

Reference Number: UHB 546
Version Number: 1 unless document for review

Date of Next Review:
10/02/2027
Previous Trust/LHB
Reference Number: UHB
546

Car Parking Management

Policy Statement

To ensure the Health Board delivers its aims, objectives, responsibilities and legal requirements transparently and consistently, we will, in accordance with WHC *Car Parking Management – guidance for NHS Wales* (2018) 010: implement a parking policy that will:

- Provide help and advice on car parking matters within the UHB site and at its Park & Ride facilitie(s).
- Protect disabled parking spaces, maintaining a safe traffic flow around sites and ensure clear and safe access routes for emergency vehicles are maintained;
- Encourage and outline some provided means to people to use alternative means of travel, reducing greenhouse gas emissions e.g Park & Ride service;
- Encourage the development of sustainable travel hubs; and
- To prevent unauthorised parking and encourage people to only park on hospital sites for hospital related business.
- To prevent unauthorised use of the hospital grounds.

Policy Commitment

Parking at UHB sites will remain free of charge (unless Welsh Government advice changes) and the UHB will maintain proportionate enforcement measures to address illegal parking and access issues. Car parking management will recognise that each site can have different parking issues relating to their location, the footprint of their estate, the number of spaces etc., and will enable car parking facilities to be managed to ensure patients, visitors, staff, emergency services, public transport operators and authorised contractors can safely access Health Board premises.

This will be achieved through the appointment a British Parking Association approved external parking enforcement supplier that meets the UHB specification embodying the UHB's expectations and values. The UHB will also maintain a staffed parking office to provide an internal administrative function as well as offering advice and help in addressing concerns for site users.

This policy will commit to the following main principles:

- Where it is safe and reasonably practical to do so, priority parking in proximity of the health care premises main entrances will be given to our patients, and disabled patients and staff drivers who display a valid disabled driver badge.

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- The UHB does not provide designated individual staff or departmental parking areas, other than the segregation of staff parking from that for patients and visitors. The Health Board will provide and operate a hospital permit parking scheme providing prioritised access for certain key staff at the main hospital sites. Discussion RE general v multisite at UHW and UHL]
- Parking management for staff parking will operate in accordance with the hospital permit scheme set criteria. Site parking capacity and the number of permit parking spaces available to be allocated is limited. Once allocated a permit, a space will not be guaranteed.
- Site parking areas will be clearly segregated into disabled patient/visitor, staff permit area, and where required, fleet and contractor parking areas. Suitable time limited drop off and pick up zones will be provided at the main entrances to all hospital sites. Parking enforcement will be used to manage and protect these parking areas.
- Parking enforcement will be deployed at all sites, roadways and pathways where parking management activity, and inconsiderate and unsafe parking is deemed to impact on safe traffic and pedestrian management and where parking is problematic.
- Whilst the management of traffic on Health Board sites has compliant Highways Agency signage and road markings to indicate parking restrictions, parking enforcement is also carried out using British Parking Association (BPA) Code of Practice bilingual approved signage to indicate to motorists that a parking enforcement scheme is in operation and takes precedence in respect of the issue of civil penalty notices.

Supporting Procedures and Written Control Documents

This Policy describes the following with regard to Car Parking Management.

- **Provision of Guidance and Support:** Offers help and advice on car parking matters across all Cardiff and Vale University Health Board (UHB) sites, including Park & Ride facilities.
- **Accessibility and Safety:** Ensures the protection of disabled parking spaces, maintains safe traffic flow, and guarantees clear access routes for emergency vehicles, and pedestrians.
- **Sustainable Travel Promotion:** Encourages the use of alternative travel methods such as Park & Ride services and supports the development of sustainable travel ideas to reduce greenhouse gas emissions.
- **Parking Enforcement and Regulation:** Implements proportionate enforcement measures to prevent unauthorised parking and ensure that parking is used solely for hospital-related purposes.

