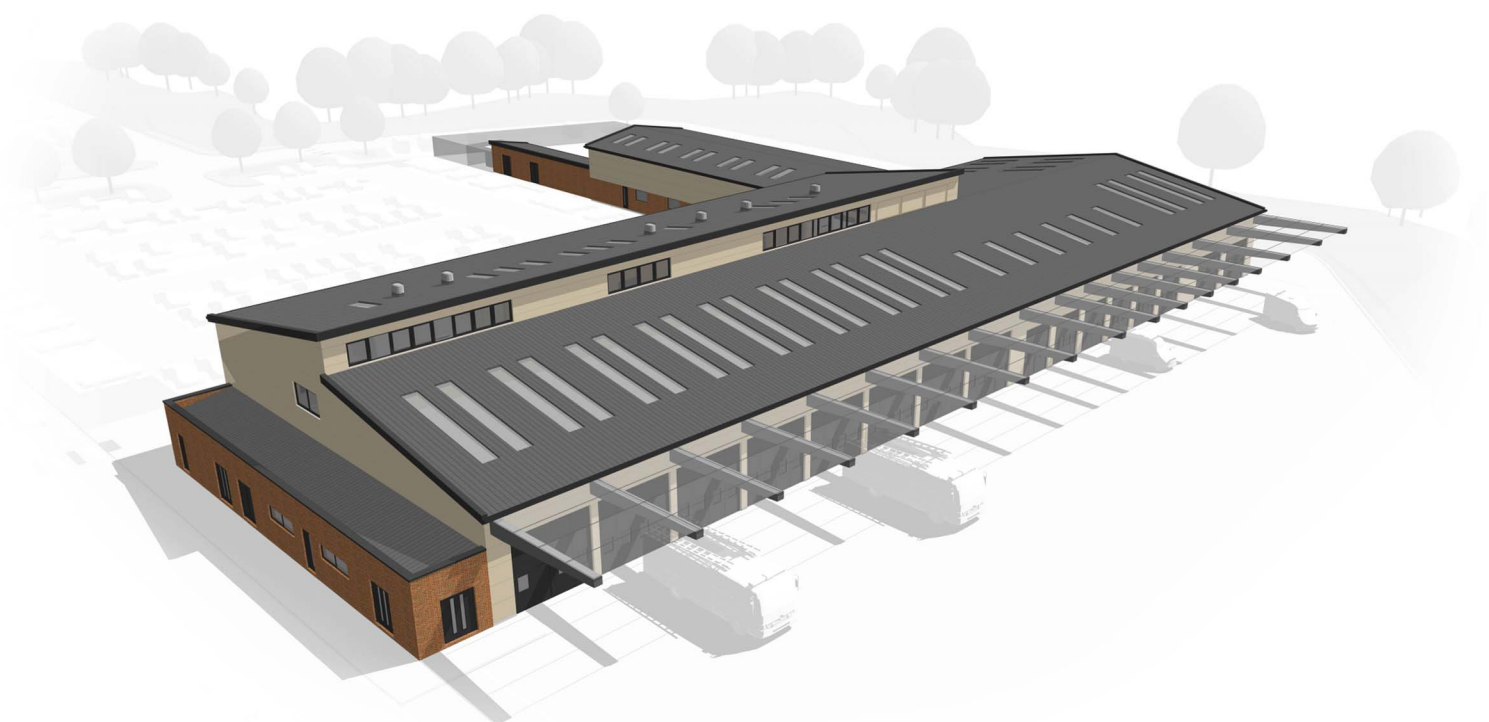




TRAVEL PLAN 31st May, 2012

AMBULANCE AND FIRE SERVICES RESOURCES CENTRE (AFSRC), WREXHAM
Welsh Ambulance Service NHS Trust (WAST)
and North Wales Fires and Rescue Service (NWFRS)

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North)

1.0 PREFACE

1.1 VERSION CONTROL

Date	Version	Changes Made By	Description & Change Record
22.05.12	V0.1	Jan Cross / Emma Jones	Document creation – Jan Cross and Emma Jones (input from Keith Williams, Jo-Ann Dyson and NWFRS)
28.05.12	V0.2	Emma Jones	Comments from Liz Bryan (NWFRS) and Jo-Ann Dyson

