Desk – 01685 728688 or [CTT\\_FacilitiesAdmin@wales.nhs.uk](mailto:CTT_FacilitiesAdmin@wales.nhs.uk)

## 10. Related Policies

- Environmental Policy
- NHS Wales Decarbonisation Strategy
- Porter Services Standard Operating Procedures
- MORRS Drivers Handbook
- Site Travel Plans
- Transport, Travel and Car Parking Procedures and Guidelines.
- Equality and Diversity Policy

## 11. Information, Instruction and Training

- 11.1 There is an obvious need for the Health Board to ensure so far as is reasonably practicable that staff are able to carry out their duties in a safe manner and to meet statutory regulation. Therefore all staff that as part of their duty on health board business are required to drive are to ensure that they do so safely and legally and are to be appropriately trained in accordance with legislation.

- 11.2 Whenever deemed necessary any driver may be requested to demonstrate their ability to meet the minimum standards necessary.
- 11.3 Staff engaged on traffic management and parking enforcement will be appropriately trained to the relevant industry codes of practice and guidelines.
- 11.4 A training needs analysis, plan and records will be maintained and all staff must receive the appropriate departmental induction training before taking up operational duties and ESR corporate induction within three months of taking up post. Performance will be monitored and reported on the uptake and compliance with the appropriate training and support.
- 11.5 All staff must have the necessary training to ensure that they can fulfil the responsibilities allocated to them. Information, instruction, training, and supervision will be provided in several different ways; formal and informal, on-job and off-job. For some types of training observed practice may also be warranted before competency assessment is undertaken. For subsequent re-assessments, repeat training will not be required unless the manager or the individual user deems it to be needed.
- 11.6 Staff must be informed of the requirements of this policy at departmental induction so that they:
- Are aware of the associated risks, procedures.
  - Have access to training and support to develop and maintain their knowledge and skills.
- 11.7 All staff are to be informed of relevant issues that impact on transport, travel and car parking standards, such as changes in legislation and codes of practice, hazard warnings, alerts and changes in Health Board policies and procedures.

## **12. Main Relevant Legislation**

- 12.1 CTMUHB is to comply with NHS Wales and UK statutory and other legislative and codes of practice requirements in relation to Transport and Travel services and environmental management as follows;
- The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009
  - The Provision and Use of Workshop Equipment Regulations 1998 (PUWER) as amended
  - The Road Traffic Act (1988) and Road Vehicle (Construction and Use) Regulation (1986) as amended
  - British Parking Association BPA Approved Operator Scheme Code of Practice and POPLA (Parking on Private Land Appeals)

- Health and Safety at Work Act (1974)
- Equality Act 2010
- Active Travel (Wales) Act 2013
- Environmental Management System ISO 14001:2015
- Disability Discrimination Act 1995
- Transport Wales Act 2006
- Health Care Standard (2015) – 2.1 Managing Risk and Promoting Health and Safety
- Welsh Health Circular (2008) 058 Sustainable Travel Plans in NHS Wales to include Car Parking Plans
- Welsh Health Circular (2008) 011 the reform of car parking in NHS Hospitals
- NHS Wales Decarbonisation Strategy
- Welsh Government Corporate Health Standard
- CTMUHB Environmental Management System Environmental Policy 2021.
- Transport, Travel and Car Parking Procedures and Guidelines.
- CTMUHB Management of Occupational Road Risk Handbook (MORR)

## Appendix A – Transport, Travel and Car Parking Policy Management Roles and Responsibilities

**Chief Executive Officer** is responsible for ensuring there are processes in place to manage the risks and ensuring compliance with Statutory and Mandatory legislation and the National Health and Care Standard (2015) 2.1 Environmental, Risk, Safety, and Security, the Environmental Management Standard ISO 14001:2015 and NHS Wales Decarbonisation Strategy.

To ensure that effective management of transport, travel and car parking services is in place throughout the Health Board. The Chief Executive is directly responsible to NHS Wales.

