



Site Audit

1. What is your postcode?

.....

2. How many people work for the company?

Full time.....

Part Time.....

Shift workers

Seasonal workers

3. Hours of operation

.....

.....

4. Shift times

.....

Public transport

5. How far is the nearest bus stop from your site:?

.....mins walk

Don't know / not sure

6. How far is the nearest train station from your site?

.....mins walk

7. Are staff provided with public transport information?

Yes

No

If yes, what type of information can they access?

(tick all that apply)

Leaflets (general information)

Timetables (print)

Intranet/network

Staff noticeboards

Other (please specify).....

.....

8. Do you have public transport information as part of the directions to get to your site?

Yes

No

9. Do you have a website?

Yes

No

What is your website address?

.....

10. Is public transport information also included on your website?

Yes

No

Cycling and walking facilities

11. Do you have bicycle storage facilities?

Yes (please specify type and quantity)

.....

.....

No

12. Do you have showers for staff use?

Yes (please specify how many)

.....

No

13. Do you have lockers for staff to use?

Yes (please specify how many)

No

14. Are footways serving the site well lit?

Yes

No

Don't know

15. Is there any onsite provision for motorcycles?

Yes (please specify)

.....

No

16. Do you have CCTV on site to protect walkers and cyclists?

Yes

No

17. How many car parking spaces do you have on site?

Of these, how many are reserved for:

Disabled.....

Visitors.....

Management.....

Pool cars.....

Car sharers.....

None of the above.....

18. Is there a permit system for the car park?

Yes

No

19. Are there enough spaces for staff?

Yes

No

20. Do you have CCTV overlooking cars?

Yes

No

Business travel

- 21. How many pool vehicles are available for staff use?
.....
- 22. How many delivery vehicles do you have?
Please state type of vehicles:
.....
- 23. How many employees have company cars?
.....
- 24. Do any of the company or pool vehicles run on clean fuel (gas / electric / other)
 - Yes (please specify how many and type of fuel).....
.....
.....
 - No
- 25. How much business mileage do employees get paid for using their own cars?.....p per mile
- 26. How much business mileage does the company do in total per year?..... miles
- 27. Do you pay business mileage for cycle use?
 - Yes
 - No
- 28. Does your company use any haulage or courier companies for regular deliveries?
 - Yes
 - No
- 29. How often does your company require deliveries of goods to come into your site?
 - Every day
 - Once a week
 - Once a month
 - Less often
- 30. How often does your company require goods to be delivered from your site?
 - Every day
 - Once a week
 - Once a month
 - Less often
- 31. Do haulage companies have difficulties in finding your site?
 - Yes
 - No
 If yes please specify the problems.

Company Policy

Please note, the following questions are not applicable to all companies. Please tick the N/A box if this is the case.

- 32. Does your company allow:
 - Flexi-time working
 - Compressed week working (eg: nine day fortnight)
 - Job sharing
 - Term-time working
 - Remote working
 - N/A
- 33. Does your company have a system of hot-desking?
 - Yes
 - No
 - N/A
 If yes, how many staff regularly work from home?

- 34. Does your company allow staff to work from home?
 - Yes
 - No
 - N/A
- 35. Does your company have video-conferencing facilities?
 - Yes
 - No
 - N/A
- 36. Does your company have an on-site crèche?
 - Yes
 - No
 - N/A
- 37. Does your company have a canteen?
 - Yes
 - No
- 38. Does your company provide a shuttle/taxi service to the local bus or train station?
 - Yes
 - No
- 39. Does your company provide any of the following (please tick all that apply)?
 - Free rail / bus season tickets
 - Subsidised rail / bus season tickets
 - Interest free loans for rail / bus season tickets
 - Interest free loans for purchase of bicycles
 - Interest free loans to convert petrol cars to cleaner fuel
 - Clothing or equipment allowance for walkers / cyclists
 - Incentives for relocating staff to move closer to the place of work
 - Guaranteed ride home for staff who car share, take public transport, walk or cycle
 - Other (please specify)

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