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- **Permit-Based Staff Parking:** Operates a points-based hospital permit parking scheme for staff, prioritising essential users while acknowledging that a permit does not guarantee a space.
- **Designated Parking Areas:** Clearly segregates parking zones for disabled users, staff, fleet vehicles, contractors, and includes time-limited drop-off/pick-up zones at main entrances.
- **Use of Approved Enforcement Providers:** Employs a British Parking Association (BPA) approved external enforcement supplier and uses bilingual signage in line with the BPA Code of Practice.
- **Internal Administrative Support:** Maintains a staffed parking office to manage administrative functions and assistance to site users.
- **Compliance with Legislation:** Aligns with the Welsh Government’s WHC (2018) 010 guidance, the Equality Act 2010, and the Welsh Language Act 1993.

Other supporting documents are:

- WHC (2018) 010
- Welsh Language Act 1993

Scope

This policy applies to all of our staff in all locations including those with honorary contracts, and to all users of car parking bays and the roads on UHB sites.

Equality Impact Assessment

An Equality Impact Assessment (EqIA) has been completed and this found there to be a positive impact. *Please see appendix A*

Health Impact Assessment

A Health Impact Assessment (HIA) has been completed and this found there to be a positive impact. Key actions have been identified and these can be found incorporated within this policy. Please see appendix B.

Policy Approved by

Digital & Infrastructure Committee

Accountable Executive or Clinical Board Director

Geoff Walsh, Director of Capital, Estates & Facilities

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Disclaimer
If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Governance Directorate](#).

Summary of reviews/amendments			
Version Number	Date Review Approved	Date Published	Summary of Amendments
1	10/02/2026	11/02/2026	<i>New Document</i>

Appendix A

Equality Impact Assessment (EqIA)

Reference Number: TBA

Version Number: 1

Date of Next Review: To be included when document approved

Previous Trust/LHB Reference Number: Not Applicable

Policy Title: Car Parking Management

1. Aim of Policy

To implement a car parking management policy that ensures fair and transparent access to parking facilities, supports sustainable travel, and prevents unauthorised parking while addressing site-specific issues at University Health Board (UHB) premises.

2. Objectives

- Provide advice on car parking matters across UHB sites.
- Protect disabled parking spaces and ensure emergency vehicle access.
- Promote alternative means of travel to reduce greenhouse gas emissions.
- Develop sustainable travel initiatives.

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- Prevent unauthorised parking and ensure parking is used for hospital-related purposes only.

3. Data and Evidence Used

- **WHC (2018) 010:** Welsh Government guidance on car parking management.
- **Equality Act 2010:** Ensures compliance with obligations to prevent discrimination.
- **Welsh Language Act 1993:** Compliance with bilingual requirements for signage and communications.
- Points-based eligibility criteria for permit allocation.

4. Groups Affected by the Policy

This policy applies to all UHB staff, patients, visitors, and contractors using car parking facilities. It includes specific considerations for:

- **Disabled users:** Blue Badge holders and those requiring reasonable adjustments.
- **Staff with medical conditions:** Priority permit access based on need.
- **Essential car users:** Staff requiring cars for multi-site work or on-call duties.
- **Parents and carers:** Those with documented caring responsibilities.
- **Staff working anti-social hours:** Early morning or late-night shifts with limited public transport options.
- **Car sharers and sustainable transport users:** Incentivised through the permit system.
- **Park and Ride users:** Incentivised through the permit system.

5. Assessment of Impact

Positive Impacts:

1. **Disabled Access:**
 - Protects disabled parking spaces and prioritises permits for staff with disabilities.
 - Ensures compliance with the Equality Act 2010.

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2. Sustainability:

- o Encourages use of Park & Ride services and car-sharing.
- o Supports UHB's commitment to reducing carbon footprint such as providing cycling facilities.

3. Fairness and Transparency:

- o Points-based permit allocation ensures equitable access based on need.

