

NHS Lothian Parking Policy



Title:			
NHS Lothian Parking Policy			
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Author/s:	Area Manager Soft FM		
Policy Owner:	Director of Operations (Facilities), Facilities Heads of Service		
Executive Lead:	Deputy Chief Executive		
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Version Control

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Sept 2016	Area Manager, Soft FM	v1.0	Approved by the Lothian Partnership Forum
May 2021	Area Manager, Soft FM	v1.1	Under review
Aug 2021	Area Manager, Soft FM	v2.0	Approved by the Policy Approval Group

Executive Summary

NHS Lothian aims to support staff, patients and visitors when attending NHS sites. Parking is a complex and emotive subject as most people bringing their car to the site they are attending expect to be able to find a parking space. NHS Lothian requires its Parking Teams to control and manage the Car Parks in a safe manner to reduce the risk of adverse events happening. This may include issuing of permits or directing staff to park off site to ensure optimum parking provision for patients and visitors. Parking requires to be considered when any new services are being brought on site as the additional traffic could have a detrimental impact on access, egress and ultimately site safety.

Contents

	Page number
1.0 <u>Purpose</u>	4
2.0 <u>Policy statement</u>	4
3.0 <u>Scope</u>	4
4.0 <u>Definitions</u>	4
5.0 <u>Implementation roles and responsibilities</u>	5-7
6.0 <u>Associated materials</u>	7
7.0 <u>Evidence base</u>	8
8.0 <u>Stakeholder consultation</u>	8
9.0 <u>Monitoring and review</u>	8

1.0 Purpose

The purpose of this policy is to inform users of motor vehicles (including motor bikes) 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 the following reasons:

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

This policy is also intended to work alongside the NHS Lothian Green Travel Plan, Sustainable Development Framework and Action Plan and site specific plans where applicable.

2.0 Policy statement

This policy requires that Car Parking is managed across all sites in order to ensure that the safety of staff, patients and visitors is a priority. Traffic Management Groups and Teams endeavour to manage the risks within sites.

3.0 Scope

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 safe access and egress to our sites.

4.0 Definitions

Body Cams - Body Cameras

CCTV - Closed Circuit Television

ANPR – Automatic Number Plate Recognition

5.0 Implementation roles and responsibilities

5.1 Rules and Regulations

5.1.1 NHS Lothian endeavours to provide adequate parking within the constraints of its sites, but no member of staff, patient or visitor can be guaranteed that a space will be available at the point of need. Users of the parking facilities need to ensure that they have adequate time to park in case they require to park off site.

5.1.2 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 regulation:

- 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 the use of specific group's e.g. disabled people, visitors, staff, lift share, electric vehicle charging etc, these spaces are only for use by these users. The monitoring of these areas will be completed by car parking attendants carrying out visual checks and the use of body cams, CCTV and ANPR.
- Vehicles are only to be parked on NHS Lothian premises where the driver and/or passenger(s) have legitimate business on the premises
- Informal monitoring of the condition of the car park surface and equipment takes place on a daily basis and any faults reported to the estates department

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.

5.1.3 Parking is prohibited specifically in the following areas, locations and circumstances:

- On double yellow lines, red lines, area hatched with yellow/red lines or areas denoted within the Highways code as such.
- In a location which blocks entry or exit for emergency or delivery vehicles
- At or adjacent to bus bays, stops or shelters
- On grassed areas, on foot and cycle paths and turning circles
- In areas marked as temporarily or permanently allocated for contractors
- Any area that is not clearly marked as a parking bay
- Disabled Bays unless an authorised Blue Badge Holder
- Electric charging bays unless the vehicle is being charged and must be removed from the parking bay once the vehicle is charged

- 5.1.4 Contractors and drivers 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 NHS Lothian.
- 5.1.5 Traffic Management 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 and designated parking.
- 5.1.6 A visitor is classified as a “person visiting a patient or having an appointment or a staff member visiting a service who in the course of their normal employment would not have a regular pattern of attending the site”.
- 5.1.7 Electric charging points are available on sites for the use by NHS Lothian vehicles. These spaces are not additional parking and must be vacated once the electric vehicle has been charged. Discussion is underway at present on a system to allow staff and visitors to park and charge their vehicle in these bays when on-site. A cost will be levied to cover the cost of the electricity used.