**The Director of Clinical Services Operations** on behalf of the Chief Executive is responsible for the Transport, Travel and Car Parking Policy and its implementation. Including organisational arrangements, adequate resources are made available and procedures necessary to ensure the effective management of identified risks are in place. This is delegated to the Assistant Director of Facilities.

Ensuring that the Chief Executive is informed of any issues, which could present serious risk to patients, visitors, staff or the Health Board, for example, likelihood of legal action, bad publicity etc. Ensuring that such issues are effectively managed to reduce the risk to safe levels.

**Assistant Director Facilities** to support the Director of Clinical Services Operations with their responsibilities in ensuring standards are pro-actively managed, that satisfactory standards are met and that the Transport, Travel and Car Parking Policy and forward improvement plan is implemented.

The Assistant Director of Facilities will monitor and review with the Facilities Head of Technical Services, Environment, Waste and Fleet Manager and the Regional (ILG) Facilities Manager the policy and associated procedures to ensure it is comprehensive, relevant, appropriate and effectively implemented.

Advise the Health Board on the Transport, Travel and Car Parking policy, standards and service delivery measures that are in place.

Monitor transport, travel and car parking standards, service delivery and performance against KPIs.

Chair the agenda at relevant meetings and review reports on transport, travel and car parking concerns and issues, e.g. Environmental Management System Group (EMSG) that reports to the Health and Safety, Quality and Safety, Planning, Performance & Finance and Patient Safety Committees.

Appointing appropriately trained staff to oversee day to day management of fleet transport and car parking.

Liaison and partnership working together with outside organisations regarding the provision of transport, travel and car parking services.

Advise on the management of Non-Emergency Patient Transport (NEPT), Fleet Transport and sustainable travel and adverse weather contingency at Health Board level and representing the organisation at Local Authority and National level.

Coordinating the management of fleet operations at all sites during adverse winter weather events.

Report serious transport, travel and car parking issues to the Director of Clinical Services Operations immediately upon discovery. In his absence, issues which are likely to have legal implications or which could seriously jeopardise the reputation of the Health Board will be reported to the Chief Executive.

**Facilities Head of Technical Services and the Environment, Waste and Fleet Manager;** Provide appropriate advice and support to the Assistant Director of Facilities and the ILG Facilities Managers in ensuring that transport, travel and car parking safety standards are pro-actively managed, that satisfactory standards are met and that the Transport, Travel and Car Parking Policy is effectively implemented.

Take forward and deliver the Transport, Travel and Car Parking forward objectives and targets action plan and report on progress against the plan in accordance with the Health Board's reporting arrangements.

Ensure that the Transport, Travel and Car Parking Policy, standards and service delivery measures that are in place;

Monitor transport, travel and car parking standards, service delivery and performance against KPIs;

Appointing appropriately trained staff to oversee day to day management of fleet transport and car parking;

Liaison and partnership working together with outside organisations regarding the provision of transport, travel and car parking services.

Lead on the management of Non-Emergency Patient Transport (NEPT), Fleet Transport and sustainable travel and adverse weather contingency at Health Board level and representing the organisation at Local Authority and National level.

Coordinate the management of fleet operations at all sites during adverse winter weather events.

Through training needs analysis ensure that those persons with delegated transport and travel duties and responsibilities are adequately trained to undertake their duties? Facilitate the development and uptake of appropriate training and support.

Plan and review the performance of transport, travel and car parking operations against the Health Board policy and procedures and benchmark against other comparative Health Board and external organisations.

Develop transport, travel and car parking services quality standards specifications for the Health Board. Ensure consistency on standards between hospital sites in accordance with the Health Board service specifications.

Provide comprehensive service and performance management reports on transport, travel and car parking issues, e.g. EMSG reports to the Health and Safety, Quality and Safety, Planning, Performance & Finance, Patient Safety and IP&C committees.

Arrange for audits and reviews of the transport, travel and car parking service and management system to encourage continuous improvement in performance.

Assist the Regional Facilities Managers in their responsibilities in the delivery of transport, travel and car parking services and development plans for improvements. Acting as a source of advice and direction and obtaining advice from external agencies when required.

