



# **ELECTRIC VEHICLE CHARGING POLICY POLICY**

**May 2023**

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## **1. Introduction**

1.1 This Electric Vehicle Charging Policy (EVCP) sets out how electric and plug-in hybrid vehicles should be recharged whilst on-site, whether owned by the organisation, the employee or visitor.

1.2 The policy is part of NHS GGC's wider Sustainability Strategy, to minimise the impact that the organisation's activities will have on the environment; it also complements the Boards Travel Planning objectives.

1.3 Initiatives or infrastructure changes must of course adhere to legislative requirements e.g. access, parking provision etc. An illustrative example is parking for electric vehicles – these must be wide bays accessible to wheelchair users.

Inevitably there will be initiatives which have a benefit to those employees able to take advantage of them. Where a person with a disability cannot take advantage of that initiative care must be taken to ensure they are not disadvantaged. For example, electric pool cars being widely available to employees will have several benefits for them – reduced wear and tear on their own vehicle, reduced fuel costs, use of a newer vehicle etc. If a person with a disability were unable to use the vehicles because they needed a specially adapted vehicle for example, then they must not be unfairly disadvantaged

## **2. Aims and Objectives**

This policy aims to:

- Provide a consistent approach to recharging electric vehicles (EVs), including plug-in hybrid electric vehicles (PHEVs).
- Clarify users' responsibilities for the safe and efficient use of the charging points, in line with the Terms & Conditions of use.
- Establish a clear workplace policy that governs charging point access, security, usage and other issues associated with EV / PHEV charging.
- Place a responsibility on all staff using Corporate Fleet EVs / PHEVs to charge them correctly.
- Contribute to efforts to minimise the impact the Boards activity has on the environment.
- Ensure NHS Greater Glasgow and Clyde's liability in relation to the provision, use and maintenance of the charging points is made clear.
- Improve on-site provision to support the boards growing fleet of EVs / PHEVs amongst existing and prospective employees.

## **3. Definition**

In this policy, 'electric vehicle' includes both pure electric and plug-in hybrid vehicles.

### **Electric Vehicle (EV)**

A vehicle powered only by electricity. The vehicle is charged by an external power source.

### **Plug-In Hybrid Electric Vehicle (PHEV)**

A vehicle which combines a battery, electric drive motor and an internal combustion engine (ICE) and the ability to charge the battery from an external power source. The vehicle can be driven by the ICE, by the electric drive motor, or both together.

#### **4. Installation and use of charging points**

- NHS Greater Glasgow and Clyde have various charging points across their sites.
- The charging points are for use by NHS Greater Glasgow and Clyde staff, patients, visitors and corporate fleet vehicles.
- Dedicated EV charging bays have been provided and are clearly marked with signage and lining.
- The EV charging bays are to be used only when a vehicle is on charge (as denoted by the vehicle being connected to the charging point and the green light being illuminated).
- Once the user has stopped the charge it must be moved to an alternative parking location. NHS GGC's parking policy cannot guarantee an EV parking space on its Estate, nor can it assure EV/PHEV drivers of an alternative parking location, following a period of charging.
- The EV charging bays must not be used by non-electric vehicles. Access to the bays must not be impeded and should be provided 24/7.
- The maximum charging time is 4 hours per session
- The charging points are provided for the purpose of destination 'top-up' charging for NHS GGC'S employees, visitors, patients and corporate fleet. NHS GGC EV points should not be relied upon as the primary charging source.
- The Board offers no guarantee of charging point availability at any time for EV or PHEV drivers.
- NHS Greater Glasgow and Clyde has ensured that the communications and information technologies off the charging point comply with the organisation's cyber security and GDPR policies.
- NHS Greater Glasgow and Clyde reserves the right to rescind permission to use the charging points if it is the opinion of the Board that an individual is misusing the authorisation. Using the charging points is a privilege, not a right.

#### **5. Maintenance of Charging Points**

- NHS Greater Glasgow and Clyde have a maintenance agreement in place which covers the supply, fix, commission and warranty validation of the hardware.
- The charging points benefit from a 3-year warranty, subject to their General Terms & Conditions.
- No responsibility or liability is accepted by NHS Greater Glasgow and Clyde, its employees or agents for damage to or loss of any vehicle or its contents parked on the board's property.
- Use of a charging point is at the driver's own risk. Damage allegedly caused by the charging point to the vehicle is a matter solely between the device manufacturer and/or the device maintenance company and the user.

- NHS Greater Glasgow and Clyde reserves the right to re-charge the costs to rectify damage caused to the charging point by any user. All damage must be reported at the time it occurred to: [travelplanoffice@ggc.scot.nhs.uk](mailto:travelplanoffice@ggc.scot.nhs.uk)

## **6. Cost and Payment for Charging on site**

- NHS Greater Glasgow and Clyde will charge all EV / PHEV users for the energy consumed when charging; payment will be made through a white labelled NHS GGC app and the user is required to pre-load their account.
- All users will be charged at a rate of 45p per KWH hour. This is to dissuade drivers from making use of charging points for a prolonged period, thereby precluding other users from charging. The rate is at the discretion of the board and will be regularly reviewed.
- NHS Greater Glasgow and Clyde electric fleet vehicle(s) will be permitted to make use of the charging points over night (1700 – 0700) There will be no cost for fleet vehicles to make use of the charging points
- While some practical time discretion will be tolerated, NHS Greater Glasgow and Clyde may apply a financial £40 penalty for every 4 hours that a bay is not vacated after the initial 4 hour top up session has expired. This is required in order to promote equity of access for all E.V. drivers.

