



GIG
CYMRU
NHS
WALES

Addysg a Gwella Iechyd
Cymru (AaGIC)
Health Education and
Improvement Wales (HEIW)

Guidance information

Car Parking at Ty Dysgu

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

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 i.e. where the road narrows making it particularly dangerous for large vehicles to access the site and for drivers to have to reverse and to prevent cars from blocking ambulance/fire engine access to the emergency exit in the event of an incident/emergency. Bollards have also been placed on the road where it narrows or on the pavement to protect the safety of pedestrians.

Rather than revert to a wheel-clamping scheme or other measures to enforce parking restrictions on this site, we would kindly ask staff not to park on the yellow or remove the bollards from their current positions – they are there for several important reasons and it is really important for all members of staff to adhere to this.

It has been agreed that as there is limited car parking space at Ty Dysgu (97 car parking spaces which includes 3 disabled car parking spaces) that this is now a staff only car park based on a first come, first served basis. If there are no spaces available, you will have to look for space off site.

All staff need to notify the Reception team of their vehicle registration number in the event that any alarms go off or if the car needs moving and the owner needs to be contacted.

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 cover all areas of the car park.

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 should be informed at reception to find alternative car parking outside of the Ty Dysgu site.

There is also 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.

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.

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 Planning team.

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

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 3 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 Facilities and Compliance Manager giving as much notice as possible.

Electric Car Charging

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.

These can be booked in 1-hour time slots with the reception team.

Once charging is complete 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.

Barrier System (Likely to be installed February 2019)

We are looking to install a barrier entrance system in the near future to control the parking at Ty Dysgu. This will be for staff only and will be ANPR operated. Once installed this system will address many of the issues we have at present regarding unauthorised and dangerous parking. Until this system is in place it is important that all staff follow the rules and park only in the allocated marked bays.