



## **Guidance information**

### **Car Parking at Ty Dysgu**

#### **Staff Parking**

The aim of this guidance is to ensure that access to car parking for staff and contractors is given consistently, fairly, and safely in relation to the limited number of parking facilities available.

Current Capacity is 97 including 3 Electric Vehicle bays and 2 disabled bays.

The car park is strictly **for staff and contractors**. Visitors should not park in Ty Dysgu.

Staff parking is based on a first come, first served basis. If there are no spaces available, you will have to look for parking off site.

If you do not have access to either disabled or EV charging bays, please refrain from using them and find alternative parking offsite.

It should be emphasised that car parking in Ty Dysgu is at the car owner's risk but if there are any incidents on site, we are able to review footage from CCTV cameras that covers most areas of the car park.

#### **Barrier System**

Ty Dysgu has an ANPR barrier system that allows access via vehicle registration numbers. The barrier will only allow 97 cars into the car park and will restrict entry when full. Staff will be required to inform HEIW Reception (HEIW.Reception@wales.nhs.uk) of their vehicle registration numbers.

All staff need to notify the Reception team of their vehicle registration number to ensure barrier access and secondly to contact the owner if required.

**On entry using the barrier system, please do not tailgate the car in front of you during busier periods to avoid capacity being exceeded.**

### **Visitors**

Spaces **cannot** be reserved for visitors and as such they should be informed prior to attending Ty Dysgu to find alternative parking off site.

Visitors who attend and have not been advised of these arrangements will be informed at reception to find alternative car parking outside of the Ty Dysgu site.

There is on-road parking available in the area surrounding Ty Dysgu but please avoid Quarry Street, the residential street opposite, as it prevents the residents of the two properties accessing their homes.

Please do not inform visitors to park in Coleg Y Cymoedd.

### **Unloading**

Visitors needing to drop off/collect any heavy items i.e. teaching materials will find adequate loading/unloading space near the front door drop off these items but will be required to park their cars off site.

### **Contractors**

For operational requirements contractors are permitted to park in the Ty Dysgu site as they require access to tools and other equipment but should be briefed in relation to site car parking restrictions. Where contractors are required to park vehicles on site for extended periods to fulfil their obligations, they should liaise in advance with the Corporate Services team.

### **Operational hours**

Parking in Ty Dysgu opens at 7am and closes at 7pm. Alternative arrangements such as overnight parking must be arranged with the Corporate Services team as the security team will need to be informed if vehicles are left overnight.

## **Safety**

Ty Dysgu has a controlled car parking area with clearly marked vehicle and pedestrian areas. To mitigate the risk of any vehicle collisions or danger to pedestrians in the car park, staff should only park in the spaces marked with white lines.

The clearly marked yellow lines indicate where it is unsafe to park, for example, where the road narrows making it particularly dangerous for large vehicles to access the site and for drivers to have to reverse. This also prevents cars from blocking emergency services access.

Cones have also been placed on the road where it narrows or on the pavement to protect the safety of pedestrians.

**It is extremely important for the safety of all staff at Ty Dysgu to ensure that the emergency services can attend the site with no access issues in the event of an emergency. Pavement areas should be clear for pedestrian use. Any unauthorised parking on the pavement areas or yellow lines is prohibited and should be reported to reception. These incidents will be recorded and reported to the Senior Executive team.**

Unauthorised parking includes;

- Parking in restricted areas covered by yellow lines and no parking signs
- Parking in reserved spaces (Disabled and Electric car charging)
- Parking over multiple spaces, on grass verges, on pavements.
- Blocking the road or other vehicles.
- Speeding above 5 miles per hour.

## **Disabled and Electric Parking Bays**

### **Disabled Parking**

There are 2 disabled bays located at the front entrance of Ty Dysgu. All staff who are blue badge holders need to forward a photocopy to the Facilities and Compliance Manager as evidence to receive a parking permit (no other eligibility criteria apply). The designated space will be highlighted as reserved on the wall directly opposite the space.

Visitors who are also blue badge holders can also request the reservation of a disabled parking space by submitting a request to the Reception team giving as much notice as possible.

## **Electric Car Charging**

Electric vehicle (EV) charging is for staff only.

There are 3 allocated electric car charging bays in the Ty Dysgu car park located just left of the entrance into the site. Vehicle charging signs are highlighted on the building for the 3 bays.

Costs per kWh of charging are set by the Corporate Services team and may be subject to change. The current costs are highlighted within the website/app.

These can be booked in either morning or afternoon time slots with the Reception team. Fair usage will be monitored by the Corporate Services Team.

Once charging is complete or the timeslot has ended the car must then be moved to another space, especially if the car charging bay is reserved for other vehicles. If the bays are not reserved, then staff are permitted to use unless other spaces are available. Please liaise with the Reception team.

## **Registering for staff EV charging**

1. Staff must register with [EV Charge Online](#) and create a profile to use the chargers. Use your NHS email account to register.
2. Open the 'My Profile' tab.
3. Open the 'Driver Groups' tab.
4. Enter unique key 'TY-HEIW Staff'
5. Top up wallet
6. Start charging.

There are no QR codes on the devices. Staff will be required to search for the 3 devices using the website or app. The charger IDs are shown below.

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15/03/2022