

# Clean air travel hierarchy

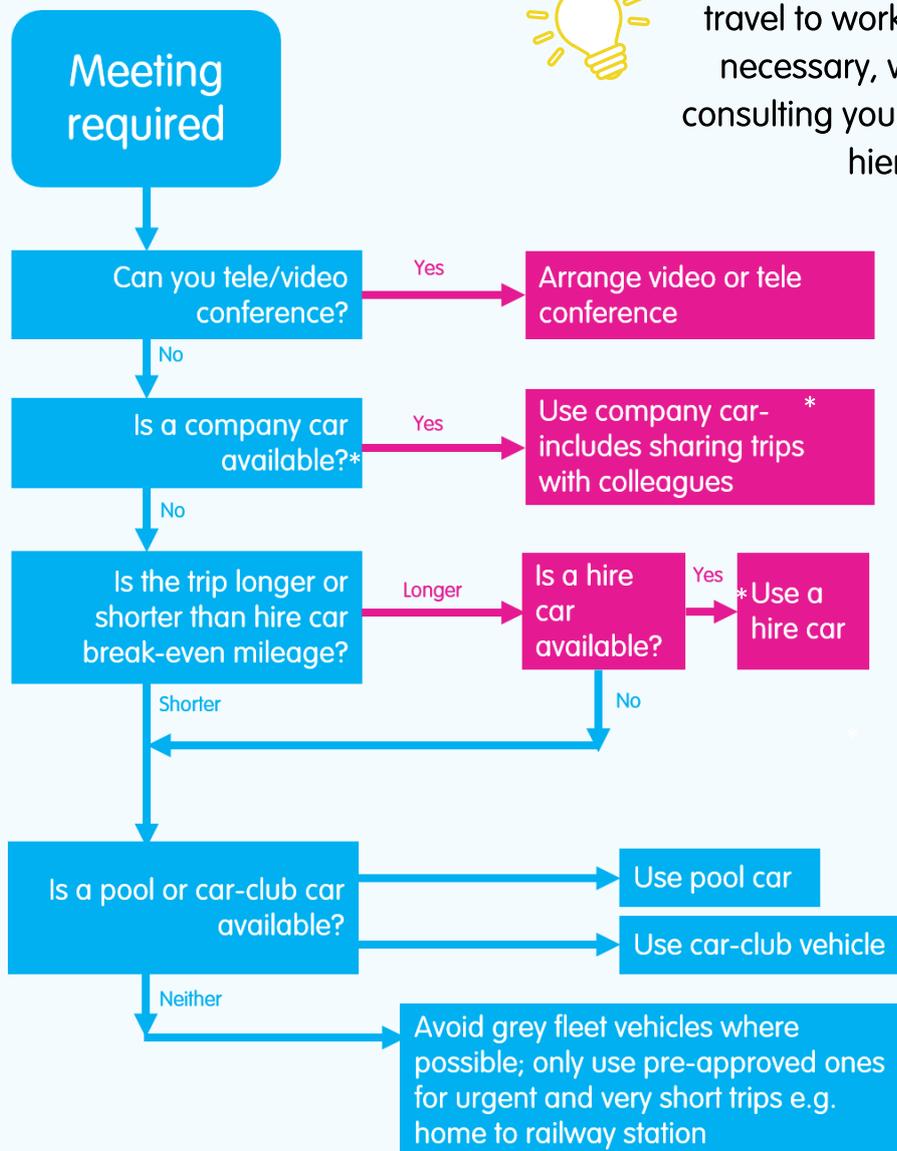


Before embarking upon any journey for work, encourage your staff and visitors to take the most sustainable, clean air travel option.

By travelling more sustainably you can improve the local air quality, reduce congestion, reduce the amount of carbon released into the atmosphere, save money and increase your health and wellbeing.



If you can, work from home, when travel to work is required and necessary, we recommend consulting your workplace travel hierarchy.



To create your workplaces' own travel hierarchy visit:

[www.energysavingtrust.org.uk/transport/managing-employee-travel](http://www.energysavingtrust.org.uk/transport/managing-employee-travel)

\*Due COVID-19, please ensure that any activities you undertake meet with your government's guidelines.

# Clean air travel choices



## Normalise flexible working

Homeworking has been vital to keep businesses running during the COVID-19 crisis with 6 in 10 employees saying they have been working from home at least some of the time. Flexible working includes the ability to work remotely (at home or another location such as a local shared office space) rather than a fixed office location only. It also includes offering and normalising staggered start times to ease people's commutes and caring responsibilities.