Co-ordinate selection of approved suppliers for provisions, cleaning chemicals and equipment, and pest control services/equipment and monitor the pest control service provision across the Health Board.

Co-ordinate investigations into supplier deficiencies through the procurement department and Welsh Health Supplies, and take appropriate actions.

Ensure appropriate contracts are in force e.g. servicing and maintenance.

Ensure all contractors etc. have briefed/trained their staff as appropriate.

Regularly review and ensure that service contracts are available for equipment to ensure reliable operation.

Report serious transport, travel and car parking issues to the Assistant Director of Facilities immediately upon discovery. In his absence, issues which are likely to have legal implications or which could seriously jeopardise the reputation of the Health Board will be reported to the Director Of Clinical Operations.

Carry out duties in accordance with post holder job description.

**ILG Clinical Directors, ILG Managers, Directorate Managers;** to ensure that ALL managers within their Directorate apply the Health and Care Standards and procedures for Transport, Travel and Car Parking services in NHS Wales and the effective management of these services at all ILGs.

**The Facilities ILG Regional and Operations Managers, CPU General Manager and Production Manager, Team Leaders / Supervisors;** Support the ILG Directors, Assistant Director of Operational Services (Facilities) and ILG Facilities service managers, and are responsible for the day-to-day leadership and management of Transport, Travel and Car Parking Services at their ILG or CPU areas of responsibility as follows;

Ensure that the policy is implemented with respect to their site areas of responsibility;

Plan and review the performance of their transport, travel and car parking operations against the relevant policy and procedures;

Facilitate the development and uptake of appropriate training and support, ensuring that all drivers under their supervision are appropriately trained in mandatory and non-mandatory training requirements as identified by Training Needs Analysis. That training records are maintained and that all staff receive the appropriate departmental induction training before taking up operational duties and corporate induction within three months of taking up post;

Following internal technical compliance audits ensure that recommendations are taken forward and action taken to 'put things right';

Report serious transport, travel and car parking concerns or issues to the Facilities Technical team and the Assistant Director of Operational Services (Facilities), immediately upon discovery;

Investigate and respond to customer / patient complaints, risk investigation and reporting serious issues to the ILG Director of Operations, Assistant Director of Operational Services (Facilities) or Director of Clinical Services Operations (COO). Taking appropriate action and implement remedial measures as necessary;

Ensure that risk assessments, SSOW are carried out for all transport, travel and car parking operational tasks and that they are documented, reviewed and maintained in consultation with all supervisors and staff and that the records are maintained ready for audit inspection along with annual retraining;

Carry out duties in accordance with post holder job description.

**The Director and Assistant Director of Capital and Planning is responsible for:**

Ensure that the policy is implemented with respect to their Estates transport fleet drivers;

Advising the organisation of any requirements; statutory, legislative or other relating to Estates maintenance of car park roads, surfaces, pavements, lighting (and CCTV and signage following specific requirements provided by Facilities Department to Capital and Planning Department through a Statement of Need);

Developing, implementing and monitoring the Estates planned preventative maintenance and replacement program for the car park roads, surfaces, pavements, lighting (and CCTV and signage following specific requirements provided by the Facilities Department to Capital and Planning Department through a Statement of Need);

Appointing appropriately trained staff to oversee day to day maintenance and the replacement program of car park roads, surfaces, pavements, lighting, CCTV and signage, once replacement or modification of car parks, CCTV and / or signage has been highlighted for change or adaption by the Facilities Department or other Department.

**All CTMUHB Staff;**

Are to be aware that this Policy applies to all individuals who travel on Health Board business including staff lease car users (under the Health Board staff lease car scheme), those who drive their private vehicles whilst at work, and Health Board fleet and pool provided vehicles.

To ensure that employees and users of its fleet transport activities and those accessing its healthcare sites understand the legal and operational requirements placed upon the Health Board and themselves as users.

This policy along with its associated procedures will provide clear direction on governance and compliance measures that are to be put in place for Transport, Travel and Car Parking, which includes site car parking arrangements and parking enforcement measures.

