

## Site Audit

	Person responsible	Date completed
Site plan		
Site area map		
Site name and address		
Site access points		
Building access points		
Arrival / Reception		
Local facilities		
Business and inter-site travel		
HR policies		
Pedestrians		
Cyclists		
Bus stops and services		
Rail stations and services		
Car sharing		
Car parking		
Road freight / goods deliveries / service vehicles		
General comments from site manager		
General comments from site auditor		

## Site name and address

<i>Name of site:</i>	
<i>Address:</i>	
<i>Post Town:</i>	
<i>County:</i>	
<i>Postcode:</i>	
<i>Contact for the site audit:</i>	
<i>Email address:</i>	
<i>Phone :</i>	
<i>Fax:</i>	
<i>Date form completed:</i>	

<i>What kind of site is it?</i>	
<input type="checkbox"/> Part of a building <input type="checkbox"/> One entire building and own grounds <input type="checkbox"/> Several buildings in own grounds <input type="checkbox"/> One building in an urban centre or industrial estate <input type="checkbox"/> Several buildings in an urban centre or industrial estate <input type="checkbox"/> Entire industrial estate Entire urban centre	

<i>Future development plans for the business</i>	
<i>Shared Site</i>	Yes / No
<i>Name of other organisation(s)</i>	





## Business and inter-site travel

<i>Do employees travel for business?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Are there company / pool vehicles available for use?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>How many?</i>	
<i>Do any of the pool vehicles run on clean fuel (LPG / electric, etc) Please specify how many and type of fuel</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Do employees use company vehicles for business travel?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Do employees use their own cars for business travel?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>What rate of business mileage do employees receive for using their own vehicles?</i>	p per mile

<i>Are tele-conferencing facilities available?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Where?</i>	
<i>Are video-conferencing facilities available?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Where?</i>	

<i>Do employees make inter-site business travel trips?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Is there any corporate policy relating to business travel?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Is there any corporate policy relating to inter-site travel?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## HR Policies

<i>Are there policies in operation and being implemented for the following</i>			
<i>Flexi-time?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Job Sharing?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Compressed working week?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Home working?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<i>Free rail / bus season tickets?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Incentives for relocating staff to move closer to the place of work</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Subsidised Rail / bus season tickets?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Interest free loans to purchase tickets?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Guaranteed ride home for staff who car share?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Interest free loans to purchase bicycles?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Other</i>	
<i>IFL to convert cars to cleaner fuels?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		

## Pedestrians

Mark essential walking routes on the site map	
<i>Are pedestrians separated from vehicular traffic on the site?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Are all formal walking access paths paved?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Do all formal walking access paths feature dropped curbs for ease of use?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Are all formal walking routes well lit?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Any stretches of route unlit after dark?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Do formal walking routes have necessary pedestrian crossings?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Do roads next to formal walking routes have necessary traffic calming measures?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Are any routes ever obstructed; e.g. flooding / overgrown vegetation?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Cyclists

Mark essential cycling routes and cycle parking (designated and informal) on the site map	
<i>Are cyclists separated from vehicular traffic on the site?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Are all formal cycling routes along busy vehicular routes?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Are any cycling routes along cycle paths / off road / quiet streets?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<i>Cycle training offered?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Shower &amp; changing facilities (inc. secure storage whilst this area is in use)?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Secure storage for bicycle gear during business hours (lockers)?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<i>Number of designated cycle parking spaces?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>How many designated spaces are secure (i.e. bikes lockable to a secure frame)?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Number of covered secure cycle parking spaces?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Is cycle parking visible from the employee's area?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Is CCTV used to monitor lock-up areas?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Is the cycle parking area well lit?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Is the cycle parking close to the entrances used by cyclists?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Are there areas where people informally park / store their bicycles (railings / offices)?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Where?</i>	
<i>Is there corporate policy relating to cycle use?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>What rate of business mileage do employees receive for using their bicycles?</i>	p per mile



## Rail stations and services

Mark the location of nearby railway stations on the site map

Station	Route description	First Train	Last Train

<i>Station</i>				
<i>How far to the site? (m)</i>	m	m	m	m
<i>From the station can you see the main entrance?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Is the site signposted?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Car sharing

<i>Does a car sharing scheme exist for the site?</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Is it formal?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Is it informal?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>How many members</i>		<i>How many members</i>	

## Car Parking

<i>Total number of formal car parks</i>	
<i>Total number of car parking spaces on your site:</i>	
Mark car parking on the site plan, include informal parking where cars are permitted and mark it as such	
<i>Do people park on areas of the site not designated for car parking?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Do employees park off-site due to lack of on-site parking?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Do authorised visitors, clients or contractors have to park off-site?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Is there a permit system in operation?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Are cars held back to give priority to pedestrians / cyclists exiting the site?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Have there been any 'near misses' / accidents between cars &amp; pedestrians / cyclists?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Are there salary related packages relating to parking?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Is there a company car policy?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Car Park (name / number)			
How is access to this car park controlled?			
Total number of car parking spaces:		Number of accessible spaces:	
Number of spaces for pool vehicles:		Number of spaces for car-share vehicles:	
Number of spaces for contractors:		Number of spaces for visitors:	
Number of spaces for motor-scooters / motor-cycles:		Number of other designated spaces (ambulance / bus / MD, etc):	
If you charge for use of this car park, give details here:			

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Number of spaces for contractors:		Number of spaces for visitors:	
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