

Healthy Travel Charter Standards for Wales



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Cymru
Public Health
Wales



Llywodraeth Cymru
Welsh Government



TRAFNIDIAETH CYMRU
TRANSPORT FOR WALES



The **Healthy Travel Charter Standards** are a flexible framework for organisations in Wales to promote healthy and low carbon travel. By signing up to the Standards, employers can improve the mental wellbeing of their staff, reduce sickness absence and lower carbon emissions; while employees benefit from increased physical activity, lower stress levels and better overall health. A points-based system with three achievement levels recognises your progress, with freedom to choose different actions across themes, levels and your office sites.

Help Wales move better, together — contact us for further information and to sign up today.

Walking and cycling



1
point

for each
action achieved

Promote cycle training and maintenance sessions being run by other organisations

Provide Cycle to Work scheme

Provide cycle parking

Provide accessories to encourage walking and cycling

Arrange free Dr Bike (cycle maintenance) sessions for staff at least annually

Adopt an 'active wear for active travel' or 'Active Soles' approach

2
points

for each
action achieved

Run a pool bike scheme for staff

Achieve Cycle Friendly Employer accreditation Bronze or Silver

Provide secure, covered cycle parking

Provide showers for staff

Provide staff with free or discounted membership to public cycle hire schemes (where available)

Provide Cycle to Work scheme with limit of at least £2k, available in one or more purchase windows

3
points

for each
action achieved

Achieve Cycle Friendly Employer accreditation Gold

Provide clothing drying racks

Provide lockers for staff walking or cycling

Provide a Park and Cycle facility for staff

Provide the Cycle to Work scheme to staff with a limit of at least £2k, available year round

Work with a public cycle hire provider (where available) to locate one or more hire stations on your site

Public transport



1
point

for each
action achieved

Sign up to and promote existing public transport discounts available to businesses in your area

2
points

for each
action achieved

Offer public transport season ticket loans to staff

Work with one or more public transport providers to agree bespoke discounts or offers

3
points

for each
action achieved

Provide live public transport timetable information screens e.g. in entrance areas

Provide public transport discounts or offers with all major local providers

Commit to locating any new workplaces near public transport routes

Provide a free Park and Ride facility for staff

Reducing emissions



1
point

for each
action achieved

Have a time-bound plan in place to replace all non-specialised fleet vehicles with zero emission vehicles

Have a time-bound plan in place for EV chargers at all site(s) where required based on current and predicted need

2
points

for each
action achieved

Provide a purchase scheme or discounts on electric vehicles (EVs) for staff

Provide zero emission pool or car club vehicles for business travel

Specify zero emission vehicles must be used in any taxi contracts

Have EV chargers available at all site(s) where required based on current and predicted need

3
points

for each
action achieved

Offer protected parking spaces for staff who car share

Reduce the ratio of car parking spaces to whole-time equivalent staff compared to baseline levels

Require the use of pool or car club vehicles for business travel, where these are lower emission than an employee's own car

All non-specialised fleet vehicles are zero emission

Offer training to staff driving fleet or grey fleet vehicles in protecting vulnerable road users

Comms and engagement



1
point

for each
action achieved

Provide clear travel directions to publicly-available sites on your website, with walking, cycling and public transport options listed first

Provide clear and up-to-date information for staff on facilities, services and discounts available to them to travel sustainably

Use communications messages in the recommended toolkit(s) throughout the year

Participate in at least two national campaigns related to sustainable travel each year (e.g. Cycle Week, Walking Month, Clean Air Day)

2
points

for each
action achieved

Establish a network of staff sustainable travel champions

Listen and respond to staff views on sustainable travel, for example by running a regular survey (at least annual) or setting up a staff group for gathering feedback

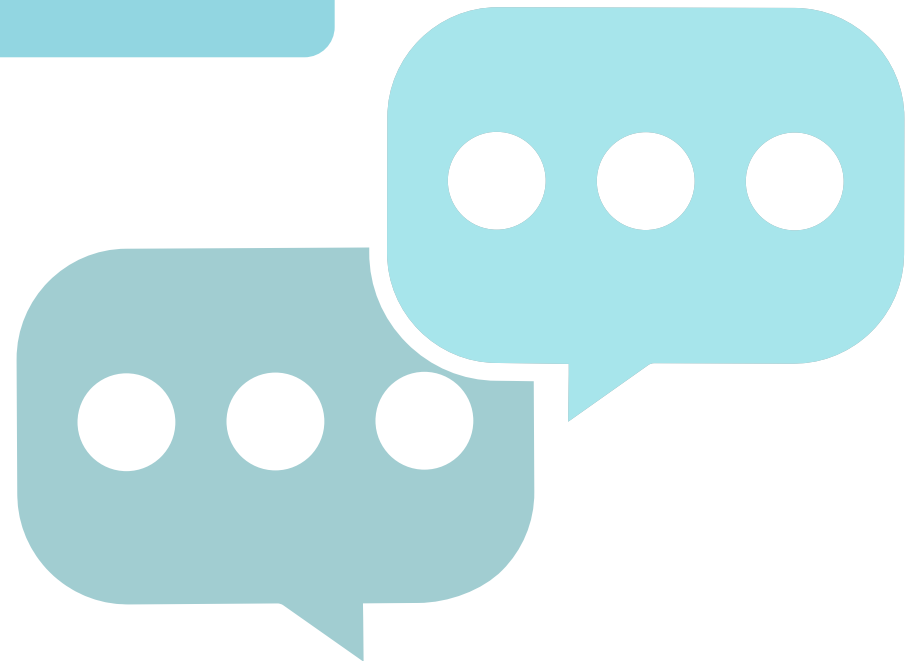
Provide a map of your main site(s) showing relevant pedestrian routes, cycle facilities (including storage and showers and recommended routes), and public transport stops and services, available on your website

3
points

for each
action achieved

Use a recognised behavioural science framework to develop tailored comms messages and interventions to support your staff and/or visitors to travel sustainably

Assess and track staff travel mode in a representative and repeatable way, for example by a mandatory staff survey; recording in staff record; or a site survey observing travel behaviour



Corporate policy, strategy and culture



1 point

for each action achieved

Organise competitions and incentives to encourage healthy travel

Encourage and support agile and flexible working where available for staff

When holding face to face events, choose a location which is easy to get to by sustainable modes; and when advertising the event, provide walking, cycling and public transport directions first

Include your organisation's commitment to supporting sustainable travel, and your commitment to the Healthy Travel Charter standards, in job adverts

Raise awareness of travel expenses staff can claim for cycling, public transport and car share

Submit a case study of an action you have taken to support healthy and sustainable travel in your workplace

2 points

for each action achieved

Develop an overarching travel plan for your organisation

Identify a named senior lead (Executive/Board or equivalent level) for sustainable travel

Set ambitious modal shift targets and monitor progress against these

Work with public transport providers, local authorities and the corporate joint committees (CJC) in your region(s) to give input on transport networks

3 points

for each action achieved

Agree a recurring corporate budget for sustainable travel

Enable staff hot-desking at venues closer to where they live, e.g. local offices, remote working hubs

Develop and implement sustainable travel plans for each major site

Introduce, following staff consultation and engagement, a mandatory expenses policy incorporating the sustainable travel hierarchy which must be followed to claim business travel expenses

Provide personalised travel planning to all staff, for example at induction

Include a requirement for the use of sustainable transport (or implementation of a sustainable travel policy) in procurement specifications and frameworks

Support and mentor one or more organisations seeking to achieve Level 1 or 2 actions