

## Employer Site Audit Form

Please fill in this site audit form giving as much detail as possible. Remember to take photos to support the audit.

Name of person undertaking audit	<input type="text"/>
Date of audit	<input type="text"/>
Weather conditions	<input type="text"/>

### 1. Employer Information

Company Name	<input type="text"/>
Company address	<input type="text"/>
Number of full time staff	<input type="text"/>
Number of part time staff	<input type="text"/>
Number of contractors/agency staff	<input type="text"/>
Number of visitors (per week)	<input type="text"/>
Number of patients (per week)	<input type="text"/>
Number of other users (per week)	<input type="text"/>
What is the main operation of this site?	<input type="text"/>

### 2. Hours of Operation

What time do you open? (weekday)	<input type="text"/>
What time do you close? (weekday)	<input type="text"/>
What time do you open? (weekend)	<input type="text"/>
What time do you close? (weekend)	<input type="text"/>
Please list staff shifts e.g. 9-5, 10-2 etc	<input type="text"/>

### 3. Travel Information

Is there a designated Travel Plan Coordinator? (If so, how many hours a week dedicated to TP)	<input type="text"/>
Is travel information available for the site?	<input type="text"/>
Do you have a site-specific travel guide? (how to get here guide)	<input type="text"/>
Is travel information available on company internet/intranet sites?	<input type="text"/>
Is a working group in place that could be used to consult on the Action Plan?	<input type="text"/>
How do staff find out information about where their nearest bus/rail stop is? e.g. signposts, leaflet stand, RTI	<input type="text"/>

#### 4. Car park – identify number of spaces for each of the following:

Type of space	Number
Staff?	
Disabled bays?	
Designated spaces for named individuals (e.g. senior management )	
Designated departmental spaces	
Designated visitor spaces	
Drop off/ loading bays?	
Coaches	
Additional car park spaces offsite?	
<b>Total</b>	

Photos to be taken within car park and notes made identifying location, direction picture taken in and what image shows. If multiple car parks, take pictures of each and label clearly.

#### 5. Car park further details

- Is it well signed, both from outside and flows within the car park? .....  yes  No
- Is there CCTV? .....  yes  No
- Is it well lit / is lighting present? .....  yes  No
- Is it secure? .....  yes  No
- Is it managed (i.e. is it regularly inspected, is there security in place?) .....  yes  No
- Are there barrier / security gates? .....  yes  No
- Is there a parking fee? If yes, please detail .....  yes  No
- Is a parking permit system in operation? .....  yes  No
- Is public parking available in the vicinity of the business? .....  Yes, paid parking  
 Yes, free parking  
 No
- Does demand for car parking exceed capacity? .....  yes  No

- If yes, how often does this occur?

Does the site experience access problems/traffic congestion on external roads? .....  yes  No

- If yes, please detail

Any potential car share parking available?

Any other issues to note?

## 6. Footpaths / pedestrians

Are footpaths in & around the site well-lit?	
Are footpaths in & around the site in good condition?	
Are footpaths in & around the site covered by CCTV?	
Are the off-site footpaths linked by safe crossing points in the vicinity of the business?	
Are pedestrian routes to/from the site safe, convenient, attractive and welcoming?	
Are pedestrian routes to/from the site obscured or shielded from view?	
Are surrounding roads equipped with safe and convenient crossing points? (tactile paving, dropped kerbs etc.) Please note & identify on map where issues present	
Are there any restrictions to accessing the site?	
Any other issues to note?	

**Action:** Take pictures of external paths along with internal, so that routes to/from bus stops, rail/tram stops can be viewed. Size and quality of footpaths should be noted including condition. Note whether they are shared walk and cycle ways.