1.2 DISTRIBUTION

Date	Version	Distributed to
		Keith Williams (Operational Project Lead)
		Jan Cross (HR Lead)
		Jo-Ann Dyson (Locality Area Officer)
		Liz Bryan and Andy Williams (NWFRS)
		Debbie Bateman (Programme Manager)
		Terry Eckley (Health & Safety Manager)
		Kay Myatt (Health & Wellbeing Officer)
		Derek Johns (National Estates Manager)
		Carl James (Project Sponsor)
		Ron Wilkins (Programme Director)
		Tony Cowley (National Fleet Manager)
		AFSRC Core Project Team
		Staff Side Representatives

1.3 APPROVALS

Name	Version	Date
Operational & People Working Group		

Physical Resources & Equipment Working Group		
Communications Working Group		
AFSRC Core Project Team		
AFSRC Project Board		

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2.0 INTRODUCTION / BACKGROUND

The Ambulance & Fire Services Resource Centre based at Wrexham North East Wales is part of the Welsh Ambulance Services NHS Trust's (WAST) Estates modernisation and improvement programme in order to meet the strategic aims contained within "Working Together for Success".

Under the Welsh Governments "Making the Connections" policy Welsh Ambulance Services Trust (WAST) and North Wales Fire and Rescue Service (NWFRS) have collaborated to provide a shared Ambulance & Fire Services Resource Centre, which will be based in Wrexham. This building will replace the existing Ambulance Stations in Wrexham and Chirk as well as the Fire Station in Wrexham. Operational staff will start and end their shift at one hub (in this case the Wrexham Ambulance & Fire Services Resource Centre).

The Wrexham Ambulance & Fire Services Resource Centre is a new build being supported and funded through Welsh Government (WG) and is being constructed under the "Designed for Life: Building for Wales Framework" to ensure that the building is fit for purpose and meets the needs of the service.

The building is being constructed on the former Western Gateway site (*refer Appendix 1 for location map*).

3.0 PURPOSE / DEFINITION

This Travel Plan is a strategy for managing travel and transport for the Wrexham Ambulance & Fire Services Resource Centre.

Its aim is to increase the availability of transport choice and reduce the reliance on the use of single-occupancy car travel by staff, thus promoting the use of more environmentally acceptable forms of transport.

4.0 POTENTIAL BENEFITS

It is expected that the implementation of this Travel Plan could produce the following benefits:

- Promotion of cycling/walking to work can be in tandem with a healthier lifestyle.
- Raise the awareness of other transport modes available.
- Provide staff with alternative transport modes.
- Reduce travel costs - car sharing.
- Less traffic.
- Reduce reliance on single occupancy car use.
- Foster teamwork.
- Integrated working between WAST and NWFRS.

- Ensure appropriate parking arrangements for all building users.
- Demonstrate good transport and environmental practice to other sites within WAST and NWFRS.
- Reduction of air pollution and carbon emissions.
- Lessening the requirements for costly road improvement schemes
- Encouraging use of public transport will help the financial viability of the services being provided and longevity of the services.
- Car sharing will reduce cost of private transport to the individuals concerned.
- Reduction in the provision of car parking on the site, which for both revenue and capital is a financial benefit.
- Employment of staff will not be dependant upon them being able to drive (unless they are operational), if there are good public transport routes.

5.0 PLAN DEVELOPMENT

This Travel Plan has been developed by members of the Core Project Team and NWFRS as part of the preparations being made for operational migration to the new Ambulance & Fire Services Resource Centre.

Input and approvals will be sought through the established project governance channels such as the Working Groups, Core Project Team and Project Board in conjunction with Workforce & OD Directorate, Staff Side and NWFRS.

These groups are multidisciplinary with staff representing Estates, Health & Safety, Risk Management, Fleet, Corporate Communications, Finance, Operational and Management.

6.0 IDENTIFICATION OF BUILDING USERS

There will be operational 999 staff who will be responding on blue lights to calls.

There will WAST and NWFRS office staff and management.

There will be Make Ready and Workshop staff.

There will be some public attendance to site for use of ground floor training room and NWFRS tours.

There will not be any patients visiting the site.

There will be deliveries for supplies and day to day servicing of the site.