**Environmental Management Steering Group;** Part of the role of the Group is to review and monitor this policy and associated procedures. Make recommendations and provide reports on progress on the policy forward objectives and targets action plan and the strategic aims of the Transport, Travel and Car Parking Policy. The functions and membership of the group are set out in the group Terms of Reference.

## Appendix B - Equality Impact Assessment - Policies

This section must be completed at the beginning of a policy or service review, this includes changed or withdrawn services in order to assess the impact on different protected groups under the Equality Act 2010. For advice on its completion please contact the Equality Team on [CTM\\_Equality@wales.nhs.uk](mailto:CTM_Equality@wales.nhs.uk). For examples of completed EIAs please see the Equality site on Share point.

<b>Section 1 – Preparation</b>		
	<b>Title of Policy/service</b>	<b>Transport, Travel and Car Parking Policy</b>
1.	Is this a new policy/service or an existing one?	Existing Policy
2.	<b>Policy/Service Aims and Brief Description</b>	<p>This Policy applies to all individuals who travel on Cwm Taf Morgannwg University Health Board (CTMUHB) business including lease car users (under the Health Board lease car scheme), those who drive their private vehicles, whilst at work, pool car drivers and the Health Boards fleet vehicles.</p> <p>It supports the requirements of the Environmental Policy and applies equally to all employees, patients, visitors and any other user of the parking facilities and roadways provided and maintained by the Health Board regardless of status.</p> <p>It covers the following:</p> <p>Guidance to ensure that the Health Board fully meets all statutory duties relating to its transport, travel and car parking activities and that staff are aware of their responsibilities whilst driving at work;</p> <p>Management of car parking facilities and parking enforcement to ensure staff, patients and visitors can safely access Health Board buildings;</p>

		<p>Support of the Health Board site specific travel plans which promote alternative modes of travel to the car.</p> <p>The Policy states the management responsibilities for managing the Health Board's transport, travel and car parking requirements. It also provides clear guidance for individual staff members who drive on Health Board business, regarding their safety whilst driving and statutory obligations.</p>
3.	<b>Who Owns/Defines the Policy/Service? -</b>	The Director of Clinical Services Operations delegated responsibility to the Assistant Director of Facilities. Supported by the Head of Technical Services and the Environment, Waste and Fleet Manager, the ILG Facilities Regional Manager and Facilities Governance & Compliance Manager.
4.	<b>Who is Involved in undertaking this EqIA?</b>	Assistant Director of Facilities. Environment, Waste and Fleet Manager. Environmental Management System Group which includes membership from Corporate services and across the ILGs.
5.	<b>Other Policies and Services -</b>	Environmental Policy This Policy will facilitate a clear approach to managing and supporting Transport, Travel and Car Parking in the organisation.
7.	<b>What might help/hinder the success of the policy/service?</b>	Staff and all health care site users / stakeholders not being aware of the policy.
8.	Is the policy/service relevant to "eliminating discrimination and eliminating harassment?"	The policy is not directly relevant to eliminating discrimination and harassment.

9.	Is the policy/service relevant to "promoting equality of opportunity?"	The aim of all CTMUHB policies will be to promote the equality of opportunity. This policy supports and promotes responsible safe transport, travel and car parking for all users.
10.	Is the policy/service relevant to "promoting good relationships and positive attitudes?"	The aim of this policy is to promote good relationships and positive attitudes and the importance of transport, travel and car parking safety.

## Section 2. Impact

### Please answer the following.

Consider and refer to the information you have gathered from census data, relevant organisations and groups, staff groups, individuals etc. Please indicate the likelihood and risk associated with the issues raised. Some examples have been given against each category but this is not exhaustive and you may identify other issues.

**PLEASE INCLUDE RELEVANT DATA FOR EACH GROUP E.G. IF YOU ARE AWARE OF YOUR POLICY OR SERVICE BEING RELEVANT TO PARTICULAR GROUPS E.G. IF IT IMPACTS ON OR IS LIKELY TO BE USED OR RELEVANT TO OLDER PEOPLE, ADD STATISTICS IN RELATION TO STAFF AND OR LOCAL POPULATION. USE NATIONAL STATISTICS WHERE RELEVANT.**

**Do you think that the policy/service impacts on people because of their age?** (This includes people of any age but typically focusing on children and young people up to 18 and older people over 60)

Not specifically as the policy promotes safe, responsible, accessible and compliant transport, travel and car parking for all users across the organisation.

