

Addendum to Workplace Travel Plan (2007) **In support of a planning application for a temporary decked car park (2014)**

A Workplace Travel Plan was prepared for Hillingdon Hospital and Mount Vernon Hospital in 2007 as part of the Transport for London's Corporate Site Specific Advice (SSA) programme.

The Travel Plan was produced to manage the implementation and promotion of sustainable travel measures, with the aim to reduce the impact of both hospitals on the local highway network (in terms of traffic and parking on surrounding roads).

The implementation of the Travel Plan has enabled greater travel choices for staff, patients and visitors and encouraged travel by the most sustainable modes, including walking, cycling and public transport.

Proposed improvements / promotions on both sites to reduce single occupancy vehicle trips was one of several measures fully supported by the Trust Board. This addendum includes a schedule of initiatives/ updates since the document was adopted and a copy of the original Travel Plan.

Meeting the Trust's objectives

Current Trust objectives that are relevant to the delivery of the Travel Plan include the following:

- Improving accessibility for staff, patients and visitors;
- Achieving financial balance;
- Reducing the carbon footprint;
- Reducing congestion in the local area;
- Improving staff working conditions.

These measures have been on going and changes in travel habits have been taking place since the travel plan was implemented. The schedule identifies the measures which have been implemented, those which are on-going and how these have progressed since the implementation of the Travel Plan.

Recent key initiatives include:

Mayor's Green Travel Award (2010)

In recognition of the work the trust has undertaken to promote sustainable transport in 2010 the Trust were awarded the Mayors Green Travel Plan Award.

Car sharing event

In early 2012 the Trust hosted car sharing events to enable staff to easily identify colleagues living in close proximity and thus make car sharing arrangements. The Trust also helps staff to find car sharing buddies by providing details of a car sharing web base site. These measures help to reduce the total amount of trips generated by hospital staff.

Cycling Schemes

The Trust has introduced a cycling scheme which enables employees to buy a bike through their monthly pay tax free; reducing the overall amount they pay for a new bike.

Annual Bike Day

In order to promote the use of cycling the Trust undertakes annual 'Bike Days' which Uxbridge Met Police attend. The last event was held in July 2013, with the Uxbridge Met Police area team on site providing safety information and general advice and security marking bikes.

BIKEWISE of Ickenham bike shop were also present providing health checks for staff and public members.

	Detail	Start Date	Target Date	Progression	Status
	Establish current travel habits (baseline figure)				
1a	Conduct staff travel to work survey	Feb 08	Mar 08	Complete	TfL Results fed in to travel plan Quick wins chosen to help reduce reliance on the car.
			2014	Complete	Updated Survey in 2014
1b	Collect and plot postcodes	Apr 08	May 08	Complete	Postcodes now plotted, map approved by Info Governance, needs IT support before going onto website.
	Consultation				
2a	Set up a Transport and Travel user group	Feb 08	Mar 08	Complete	Parking Committee was renamed as Sustainable Travel Committee, now reformed as Car Park Forum. TPA now sits on Sustainable Steering Group.
2b	Advertise and employ a TP Administrator.		Jan 09	Complete	Administrator in post
	TPA training should include OU Travel Planning course.			Stopped	Decided course is not entirely relevant to TPA.
2c	Conduct Travel Survey in year 3&5		Apr '11 & '13	In progress	Contacted TfL to discuss.
	Cycling				
3a	Install a cycle shelter at THH to be locked and used by staff only.	Aug '08	Aug '09	Complete	Installed – 88 people have collected the code with the intention to cycle. A&E well-used, the other will be in next Pulse
3b	MVH to take part in the TFL 'Take a Stand' scheme which will provide them with 20 free stainless steel Sheffield stands.	Aug '08	Apr '09	On-going	As MVH now has an extra 38 cycle-stands onsite (due to the erection of the new Treatment Centre) additional stands will only be purchased if current capacity fully used. This will be monitored by the Car Park Forum Group meetings.
3c	Insert new cycle stands		Aug '09	Complete	There are now 76 stands in total across the site.
	NEW ACTION Take a stand cycle stands to be erected at THH			In progress	AC looking into plans
3d	Provide lockers and showers for staff at both sites	Apr '08		Complete	Those departments with shower and locker facilities have been encouraged to share with others not having facilities. Process of risk assessment for lockers (taken into account for Security). A review is currently underway.
3e	Liaise with senior management/facilities regarding improvements to on site cycle lanes	Aug '08	RR		May become part of safety audit.
3f	Ensure that cycle parking on site is secure (covered by CCTV), covered and well lit	Aug '08		Complete Complete	Cycle shelters have CCTV, CCTV is in place.
3g	Lockers and storage facilities should be adequate and in accessible locations	Nov '08		Complete	As 3c (see above).
3h	Cycling should be promoted in 'The Pulse' and via information boards at both sites	Apr '08		Complete On-going	Posters and promotional info next to restaurant. Maps etc available in GTO. Promotion is on-going.
3i	Update the internet to include cycling facilities and availability at both sites for visitors	Apr '08	Apr	Complete	Areas of the internet/intranet were been updated.

