

THE STATE HOSPITALS BOARD FOR SCOTLAND

CAR PARKING POLICY

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Contributing Authors		
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Approval Group	Policy Approval Group (PAG)	
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Accountable Executive Director	Director of Security, Estates & Resilience	

The date for review detailed on the front of all State Hospital policies/ procedures/ guidance does not mean that the document becomes invalid from this date. The review date is advisory and the organisation reserves the right to review a policy/ procedure/ guidance at any time due to organisational/legal changes.

Staff are advised to always check that they are using the correct version of any policy/ procedure/ guidance rather than referring to locally held copies.

The most up to date version of all State Hospital policies/ procedures/ guidance can be found on the intranet: <http://intranet.tsh.scot.nhs.uk/Policies/Policy%20Docs/Forms/Category%20View.aspx>

REVIEW SUMMARY SHEET

No changes required to policy (evidence base checked)

Changes required to policy (evidence base checked)

Summary of changes within policy:

There is now 100% coverage of CCTV cameras in the carpark and also Automatic Number Plate Recognition (ANPR) on the entrance and exit to the main car parking area.

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1. Policy Statement

The State Hospital (TSH) provides free parking facilities and bike shelter at the front of the main reception building for the use of staff, volunteers, visitors and contractors. It is important the Hospital ensures that persons using the car park facilities do so safely.

2. Intention

This policy is intended to:

- Provide hospital employees, contractors, volunteers and visitors with clear guidance on the rules and requirements associated with parking in the car parks at TSH.
- Make best use of available space to maximise the chances that those that need to use the car parks are able to do so.
- Ensure these car parks are used safely.

3. Scope

The policy applies to all users of the car parking bays, the road around the car park, entrance to the car park and bike shelter.

4. Parking Regulations

- All users of motor vehicles must comply with the Highway Code and abide by any traffic signs / notices, whether permanent or temporary.
- The speed limit within the Hospital car parking areas is 10mph. This limit must be adhered to at all times and drivers must proceed with caution.
- Motor vehicles must be parked in a designated parking area, in a clearly marked parking space, occupying one parking space only. Motor vehicles must not be parked in such a way as to cause obstruction (e.g. out with designated parking spaces, on the road/pavement).
- Disabled parking spaces, clearly marked as such, are for the use of those with 'Blue Badge' disabled parking permits, which require to be displayed and clearly visible.
- Use of reserved spaces, clearly marked, is restricted to those who have been allocated such parking spaces.
- Failure to comply with these regulations may result in disciplinary action being taken against staff.
- Anyone witnessing a member of staff, official visitor/contractor failing to comply with the above regulations should advise security reception, who will inform the line manager/person who has arranged access to the Hospital.
- If a patient visitor/volunteer fails to comply with the above regulations, security reception should be made aware, who will inform the Person Centred Improvement Lead.

5. Security and Safety

- The Hospital cannot guarantee the safety of vehicles or property within the car park (for guidance on car safety see Appendix 1).
- All users park at their own risk; The State Hospital will not take responsibility for any damage done to any vehicle within the car park.
- There is 100% coverage of CCTV cameras in the car parking areas. The entrance into the carpark and exit from the main car parking area is also covered by ANPR cameras.
- If anyone finds their car to be damaged, they should contact the police and complete a DATIX.
- The Estates Department are responsible for making sure the car parks are well lit, any holes or trip hazards are rectified as soon as possible.
- Estates will be responsible for ensuring that all access and egress routes are gritted and will endeavour to grit any vacant spaces.

- All car park users have a responsibility to report any faults or damage. Staff should do this through the Estates Help Desk.

6. Equality and Diversity

The State Hospitals Board (the Board) is committed to valuing and supporting equality and diversity, ensuring patients, carers, volunteers and staff are treated with dignity and respect. Policy development incorporates consideration of the needs of all Protected Characteristic groups in relation to inclusivity, accessibility, equity of impact and attention to practice which may unintentionally cause prejudice and / or discrimination.

The Board recognises the need to ensure all stakeholders are supported to understand information about how services are delivered. Based on what is proportionate and reasonable, we can provide information/documents in alternative formats and are happy to discuss individual needs in this respect. If information is required in an alternative format, please contact the Person-Centred Improvement Lead on 01555 842072.

Line Managers are responsible for ensuring that staff can undertake their role, adhering to policies and procedures. Specialist advice is available to managers to ensure that reasonable adjustments are in place to enable staff to understand and comply with policies and procedures. The EQIA considers the Protected Characteristic groups and highlights any potential inequalities in relation to the content of this policy.

Carers / Named Persons are encouraged to highlight any barriers to communication, physical disability or anything else which would prevent them from being meaningfully involved in the patient's care (where the patient has consented) and / or other aspects of the work of the Hospital relevant to their role. The EQIA considers the Protected Characteristic groups and highlights any potential inequalities in relation to the content of this policy".

The volunteer recruitment and induction process supports volunteers to highlight any barriers to communication, physical disability or anything else which would prevent them from contributing meaningfully to patient care and / or engage in other aspects of the work of the Hospital relevant to their role. The EQIA considers the Protected Characteristic groups and highlights any potential inequalities in relation to the content of this policy.

7. Stakeholder Engagement

Key Stakeholders	Consulted (Y/N)
Patients	N
Staff	Y
TSH Board	Y
Carers	Y
Volunteers	Y

8. Communication, Implementation, Monitoring and Review of Policy

This policy will be communicated to all stakeholders within The State Hospital via the intranet and through the staff bulletin.

The Security, Resilience, Health & Safety Oversight Group will be responsible for the implementation and monitoring of this policy.

This policy will be reviewed every three years or earlier if required.

CAR SECURITY

In line with the NHS Scotland Security Campaign here is some general information which could reduce the likelihood of you being a victim of car crime:

- Park in an area that has good lighting if possible and don't leave anything in view within your car. Anything at all can attract the attention of opportunity thieves.
- Don't keep important documents in your car including your car registration document, insurance certificate and driving license.
- Close all windows and lock the doors on leaving your car – even for a short period of time. If you have alloy wheels fit lockable wheel nuts.
- Most vehicles have a steering lock as standard - make sure it is engaged when you leave your car - and remove the ignition key.
- Also remove the ignition key and lock your car when filling up at a petrol station or popping into a shop for a few minutes.
- If you use a "sat nav" remove the device, cradle and leads when you are away from your car. Remember to wipe suction marks from the windscreen or dashboard.
- When at home always keep your car keys in a safe place which is out of sight and away from windows and doors.

If you see anyone acting suspiciously in or around any of the car parks at work, please contact the Security Department, providing a clear description of the person and the direction in which they may have gone.