Potential Negative Impacts:

1. Permit Limitations:

- o Staff living close to sites or with viable public transport options may have limited access to permits, potentially disadvantaging those without reliable transport alternatives.

2. Anti-social Hours Staff:

- o Limited public transport availability for early/late shifts may create difficulties for some staff.

Mitigations:

- Ensure public transport information and car-sharing schemes are well-promoted and accessible.
- Regular reviews of permit allocation criteria to address unforeseen issues or emerging needs.
- Parking office to assist site users with concerns or queries.

6. Actions Identified

- **Bilingual Signage:** Ensure all parking-related signage and communications comply with the Welsh Language Act 1993.
- **Monitoring and Feedback:** Regularly review policy implementation and adjust as needed based on stakeholder input.
- **Reasonable Adjustments:** Prioritise and clearly communicate options for reasonable adjustments for staff with disabilities or medical conditions.

7. Decision-Making

The EqIA concludes that the Car Parking Management Policy will have a predominantly positive impact, promoting equitable and sustainable practices. Identified negative impacts have been mitigated through

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targeted actions. The policy should proceed to implementation with ongoing monitoring.

8. Governance and Approval

Policy Approved by: [Insert Committee/Board Name]

Date Approved: [Insert Date]

Accountable Executive: [Insert Post Title]

9. Monitoring and Review

- **Review Period:** Annually or as required based on stakeholder feedback or legislative changes.
- **Responsible Department:** Transport and Sustainable Travel

10. Contact Information

For further information or to provide feedback on this policy, please contact the Head of Transport and Sustainable Travel

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Appendix B

Health Impact Assessment (HIA) for Car Parking Management Policy

Introduction

This Health Impact Assessment (HIA) evaluates the potential health effects of the Car Parking Management Policy implemented by the University Health Board (UHB). The policy aims to ensure equitable access to parking, promote sustainable travel, and maintain safety and accessibility across UHB sites.

Policy Overview

The Car Parking Management Policy outlines a framework for managing parking facilities across UHB premises. Key components include:

- Free parking (subject to Welsh Government guidance)
- Prioritisation of disabled and patient parking
- Promotion of sustainable transport (e.g., Park & Ride, car sharing)
- Enforcement of parking regulations to ensure safety and access

Population Groups Affected

- Patients and Visitors
- Staff (including those with disabilities or medical conditions)
- Contractors and Emergency Services
- Public Transport Users and Car Sharers

Potential Health Impacts

Positive Impacts

- Improved Accessibility: Prioritised parking for disabled users and patients enhances access to healthcare services.
- Environmental Health: Promotion of sustainable travel options (e.g., Park & Ride, cycling) contributes to reduced air pollution and greenhouse gas emissions.
- Physical Activity: Encouragement of walking and cycling supports physical health.
- Mental Wellbeing: Clear signage, fair permit allocation, and a staffed parking office reduce stress and confusion for users.

Negative Impacts

- Transport Inequity: Staff without access to reliable public transport, especially during anti-social hours, may face challenges.

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- Permit Allocation Stress: Limited permits and no guaranteed spaces may cause anxiety among staff.

Mitigation Measures

- Enhanced Communication: Promote awareness of public transport options and car-sharing schemes.
- Flexible Permit Criteria: Regularly review and adapt permit allocation to reflect changing needs.
- Support Services: Maintain a responsive parking office to address user concerns and provide assistance.

Recommendations

- Ongoing Monitoring: Collect feedback from users and adjust policy implementation accordingly.
- Stakeholder Engagement: Involve staff, patients, and community representatives in future reviews.
- Health Metrics: Track indicators such as air quality, staff satisfaction, and accessibility complaints to measure health outcomes.

Conclusion

The Car Parking Management Policy is likely to have a positive overall health impact, particularly in promoting accessibility, sustainability, and fairness. Identified risks are manageable through proactive mitigation and continuous policy evaluation.