	Detail	Start Date	Target Date	Progression	Status
3j	Investigate introducing mileage claims for cycling to meetings	Nov '08	Dec '08	Complete	Done – 20p mileage on business travel
3k	The Trust should introduce an interest free cycle loan & or Cycle to Work Tax Free scheme.	Nov '08	Apr '09	Complete	Done – CycleScheme launched – over 10 users, Chief Exec has expressed an interest!
				On Going	Continuous Promotion.
3l	The Trust should promote 'Bike Week' to staff and should take part in events promoted by TFL such as the Cycle to Work Challenge.	Apr '08	Jun '09	Complete	Cycle to work Challenge - 14 members collectively logged 1510 miles in June 2010. Intranet link re: Challenge went up for the duration.
			Jun 11	On-going	Continuous Promotion
3m	A Bicycle User Group should be set up to support cyclists commuting to both sites, this group will help the TPA's efforts.	Aug '08	May 09	Complete	Bike users' group currently has 68 members
3n	Promote an in-house cycle buddy scheme via the BUG - experienced cyclists to 'buddy' new or returning cyclists	Nov '08	Dec '08		Written to group – no one got in touch. Will write again.
3o	Promote one-to-one cyclist training sessions by Cycle Training UK	Apr '08	-->	Complete	Advertising through postcards. Have sent details onwards of 3 people for training. Quoted for private cycling lessons (from CTC) – likely £1k for 2 hours for 8 weeks. Can't spare the money or staff-time. Funding might be available from Commissioning support for London.
				On-going	Promotion is on-going
3p	Puncture repair kits available	Aug	Aug	In progress	Researching with regards to Project funded by WestTrans and NHS Commissioning Support for London
3q	Clothing and accessory discounts provided at local cycle/ outdoor shops	Aug '08	Nov '08	In progress	“
3r	Organise regular cycle maintenance classes	Nov '08		In progress	Dr Bike sessions held in April and September. Very successful, hoping to run again in 2010
				On-going	Another session held in April 2011, 15 users booked in over 5 hours plus drop-ins! Hoping for further funding for Autumn.
				On-going	Bike Day runs annually- last event held in July 2013.
3s	Liaise with LBH's Transportation Service for improvements to offsite cycle routes/lanes	Aug '08	-->	Complete	LBH forum decided that THH is one of three Cycling “Hubs” along with Brunel and Uxbridge Town Centre,
				On-going	Working with LBH and TfL on this subject. Meeting 8 th June 6PM to discuss further.
Walking					
4a	Promote the benefits of walking via the Internet/Intranet and The Pulse'	Nov '08		In progress	Promoted Walk to Work Week – 13 staff walked Whole Trust invited to join Walk to Work Week via email Leaflets/”postcards” available in GTO and reception re: walking for health/travel. Posters/info outside Restaurant
				On-going	2011 – 26 staff joined, top 15 given “incentives” donated by myself and Living Streets (goodie bag) – certificates handed out by execs. Will be in Pulse.
4b	Improvements to footpaths on both sites - e.g. tactile paving,	Aug '08	-->	In progress	Site audit completed by Health and Safety

	Detail	Start Date	Target Date	Progression	Status
	dropped kerbs, disabled access, CCTV, lighting, vegetation.				PC looking into costing and funding.
4c	Provide new starters with a pedometer in their induction pack.	Nov '08	Dec '08	Stopped	Researched, considered not financially efficient.
4d	Source discounts on footwear/accessories/clothing at a local sports/outdoor shop	Nov '08	Dec '08	In progress	Researching. Bike company may come in for part of this. NHS discounts not helpful. Bikewise came to site in July 2013.
4e	Publicise any showers that can be used by pedestrians	Apr '08	Aug '08	In progress	Space /areas to share to be identified
4f	Publicise any lockers/storage areas available to pedestrians	Apr '08	Aug '08	In progress	As 4e "
4g	Publicise information on pedestrian routes to local amenities and footpaths to residential areas	Apr '08	Aug '08	In progress	Legible London street sign available, decision is with AC. (Sign now prevented)
4h	Raise awareness of the health benefits and cost saving of walking to work	Aug '08	Nov '08	Complete	Walk-it information around office and Trust. Other aspects to be covered by Occupational Health
				On-going	Promotion is on-going.
4i	Promote local walks e.g. Walking for Health schemes	Aug '08	Dec '08	Complete	Displaying "Natural England", "Walk for Health" and "Think Feet First" (part of "Go London!" and "Walk for Life")
				On-going	Promotion is on-going.
4j	103 off site staff parking spaces located between 5-15 minute walk from the site.			On-going	Promotion of walking by moving the staff parking off site
4k	5 zebra crossing installed throughout the site.			Complete	
4l	Marked pedestrian routes throughout the site			Complete	Continued maintenance of these pedestrian routes.
Car parking					
5a	Update the car park management policy to include charging at both sites	Apr '08	Aug '08	Complete	Charges introduced for all staff parking
5b	New starters should be informed of the parking policy on site	Apr '08	-->	Complete	Updated information sent to HR 27-4-10! Better information going to all new applicants for parking.
5c	Implementation of parking charges at both sites	Apr '08	-->	Complete	Charges introduced for all staff parking
5d	Promote alternatives to the car and cost savings of reduced car usage	Apr '08	-->	On-going	Info being advertised on GT noticeboard.
5e	Two week trial of staff and visitor separation	Sep 14		In Progress	Details being finalised with trial separation taking place in September 2014
5f	Initiatives to reduce car parking by permit renewing and changes to the tariff.				
Car sharing					
6a	It is suggested that the Trust should promote car sharing on an informal basis in the short term. Once a TP coordinator is in place the Trust should use their quick win funding to join Liftshare or a similar site and promote the service to staff. (Personal safety should also be promoted along with this action).	Aug '08	-->	Complete	Joined Liftshare – launch/advertising ongoing. Currently 46 members – 32 activated after 1 week.
7a	Information to be circulated via the Intranet, Internet, The Pulse' and notice boards on the availability of public transport to both sites	Aug '08	-->	Complete (and ongoing)	Liftshare in: Core Brief, internet, intranet, posters Public transport (TfL must update info!): Near Main Entrance, Near