Make Clean Air Day the start of your business's journey for clean air, become a Business for Clean Air visit:

[businessforcleanair.org](https://businessforcleanair.org)

- 1 Write a flexible working policy that is clear to employees.
- 2 Announce publicly your flexible working policy.
- 3 Support those working from home to set up their workstation safely and correctly by [advising how to do a workstation assessment](#) and provide financial and logistical assistance if they need additional equipment.
- 4 Ensure staff are trained on how to use software to enable flexible working e.g. [video conferencing](#).
- 5 Provide [training for your management team](#) on how to use tools to build trust and communication outside the traditional workplace.
- 6 Share [day to day working tips](#) on staying motivated with your staff.

Are you one of the 4 million employees previously not allowed to work from home?

Take a look at our guidance on asking your employer to work from home.

# Bike buddies

Overcome barriers for staff to bike to work, motivate colleagues to give the car a day off and cycle to work for Clean Air Day.

## Set up a bike buddy scheme

- 1 Find out who already cycles to work and would be willing to be a buddy to a cycling novice
- 2 Find out who would like a buddy to improve their cycling confidence
- 3 Pair them up!

Unable to find enough buddies in your workplace? Use the British Cycling buddy finder:

[www.letsride.co.uk/buddies](http://www.letsride.co.uk/buddies)

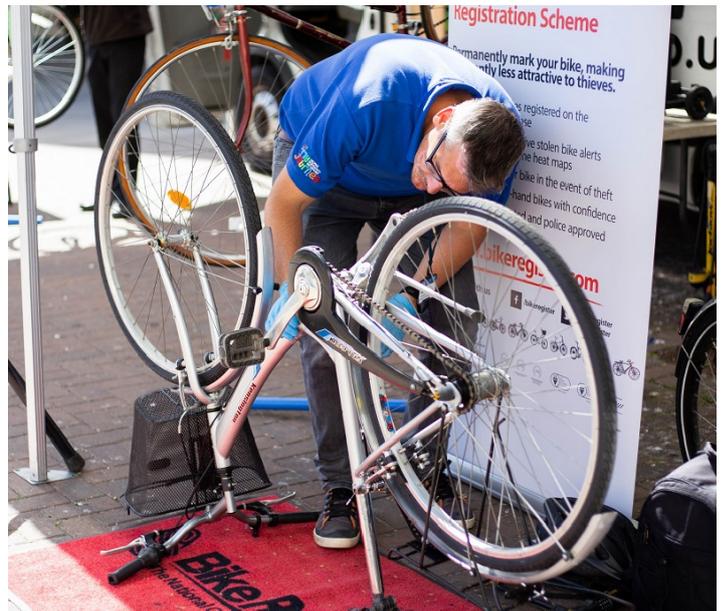


“ We gave out a free bikers breakfast – cyclists loved it and it got some social media attention ”

Islington Council

## Ask: Is your workplace cycle friendly?

- There is sufficient bike parking
- There are shower and changing facilities available
- Employees are able to purchase a bike through the Cycle-to-Work scheme
- Cycle training is regularly available to employees



## Did you know?

choosing the quiet route could reduce your exposure to air pollution by up to 20%. The National Cycle Network is a country wide network of cycle paths that pass through the centre of every major town in the UK.

Find your routes:

[www.sustrans.org.uk/map-ncn](http://www.sustrans.org.uk/map-ncn)

# Walking routes

Encourage colleagues to give the car a day off and walk to work.

- 1 Find local quiet routes using [www.nature.scot/enjoying](http://www.nature.scot/enjoying)
- 2 Promote Clean Air Day as a day to leave the car at home and try a walking route.
- 3 Organise lunch time walks in the run up to the event, to improve health and fitness and get colleagues excited for their walk to work.



We encourage everyone to be more physically active; it can be fun, save you money and lead to a longer life free of chronic disease



NHS Grampian

## Encourage staff to pledge their clean air travel choices

People are more likely to make a change if they've already made a public, written commitment to do so. Use our pledge cards in your workplace.

“ We created a Clean Air Day wall where staff could make a pledge. We then shared the entire days events on social media. Posters and emails were sent out prior to the event to ensure we generated awareness and gained buy in.



To get involved in Clean Air Day and learn more about the part you can play visit [cleanairday.org.uk/scotland](http://cleanairday.org.uk/scotland) or search #CleanAirDay. \*Due COVID-19, please ensure that any activities you undertake meet with your government's guidelines.