5.2 Enforcement

- 5.2.1 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 at NHS Lothian 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.
- 5.2.2 Regular patrols and inspections are carried out throughout each site with particular attention paid to disabled bays, electric vehicle bays and blue light routes.
 - Staff persistently ignoring the parking regulations will be managed on a case by case basis as appropriate. This may result in disciplinary action under the Conduct Policy (NHS Scotland Workplace Policy). This will also include any act that contravenes the 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/ car parking attendants or any authorised member of staff. Areas covered by Traffic Regulation Orders will be regulated by the appropriate governing council and as such, NHS Lothian will not interfere with the legal process to manage these areas.

5.3 Risk Management

- 5.3.1 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’s Management of Violence and Aggression Policy. This policy supports the

zero tolerance approach and will result in the police being informed with all incidents reported to line managers and logged appropriately using Datix.

- 5.3.2 Parking staff are equipped with personal CCTV (Body Cameras) 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.
- 5.3.3 Disclaimer: NHS Lothian cannot accept responsibility for any vehicles left on its premises. All vehicles and contents are left entirely at the owner's risk and under no circumstances, will claims of compensation for loss or damage be considered.

5.4 Traffic Regulation Orders (TRO)

Some NHS Lothian Sites have sections of roadway that are covered by a Traffic Regulation Order (TRO) and, as such, appropriate governing councils have 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.

5.5 Staff responsibilities

- 5.5.1 The Director of Operations (Facilities) assisted by the Associate Director of Operations (Facilities), Soft FM Area Managers and Site Soft FM Managers have a 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 rest with the users.
- 5.5.2 Car Parks are patrolled and managed by our car park attendants and security staff. Body Cams, ANPR and CCTV are in use within car parking areas.
- 5.5.3 All users of NHS Lothian car parks have a responsibility to ensure that they comply with the relevant site regulations. Where applicable, staff are asked to provide details of their vehicles, proof of address and a copy of their driving licence when applying for a car park permit and will be requested to update their details when appropriate i.e. changing vehicle. Car parking permits are reviewed annually. The car parking application will be held for the duration of the staff member's employment.

6.0 Associated materials

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

[Conduct Policy \(NHS Scotland Workforce Policy\)](#), NHS Scotland

[Management of Violence and Aggression Policy](#), approved by the NHS Lothian Health and Safety Committee (available on NHS Lothian intranet)

[Sustainable Development Framework and Action Plan](#)

[Sustainable Development Framework and Action Plan](#)

[Car Parking Application Process](#) (available on NHS Lothian intranet)

Site Traffic Management Regulations

[NHS Lothian CCTV Policy](#), approved by the Information Governance Sub Committee Assurance Board

[Control of Contractors Policy](#), approved by the Policy Approval Group

Commercial Vehicle Operational Procedures

7.0 Evidence base

[Driving Standards Agency: The Highway Code](#)

[Workplace Transport Safety: An Employers Guide HSG136](#)

[Disabled Persons' Parking Places \(Scotland\) Act 2009](#)

[CCTV Code of Practice, Information Commissioner's Office](#)

[Body Worn Video, Information Commissioner's Office](#)

8.0 Stakeholder consultation

All Area Managers across NHS Lothian, Traffic Management Groups, Health and Safety Colleagues and Partnership were consulted on the content. Policy displayed on consultation zone for 4 week period for all NHS Lothian staff to comment on

9.0 Monitoring and review

This policy will be formally reviewed every two years. The Director of Operations (Facilities) will continuously review implementation of the policy and prompt early review if required.