



STAFF TRAVEL PLAN FOR BROOK HOUSE (376 SLADE LANE)

Introduction:

This Travel Plan is designed to reduce car use and provide improved travel options to employees of Daisy-Fieldz Care (Brook House).

The company's commitment to sustainability is underpinned by the principles in this plan. Whilst it is recognised that some alternatives may not always be practical in all circumstances but in choosing alternatives to a car, individuals will be able to contribute to the targets for reducing pollution and congestion as well as championing climate change actions.

Scope:

The travel plan has been written as a request which Manchester city council local Planning authority has made and Daisy-Fieldz has the believe that the aims and objectives will be fully backed by the council.

Policy Framework: This plan is designed to be consistent with other key council plans, including the Local Transport Plan, the Air Quality Management Plan, and the emerging Climate Change Action Plan, all of which aim to reduce traffic in the city.

Principal Aims:

- To develop reasonable alternatives for any employee wishing to use their private vehicle for work. •
- To reduce unnecessary car usage by employees and reduce congestion.
- To encourage development and use of alternative methods of travel.
- To encourage those who must travel to do so in a way that minimises the environmental impact.
- To adopt the principle that car usage should not attract financial gain
- To reduce the negative environmental effects of car usage.
- To allow equality of access to workplaces and work facilities for those who do not have access to a private car.
- To ensure health and safety considerations are fully considered when assessing staff travel options.

Objectives:

- To raise staff awareness of travel issues and stimulate change in behaviour towards more sustainable and healthy travel options.
- To encourage cycling, walking and the use of public transport.
- To establish clear baseline targets following the collection of staff travel data
- To reduce the number of single occupancy commuter trips should the pandemic permits

- To provide pool cars to minimise use of private vehicles and increase usage depending on the pandemic situation.
- To reduce the amount of privately claimed business mileage
- To reduce and where necessary limit off street parking to minimise environmental parking congestion

Responsibilities:

Managers:

- The Management Team at Daisy-Fieldz Care has given its full support to this Staff Travel Plan, which has at its heart, an objective to reduce car parking on the nearby streets and the care home location at 376 Slade Lane.
- To underpin the policy, it will be a requirement that team plans include alternative travel objectives e.g., reviewing the need to travel and where travel is required promoting use of public transport and pool cars.
- Individual management objectives will include reviewing sustainable transport options for teams and a reduction in travel.
- To Monitor and survey travel patterns of staff for the first 3 months and there after in order to understand, amend and manage future staff travel plans sustainably.
- Encourage cycling amongst staff members as an incentive scheme to reduce the use of personal cars.
- Ensure risk assessments on staff travel arrangements are undertaken and complied with.

- Managers will, wherever practicable and without decreasing service efficiency, encourage flexible working for staff.

Employees:

- All staff should consider whether they need to travel into their work location by car and seek suitable alternatives e.g., cycling, public transport, walking.
- Staff travelling within work should explore public transport options/pool car options before using their private car should the pandemic permits.
- Staff should make optimum use of diary planning to minimise the number of journeys e.g., making visits at the start or end of their working day.
- All staff should comply with the requirements of the Staff Travel Plan

Human Resources:

- Information about the Staff Travel Plan will be included in all recruitment material.
- Staff Travel Plan information will be included in the induction process.
- To review the effectiveness of travel plan and make changes when required in line with health and safety regulations and any other policy framework underpinning this plan.