	Detail	Start Date	Target Date	Progression	Status
					Outpatients, Next to restaurant
7b	Liaise with Transport for London to ensure that bus stops are well lit, include timetables and where possible covered seating areas	Aug '08	-->	In progress	Liaising with Public Transport Liaison Group and LBH – seem to be improving constantly.
7c	Liaise with Transport for London to improve bus routes between Rickmansworth and MVH.	Nov '08	-->	In progress	LBH improving – also trying to provide N-S service through Hillingdon to potentially link THH with MVH.
Business Travel					
8a	Promote the Flexible Working Policy for Staff at both sites on Aug 05. Flexi - working options offered to staff are Part-time working, Job sharing, Home working, Part-year appointments. Term-time working, School hours working, employment breaks, Flexi-time, Annualised hours and compressed hours	Apr 08	-->	Completed	HR have completed.
				On-going	Promotion is on-going.
8b	Promote on-site services such as banking and restaurant facilities	Aug 08	-->	Complete	Good promotion for Restaurant. Staff aware of limited banking facilities
8c	Promote the inter-site bus as this is currently underused.	Aug 08	-->	Complete	Created improved schedule (now includes maps and direction). Is on display in GT office and all main receptions at THH and MHV. Info goes out to all people applying for a parking permit.
8d	Consider amending the business travel policy to not refund mileage claims between sites unless in emergency situations/carrying heavy goods. This will ensure that the free inter-site shuttle bus is well used.	Aug 08	Nov 08	Complete	Part of "Briefing on Staffing Efficiency Protocol" 05/11/10 made this clear, emailed out to all staff.
8e	Encourage staff to let others know when they are travelling to other sites to co-ordinate business trips	Aug 08	-->	On-Going	Insurance issue – need to highlight that staff need to be insured for work purposes.
8f	Promote that staff can claim back travel expenses and an extra cost for carrying a passenger.	Aug 08	-->	On- Going	"
8g	Investigate the use of greener fuels for fleet vehicles	Nov 08	Apr 09	Complete	Transport department always considers the most fuel efficient vehicles as a priority when purchasing new fleet vehicles.
8h	To investigate potential benefits of a shuttle bus service between MVH and Watford.	Nov 08	Apr 09	Complete	Investigated – considered unnecessary – not enough patients/staff are going to make it financially worthwhile.
8i	There is thought to be considerable numbers of staff at MVH travelling to and from the Lister and QEII hospitals. Investigate if there is enough demand for another shuttle bus service to these locations.	Dec 08	Aug 09	Complete	Investigated – considered unnecessary – not enough patients/staff are going to make it financially worthwhile.
Promotion and travel information					
9a	The Pulse' on site monthly publication should include a regular section on travel to work which in each issue should highlight/promote a particular mode	Aug 08	-->	Complete	Publications so far – Regarding: the bike shelters, liftshare and AdvantageScheme (ie CycleScheme).
				On-going	Promotion is on-going.
9b	Internet/Intranet should include a travel to work page promoting	Nov 08	-->	Complete	Intranet and internet pages complete (and were used as a template of

	Detail	Start Date	Target Date	Progression	Status
	sustainable travel to work				best practise to others)
9c	Dedicated notice boards at both sites and popular locations should be used to promote sustainable travel e.g. staff restaurants	Aug 08	-->	Complete	Next to restaurant in THH – near parking office in MHV.
9d	Cycle/walking maps should be available at both main receptions	Aug 08	Aug 08	On-going	TfL have been requested to supply cycling and walking maps
9e	New starters to receive information about travel to work and it should be highlighted that parking on site is restricted to essential car users	Aug 08	Nov 08	Complete	Updated information sent to HR 27-4-10! Better information going to all new applicants for parking.
9f	Travel options guide of all staff and visitors to the site	Aug 08	Dec 08	Complete	
9g	Take part in European Mobility Week including Car Free Day on 22/09	Aug 08	Nov 08	In progress	Researching with a view to participate, although as not greatly followed in the UK the focus is likely to remain with Liftshare week, walk to work week and cycle to work week.