**Do you think that the policy/service impacts on people because of their disability?** (This includes sensory loss, physical disability, learning disability, some mental health problems, and some other long term conditions such as Cancer or HIV)

Not specifically as the policy promotes safe, responsible, accessible and compliant transport, travel and car parking for all users across the organisation.

**Does the policy impact on people because of their caring responsibilities?**

Not specifically as the policy promotes safe, responsible, accessible and compliant transport, travel and car parking for all users across the organisation.

**Do you think that the policy/service impacts on people because of Gender reassignment?** (This includes all people included under trans\* e.g. transgender, non-binary, gender fluid etc.)

Not specifically as the policy promotes safe, responsible, accessible and compliant transport, travel and car parking for all users across the organisation.

**Do you think that the policy/service impacts on people because of their being married or in a civil partnership?**

Not specifically as the policy promotes safe, responsible, accessible and compliant transport, travel and car parking for all users across the organisation.

**Do you think that the policy/service impacts on people because of their being pregnant or having recently had a baby?** (This applies to anyone who is pregnant or on maternity leave, but not parents of older children)

Not specifically as the policy promotes safe, responsible, accessible and compliant transport, travel and car parking for all users across the organisation.

**Do you think that the policy/service impacts on people because of their race?** (This includes colour, nationality and citizenship or ethnic or national origin such as Gypsy and Traveller Communities, Welsh/English etc.)

Not specifically as the policy promotes safe, responsible, accessible and compliant transport, travel and car parking for all users across the organisation.

**Do you think that the policy/service impacts on people because of their religion, belief or non-belief?** (Religious groups cover a wide range including Buddhist, Christians, Hindus, Jews, Muslims, and Sikhs as well as atheists and other non-religious groups)

Not specifically as the policy promotes safe, responsible, accessible and compliant transport, travel and car parking for all users across the organisation.

**Do you think that the policy/service impacts on men and women in different ways?**

Not specifically as the policy promotes safe, responsible, accessible and compliant transport, travel and car parking for all users across the organisation.

**Do you think that the policy/service impacts on people because of their sexual orientation?** (This includes Gay men, heterosexual, lesbian and bisexual people)

Not specifically as the policy promotes safe, responsible, accessible and compliant transport, travel and car parking for all users across the organisation.

**Do you think that the policy/service impacts on people because of their Welsh language?** (e.g. the active offer to receive services in Welsh, bilingual information etc).

Not specifically as the policy promotes safe, responsible, accessible and compliant transport, travel and car parking for all users across the organisation.

**The Welsh government is introducing a new Socio-economic duty which will be effective from April 2021. It will ask us to consider the impact of our decisions on inequality experienced by people at socio-economic disadvantage.** Not specifically as the policy promotes safe, responsible, accessible and compliant transport, travel and car parking for all users across the organisation.

<b>Section 3 Outcome</b>	
<b>Summary of Assessment:</b>  <b>Please summarise Equality issues of concern and changes that will be made to the service development accordingly.</b>	No changes are required.
<b>Please indicate whether these changes have been made.</b>	Not applicable
<b>Please indicate where issues have been raised but the service development has not been changed and indicate reasons and alternative action (mitigation) taken where appropriate.</b>	Not applicable
<b>Who will monitor this EIA and ensure mitigation is undertaken</b>	The policy will be monitored through the Environmental Management System Group and organisation reporting arrangements.  The policy will be reviewed annually by the responsible manager and a date for review will be agreed.
<b>Approved by Equality Team</b>	<b>Yes/No</b>  <b>Signed .....</b> <b>(Equality Manager / Officer)</b> <b>Date.....</b>
<b>To be held on Equality site</b>	<b>Actioned Yes/No</b>