1. FUNCTION
1.1 The function of this policy is to inform users of motor vehicles within the boundaries of NHS Lothian sites of their requirement to adhere to the site vehicle regulations. It is necessary to have these regulations for various reasons including:

- Providing a safe environment for road users and pedestrians including people with any disability
- Providing within the limitations of our estates constraints equal access to visitors patients and staff to our services.
- Providing clear access for emergency vehicles
- Providing clear access for deliveries, both for NHS Lothian vehicles and external contractors.

1.2 This policy is also intended to work alongside the NHS Lothian Green Travel Plan and site specific plans where applicable.

2. LOCATION

2.1 This policy applies to all NHS Lothian sites, although it is recognised that due to spatial and other constraints, some smaller sites may fail to be fully compliant. In these cases we will endeavour to enable to access our services safely.

3. RESPONSIBILITY

3.1 The Director of Operations (Facilities), assisted by the Associate Director of Operations (Facilities) Soft FM Area Managers, and Site Soft FM Managers, have responsibility to ensure that the car parking facilities within NHS Lothian are correctly managed. NHS Lothian will make every effort to provide well maintained and managed parking however the ultimate responsibility regarding use of the parking facilities rests with the users.

3.2 Some NHS Lothian Sites have sections of roadway that are covered by a Traffic Regulation Order (TRO) and, as such, City Of Edinburgh Council has authority to issue Fixed Penalty Notices to offending vehicles i.e. parked on double yellow lines. Site plans showing the roads covered are available on the facilities intranet page.

3.3 Car parks are patrolled and managed by our car park attendants and security staff.
3.4 All users of NHS Lothian car parks have a responsibility to ensure that they comply with the relevant site regulations. Staff are asked to provide details of their vehicle when applying for a car park permit and will be requested to update their details when appropriate ie changing vehicle: the exact arrangements are managed locally.

4. ARRANGEMENTS

4.1 Rules and Regulations

4.1.1 NHS Lothian endeavours to provide adequate car parking within the constraints of its sites, but no member of staff, patient or visitor can be "guaranteed" that a space will be available.

4.1.2 It is imperative that NHS Lothian manages car parking at all of its sites to provide a safe environment for all users and to maintain the provision of the service. Any user of NHS Lothian car parking facilities should adhere to the following rules and regulations:

- All vehicles must be parked within designated bays and in accordance with relevant signage
- Speed limits must be observed
- Where parking areas are marked for use by specific groups e.g. disabled people, visitors, patients, staff, car sharers etc, these spaces are only for use by these users
- Vehicles are only to be parked on NHS Lothian premises where the driver and/or passenger(s) have legitimate business on the premises.

With regard to on-street parking in areas surrounding NHS Lothian sites, NHS Lothian will actively take steps to encourage its staff, patients and visitors to park considerately if using residential side streets.

4.1.3 Parking is prohibited specifically in the following areas, locations or circumstances:

- On double yellow lines, red lines, areas hatched with yellow/red lines or area denoted within the Highways code as such.
- In a location which blocks entry or exit for emergency or delivery vehicles - for example outside emergency exits, plant rooms, delivery areas or on emergency access routes
• At or adjacent to bus bays, stops or shelters
• On grassed areas, on foot and cycle paths or turning circle
• in areas temporarily cordoned and dedicated for specific and temporary operational purposes
• In an area marked as temporarily or permanently allocated for use by visitors or for example in connection with maintenance or construction work
• Any area that is not clearly marked as a parking bay
• Disabled bays unless an authorised Blue Badge Holder.

4.1.4 Contractors and people using commercial vehicles for whatever reason on any of our sites must, for safety reasons, comply with the Control of Contractors policy and any instruction given to them by an authorised officer of the Board.

4.1.5 Local groups are established to ensure effective traffic management on the main hospital sites and these will be responsible for reviewing these arrangements including local Commercial Vehicle Operational Procedures, car park permits, designated parking etc.

4.2 Enforcement

4.2.1 Security staff and car parking attendants, under the direction of NHS Lothian, are responsible for enforcing parking regulations and are empowered to affix warning notices to offending vehicles. They also have the authority to direct traffic flow, regulate entry, control parking arrangements, and ensure compliance with parking regulations on NHS Lothian hospital sites. Out with these arrangements traffic control and issue of advisory notices may be undertaken as appropriate by other instructed staff after approval from Local Management.

4.2.2 Regular patrols and inspections are carried out throughout each site with particular attention paid to disabled bays and Accident & Emergency access areas.

• Staff persistently ignoring the parking regulations will be dealt with on a case by case basis as appropriate: this may result in disciplinary action eg under NHS Lothian Policy Management of Employee Conduct. This will also include any act that contravenes this policy such as removing parking restrictions, i.e. barriers and cones to “free up” parking spaces or failing to comply with instructions from Security staff/Parking Attendants or any authorised member of staff
• Areas covered by Traffic Regulation Orders will be regulated by the City of Edinburgh Council and as such, NHS Lothian will not interfere with the legal process required to manage these areas.

4.3. The application form for staff access to car parks can be found on the NHS Lothian Intranet.

5. RISK MANAGEMENT

5.1 Verbal or physical abuse from any member of staff, patient or visitor in connection with the enforcement of this Policy will not be tolerated and shall be subject to NHS Lothian Policy Violence and Aggression at Work. This policy adopts a zero tolerance approach and will result in the police being informed, with all incidents reported to line managers and logged appropriately e.g. using Datix.

5.2 Our car parking staff are equipped with personal CCTV cameras which are used for their protection. All images are securely stored in accordance with the Information Commissioners Office guidelines on the management of CCTV systems.

5.3 Disclaimer: NHS Lothian cannot accept responsibility for any vehicles left on its premises. All vehicles and contents are left entirely at the owner’s own risk and, under no circumstances, will claims of compensation for loss or damage be considered.

6. EQUALITY AND DIVERSITY

6.1 We will endeavour at all times to ensure that our arrangements for safe and effective car parking do not discriminate disproportionately against any cultural or disability group. Managers will employ agreed equality and diversity impact assessments when considering any change to or new arrangement in this regard.

7. RELATED DOCUMENTS

7.1 It is recommended that this document is read in conjunction with the following:

• Policy Management of Employee Conduct
• Policy Violence & Aggression
8. REFERENCES AND RESOURCES

The Highway Code, HMSO, 2010

ICO CCTV guidelines: In the Picture: A data protection code of practice for surveillance cameras and personal information 21st May 2015

Disabled Persons’ Parking Spaces (Scotland) Act 2009

Health and Safety Executive HSG 136 Workplace Transport Safety.