There will also be vehicle deliveries to the site at various times of the year as well as the servicing and maintenance of vehicles from other WAST locations.

7.0 BUILDING USER / VISITOR ENGAGEMENT

To be determined as the programme progresses – ongoing process via working groups.

8.0 STAFF TRAVEL PREFERENCES

Organisational change meetings with staff will be undertaken as part of the NHS Organisational Change Policy to obtain information from staff on travel to and from the site. Staff consultation and staff suggestion schemes are ongoing (*refer sample at Appendix 2*).

9.0 BUILDING / SITE DESIGN

The following have been considered as part of the design and development of the building and site:

As part of the “Designed for Life: Building for Wales Framework”, WAST have engaged with a range of Supply Chain Partners including architects, health & safety professionals, external project management company, construction company to ensure that the building and site are fit for purpose and meet the appropriate building regulations and legislation.

The current provision of the building and site development includes:

- Appropriate parking spaces for staff and visitors.
- Compliance with DDA Legislation - location of car parks, ease of access into building etc
- Appropriate space allocated for operational vehicles.
- Appropriate space for visiting delivery vehicles.
- Designated disabled parking spaces located in close proximity to the building entrance.
- Fleet Maintenance Workshop.
- Vehicle secure compound.
- EMS Garages.
- NWFRS Garages.
- PCS Parking.
- Fleet / NWFRS General Administration Office.
- WAST and NWFRS Management Offices.
- Four meeting rooms and a large training / function room.
- Video Conference facility.
- Bedrooms, Gymnasium, Kit Room and Drying Room for NWFRS Operational staff.
- Computer log on area for WAST operational staff.
- Hot desks.
- Cycle shelter provision.
- Cycle path/route and Pedestrian path/route.
- Lockers, showers and changing facilities.
- Appropriate security and lighting provision.
- Appropriate landscaping and planting.

- Visibility of signage and clear, unambiguous vehicle access
 - Rest Room, Dining Room and Kitchen for staff.
 - Quite / Debrief Room for WAST operational staff.
 - Make Ready process – fuelling, restocking and washing vehicles.
 - Potentially a canopy – so that emergency vehicles can be parked outside the garages in preparation for an emergency response.
 - Otter proof fencing / ecological corridor fencing.
 - Access and egress for the site – including emergency access and egress.
 - Water tank (business continuity).
 - Potentially a bus route link.
 - CDM and risk assessments for designing out risk.
- The development of the building and site has been undertaken with input from staff and user groups.
 - A proposed traffic flow diagram will be issued to aid safe traffic movement on site. This will be reviewed as part of the operational health & safety / risk assessment process.
 - As part of the planning approval process, there has been liaison with Wrexham Town Council and Highways Department around safe access / egress and traffic flows to the main adjoining road.

10. PUBLIC TRANSPORT

As part of the development of this Travel Plan, research will be carried out to ascertain what public transport arrangements exist in the area.

- Local Bus Route link – frequency of buses
- Train stations (Wrexham and Chirk) and the links – frequency of trains
- Cycle Path / Pedestrian Path link
- Car Sharing Scheme
- Travel discounts for emergency services staff.
- Taxi or similar provision, should a staff member who has elected to use public transport have to work late

11. CYCLE TO WORK SCHEME

WAST has in place a “Cycle to Work Scheme” (*refer appendix 4 for more information*). This Cycle to Work Scheme encourages staff to cycle to and from work by offering WAST staff the opportunity to purchase a cycle at a reduced rate and spread the purchase over a 12 month period. Both WAST and NWFRS will actively encourage the promotion of a cycle to work scheme.

12. IMPLEMENTATION PLANS

As part of this Travel Plan, as the building becomes fully operational the following practical activities will be undertaken:

- Provision of a Travel Plan notice board to be used specifically for dissemination of relevant information to staff.
- Liaison with WAST's and NWFRS Health & Well Representative to ensure the ongoing promotion of the "Cycle to Work Scheme" by ensuring the distribution of promotional leaflets and placing of information on the notice board.
- Further liaison with suppliers to stop deliveries to old sites and consolidate the deliveries to the new, single site. Further stock consolidation and control will ensure that less deliveries are required.
- Maintenance of information on the notice board tracking staff who are willing to car share including details of shift patterns and travel locations available.
- Maintenance of information on the notice board regarding public transport and keep up-to-date on timetable information.
- Continue to liaise with local authorities regarding development of alternative transport options such as public transport.
- Monitoring of vehicle movements on site and access / egress arrangements to ensure that requirements of all (pedestrian, cycle, cars, delivery vans, fuel deliveries, ambulance and fire movements).
- Raising awareness of traffic flow plan/on site safety.
- Consideration of dedicated car parking for staff participating in car sharing scheme.
- Consideration of dedicated motorcycle and cycle parking.
- Consideration to the development of a walking buddy scheme.
- Establish a WAST and NWFRS staff suggestion scheme.
- Establish single point of contact for Travel Plan coordination - particularly around car sharing and the promotion of it.
- Public Transport timetables.
- Advice as to how to get cheap public transport - advance tickets, bulk booking, Emergency Service schemes.
- WAST and NWFRS to promote cycle to work schemes to enable staff to buy cycles.

13.0 MONITORING AND REVIEW

This Travel Plan will be implemented and monitored on an on-going basis as part of general building and operational management by the local/area management for the Wrexham Ambulance & Fire Services Resource Centre.

It is proposed that the Travel Plan will be reviewed 12 months following implementation.

14.0 APPENDICES

1. Map of site
2. Staff Questionnaire
3. Cycle to Work Scheme

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Appendix 1



Appendix 2

Welsh Ambulance Services NHS Trust
Organisational Change Implementation

Staff Information Questionnaire

Full Name:		ESR No:	
Staff Group:		Work base:	
Email Address:	Home address:		
Current Post:			
Current risk status:		Do you agree?	Yes ☐ No ☐ If No details:
Preferred method and language of communication:			
Hours Per Week:		Current Grade/Band	
Do you have a current flexible working arrangement?	Yes ☐ No ☐ If Yes details:		
Current Working Pattern: (Days per week and normal working hours)		Are you able to adjust this working pattern:	Yes ☐ No ☐ If Yes details:

Do you have any other contracted hours/role within the organisation?	Yes ☐ No ☐ If Yes details of Post Title, Hours/Working Pattern:	Are you able to adjust this working pattern:	Yes ☐ No ☐ If Yes details:
Current journey to work distance:		Current journey to work time:	
Current methods of travel? Please note all if several methods of travel. If car share, please provide their name if possible		Car driver? Car access? Lease car? Other?	Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐
How far are you willing/able to travel?			
Are there any personal circumstances that may restrict your ability to transfer to a new role/location/hours of work? (e.g. caring responsibilities, travel restrictions, other employment)			
What are your role preferences within the Organisation?			
Do you have role preferences outside the Organisation?			

What qualifications and skills do you have? (This will assist us to identify alternative roles if necessary.)	
What is your work experience prior to your current role? (This will assist us to identify alternative roles if necessary.)	
Is there any other information that you feel would be useful?	
Do you have any other questions you need answering?	

Signed:

Date:.....

Appendix 3

Coming soon....

Tax-free Bikes for Work with Cyclescheme

Tax-free Bikes for Work with Cyclescheme

Welsh Ambulance Services NHS Trust is pleased to announce their new Cycle to Work scheme **will start on the 1st March 2012.**

Get fit, lose weight, help the environment, save money!!!!

All WAST employees will be able to sign up to the scheme in order to obtain bicycles and safety equipment whilst saving income tax and national insurance.

You can obtain bicycles and safety equipment, up to a limit of £1000. The scheme works by having the bike and equipment cost taken from your gross salary and you spread the cost of a new bike over 12 months.

Welsh Ambulance Services NHS Trust is administering this benefit in partnership with Cyclescheme Ltd, the UK's No.1 Cycle to Work provider. Cyclescheme work with local, independent bicycle retailers and have over 1,800 partner stores nationwide.

You can find your local Cyclescheme Partner Store, check your savings and from the 1st March until 30th April 2012 request a certificate at the following address:

www.cyclescheme.co.uk/0246b2

Ready to join? Go and visit your local store and choose a ride.

** Please visit the Welsh Ambulance Services NHS Trust dedicated Cyclescheme page to check your savings - www.cyclescheme.co.uk/0246b2 and click on 'How much can I save?'*