## 7. Cycle & Motorcycle Parking

	Cycle	Motorcycle
No of bikes observed on day of audit		
No. spaces.		
Type of parking		
Covered?		
Well lit?		
Secure? Is the parking area lockable?		
Secure? Covered by CCTV?		
Located close to the building entrance?		
Any other issues to note?		
Are there cycle routes in the vicinity of the site?		
Are there specific access problems for cyclists? (please provide detail)		
Are any pool bikes available? Please provide number of bikes and detail on storage facilities and access arrangements		
No. of cycle lockers available – identify type of locker (is it a bike storage locker or for clothes storage etc.) and take photos		
Are there any other onsite facilities provided for staff who do not drive to work?		

- Please detail any showers/changing rooms/ drying areas/lockers available for staff/ visitors that walk, cycle or motorcycle to work

Are there any other cycle related schemes?

- Please note any loan schemes for cycle/equipment purchase or maintenance provision for cyclists.

Action: Photos required of all of this. Need to ensure photos are provided for each element of the audit, so that the person writing up has access to all necessary information.

## 8. Bus, Rail and Metro

	Bus	Rail/Metro
How many bus stops are located within 400m of the site? Identify on map prior to undertaking audit then check on audit		
Which buses serve local bus stops? Please detail – including locations served, number of services and frequency of service		
Is there a rail station within 900m of the site? Identify on map prior to undertaking audit then check on audit Frequency? Local stopping train?		
Is there a Metro station within 900m of the site? Identify on map prior to undertaking audit then check on audit		
Are the bus stops/rail station/Metro stops well-maintained? (take photos)		
Bus stops/rail/Metro station display up to date timetable information?		
Take photo of bus/rail/Metro shelter, and second image of timetable / information provided. Note destinations of buses from shelter information. Real time information available?		
Bus stops/rail platform/Metro platform sheltered, or other sheltered area provided?		
Bus stops/rail station/Metro stop provide seating?		
General perception of bus stop/rail station/Metro station environment (i.e. isolated, overlooked by nearby businesses/homes etc.)		
Are any of the following measures provided to staff e.g. subsidised bus/rail season tickets or loans for purchasing bus/rail season tickets?		
Any other issues to note?		

It is important to get this information on-site and not rely on Google as this data may be out of date

## 9. On Site Facilities

Ask site contact for information / to show you the areas on site

Is a staff canteen provided at the site?	
Is a shop available within the site?	
Is a gym provided at the site?	
Is an ATM provided at the site?	
Other facilities available at the site?	
Are shops available within walking distance of the site?	
Are cafes available within walking distance of the site?	
Are ATMs available within walking distance of the site?	
Are there any other facilities provided for staff that do not drive to work? (please detail any showers/changing / drying area	

## 10. Business Travel

Number of staff required to travel as part of their working day?	
Please specify if this is short or long distance	
Which sites are visited?	
Are there any regular trips?	
Car mileage paid (pence per mile)	
Motorcycle mileage paid (pence per mile)?	
Cycle mileage paid (pence per mile)?	

## 11. Car club/car sharing

Car sharing scheme?	
Car club membership?	
Other	

## 12. Additional information

Electric vehicle charging points (number, usage, locality, etc.)	
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### 13. Policies

Do you have an environmental/sustainable management system in place? .....  yes  No

- If yes, please detail

- Who is responsible for its implementation?

Business travel policy?

Policies regarding company car use?

Is sustainable travel covered in employee's induction to the business?

E.g. induction pack/travel information Yes/no

- If yes, please detail

Are health and wellbeing issues promoted at the business?.....  yes  No

- If yes, please detail

What travel initiatives are offered to staff?

Shuttle bus .....	<input type="checkbox"/> yes	<input type="checkbox"/> No
Teleconferencing .....	<input type="checkbox"/> yes	<input type="checkbox"/> No
Home working .....	<input type="checkbox"/> yes	<input type="checkbox"/> No
Flexible working .....	<input type="checkbox"/> yes	<input type="checkbox"/> No
Compressed working weeks ....	<input type="checkbox"/> yes	<input type="checkbox"/> No

Other (Please detail)