## **7. Responsibility for Electric Vehicles**

All vehicles are the responsibility of the owners/leases. No responsibility can be taken by NHS Greater Glasgow and Clyde for damage to the vehicle that is caused by a fault in the charging system or the vehicle itself, while recharging.

The user is responsible for providing a suitable charging cable.

## **8. Communication of Policy**

- This policy will be made available to all staff on the intranet system and NHS Greater Glasgow and Clyde website.
- When registering to make use of the charging points, all users will be required to acknowledge that they have read and accept the Terms & Conditions of use set out within this policy.
- All users will be made aware of the launch of the Electric Vehicle Charging Point Policy and any subsequent amendments through appropriate internal communications

## **9. Monitoring and Compliance**

NHSGGC will systematically monitor and review this Policy to make sure its aims and objectives are being achieved. This will be undertaken in conjunction with Partnership colleagues, external organisations and Health & Safety representatives as appropriate.

Unauthorised Parking Notices (UPNs) will be issued to vehicles parked in breach of these terms and conditions.

- This policy will be reviewed annually and updated when required to reflect changing policies and legislation.

In particular, the following will be monitored: ***Use of charging points - times, costs. Use of charging points by fleet and private electric vehicles.***

- If areas of non-compliance are identified, an Action Plan to prevent further non-compliance with the policy will be implemented and/or identified on a risk register. Progress against actions will be monitored as part of routine business.
- Compliance with organisational strategies, policies, procedures and standards is a condition of employment. Failure to comply could result in disciplinary actions being taken against employees.

## Appendix 1



### Generic Risk Assessment Form

Use this form for any detailed risk assessment unless a specific form is provided. Refer to your Summary of Hazards/Risks and complete forms as required, including those that are adequately controlled but could be serious in the absence of active management. The Action Plan and reply section is to help you pursue those requiring action.

<b>Name of Assessor:</b>		<b>Post Held:</b>	
<b>Department:</b>		<b>Date:</b>	
Subject of Assessment: <b>E.g.: hazard, task, equipment, location, people</b>			
<b>Hazards (Describe the harmful agent(s) and the adverse consequences they could cause)</b>			
<b>Description of Risk</b> Describe the work that causes exposure to the hazard, and the relevant circumstances. Who is at risk? Highlight significant factors: what makes the risk more or less serious – e.g.: the time taken, how often			

### Existing Precautions

<b>Summarise current controls In place</b>	<b>Describe how they might fail to prevent adverse outcomes.</b>

**Level of Risk** - Is the control of this risk adequate?

Give more than one risk level if the assessment covers a range of circumstances. You can use the 'matrix' to show how 'likelihood' and 'consequences' combine to give a conclusion. Also, be critical of existing measures: if you can think how they might fail, or how they could be improved, these are indications of a red or orange risk.

## Risk Matrix

Likelihood	<u>Impact/Consequences</u>				
	Negligible	Minor	Moderate	Major	Extreme
<b>Almost Certain</b>	Medium	High	High	V High	V High
<b>Likely</b>	Medium	Medium	High	High	V High
<b>Possible</b>	Low	Medium	Medium	High	High
<b>Unlikely</b>	Low	Medium	Medium	Medium	High
<b>Rare</b>	Low	Low	Low	Medium	Medium

Very High   ■   ■   ■ High   Medium   Low

### Current risk level

Given the current precautions, and how effective and reliable they are, what is the current level of risk? **Green** is the target – you have thought it through critically and you have no serious worries. Devise ways of making the risk green wherever you can. **Yellow** is acceptable but with some reservations. You can achieve these levels by reducing the inherent risk and or by effective and reliable precautions.

**High (Orange) or Very High (Red) risks are unacceptable and must be acted on: use the Action Plan section to summarise and communicate the problems and actions required.**

### Action Plan (if risk level is High (Orange) or Very High (Red))

Use this part of the form for risks that require action. Use it to communicate, with your Line Manager or Risk Coordinator or others if required. If using a copy of this form to notify others, they should reply on the form and return to you. Check that you do receive replies. Describe the measures required to make the work safe. Include hardware – engineering controls, and procedures. Say what you intend to change. If proposed actions are out with your remit, identify them on the plan below but do not say who or by when; leave this to the manager with the authority to decide this and allocate the resources required.

<b>Proposed actions to control the problem</b> List the actions required. If action by others is required, you must send them a copy	<b>By Whom</b>	<b>Start date</b>	<b>Action due date</b>

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Action by Others Required - Complete as appropriate: (please tick or enter YES, name and date where appropriate)

<b>Report up management chain for action</b>	
<b>Report to Estates for action</b>	
<b>Contact advisers/specialists</b>	
<b>Alert your staff to problem, new working practice, interim solutions, etc.</b>	

Reply

If you receive this form as a manager from someone in your department, you must decide how the risk is to be managed. Update the action plan and reply with a copy to others who need to know. If appropriate, you should note additions to the Directorate / Service Risk Register.

**If you receive this as an adviser or other specialist, reply to the sender and investigate further as required.**

**Assessment completed - date:**

**Review date:**