# Site audit

This resource will guide you through the steps to conduct a site audit to identify and analyse the travel opportunities near to your business site.

Completing ‘Your business site’ will provide you with a general overview of your site, and the typical working habits of your employees and other visitors. Following this, you can investigate different travel modes in more detail by considering what is available at your location and your own business travel goals.

This approach will help your understanding of your business site and how people use it, in order to develop plans for increasing sustainable ways of traveling that are achievable.

 The following resources are available to download below. These are recommended for businesses with around 50 employees or more, who may be considering how to make commuting more sustainable across the workforce.

For smaller businesses, or if your place of work is across multiple sites, you may want to consider sharing our **Employee journey planning guide**. This will support employees to plan their commute considering sustainable options at an individual level.

## Your business site

**Enter your business address into** [**google maps**](https://www.google.com/maps)**.** You will use this to identify nearby features, based on the site location

1. **Write a brief description of the site:** Your description can include nearby roads, site access, land uses and points of interests (e.g. public transport, cycle paths, local landmarks, etc).
2. **How many employees use this site?**
3. **When do your employees use this site?** Indicate how many employees you would expect to be on site on different days and times.
4. **Who else uses your site?** Deliveries, service vehicles and clientsfor example.
5. **Write a brief overview of how your employees and visitors currently travel to your site.**

## Assessing transport modes

Now that you have a general overview of your site, and the typical working habits of your employees and other visitors, you can investigate different travel modes. Consider your site description, and what types of transport may be accessible for your employees.

It may be that some modes offer more opportunities than others depending on your location. If this is the case, complete the sections that you would like to explore further in the sections below.

## ****Walking****

Use your map as a reference to understand the walking opportunities presented at your site.

1. **What key locations are within an approximate 20 minute walk of the site?** For example, popular buildings, high-streets, transport hubs and stops, highways, residential buildings.
2. **Is the local area perceived as safe for pedestrians?**
3. **Is there street lighting on routes to the site from expected popular locations?**
4. **Are footways and pedestrian crossings provided on popular routes to/from the site?**
5. **Are local footpaths maintained well and in a desirable condition on popular routes to/from the site?**
6. **Considering the above, how would you describe the opportunities available to your employees wishing to walk to work?**
* **Excellent**[ ]
* **Good** [ ]
* **Average** [ ]
* **Poor** [ ]
1. **Are there any ways your business can help improve opportunities for colleagues to walk to work?**

## ****Cycling****

Use your map as a reference to understand the cycling opportunities presented at your site.

1. **What key locations are located within an approximate 10 minute cycle ride of the site?** For example, popular buildings, high-streets, transport hubs and stops, highways, residential buildings.
2. **What infrastructure is available for cyclists within an approximate 5km radius of the site?** Include cycle paths, routes and crossings.
3. **Are local cycle routes perceived as safe for cyclists?**
4. **What cycle parking is provided at or near your site:**
	1. **Total number of cycle spaces**
	2. **Where are these located?**
5. **If cycle parking is provided, please describe its main features (shelters, security, lighting, etc.)**
6. **Is cycle parking provided for site visitors, as well as site employees?**
	1. **Yes** [ ]
	2. **No** [ ]
7. **How many of the following are provided at your site:**
	1. **Shower units:**
	2. **Lockers:**
8. **Is the site conveniently located to TfGM’s cycle hubs?** [**Secure cycle parking | TfGM Active Travel**](https://activetravel.tfgm.com/cycling/cycle-parking/)
	1. **Yes** [ ]
	2. **No** [ ]
	3. **Unsure** [ ]
9. **Considering the above, how would you describe the opportunities available to your employees wishing to cycle to work?**
* **Excellent** [ ]
* **Good** [ ]
* **Average** [ ]
* **Poor** [ ]
1. **Are there any ways your business can help improve opportunities for colleagues to cycle to work?**

## Bus

Use your map as a reference to understand the bus opportunities presented at your site.

1. **Are there any bus stops within a five to ten-minute walk of the site? Note down their location using their road name or local landmarks.**
2. **Considering the bus stops located near to your site, are there any opportunities or challenges?** For example, are the footpaths well lit, safe, accessible, do people have to cross busy junctions, is this a popular bus stop?
3. **Considering the above, how would you describe the opportunities available to your employees wishing to bus to work?**
* **Excellent**[ ]
* **Good** [ ]
* **Average** [ ]
* **Poor** [ ]
1. **Are there any ways your business can help improve opportunities for colleagues to bus to work?**

## Tram

Use your map as a reference to understand the tram opportunities presented at your site.

1. **What tram stops are within a five to ten-minute walk of the site?**
2. **Considering the tram stops located near to your site, are there any opportunities or challenges?** For example, are the footpaths well lit, safe, accessible, do people have to cross busy junctions, is this a popular bus stop?
3. **Considering the above, how would you describe the opportunities available to your employees wishing to use the tram to work?**
* **Excellent** [ ]
* **Good** [ ]
* **Average** [ ]
* **Poor** [ ]
1. **Are there any ways your business can help improve opportunities for colleagues to get the tram to work?**

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## Train

Use your map as a reference to understand the train opportunities presented at your site.

1. **What train routes stop within up to a 30 minute walk of the site?**
2. **Considering the train stations located near to your site, are there any opportunities or challenges?** For example, are the footpaths well lit, do people have to cross busy junctions, is this a popular bus stop?
3. **Considering the above, how would you describe the opportunities available to your employees wishing to use the train to work?**
* **Excellent** [ ]
* **Good** [ ]
* **Average** [ ]
* **Poor** [ ]
1. **Are there any ways your business can help improve opportunities for colleagues to get the train to work?**

## Car

1. **What car parking is provided at your site:**
	1. **Total number of car park spaces**
	2. **Where are these located?**
	3. **What is the daily charge, if any?**
	4. **How many accessible parking spaces have been provided for people with disabilities?**
	5. **How many priority parking spaces have been provided for people who car share?**
	6. **How many Electric Vehicle charging points are provided?**
2. **Are these car parking spaces available to:**
	1. **Staff** [ ]
	2. **Customers** [ ]
	3. **Visitors** [ ]
	4. **Deliveries** [ ]
	5. **Other site users** [ ]
3. **What security is in place for parking?** For example, lighting, barriers, CCTV, passes.
4. **Do any of your employers or visitors use car parking spaces elsewhere?** This could be as part of a regular commuting routine, or when there is no space available at your site?
5. **Do any of your employers or visitors use on-street parking when working at the site?** If yes, briefly describe the locations used, if they are residential, and any accessibility issues.
6. **Are there any** [**park and ride**](https://tfgm.com/public-transport/park-and-ride) **facilities near your site?**
7. **Yes** [ ]
8. **No** [ ]
9. **Unsure** [ ]