

## Appendix A

# **RUNNYMEDE BOROUGH COUNCIL**

## **Mobility Scooter Policy**

Review due:

## **1. Introduction**

- 1.1 This policy applies to all tenants including transferred residents, mutual exchanges, and leaseholders.
- 1.2 This policy outlines the way Runnymede Borough Council (RBC) will deal with mobility scooter requests whilst ensuring that the health and safety of residents, leaseholders, contractors etc. are maintained.
- 1.3 This policy is to ensure that mobility scooters are being used safely and stored safely in designated areas.

## **2. Aim**

- 2.1 The aim of this policy is to ensure;
- RBC meet its statutory obligations in relation to Health and Safety and Fire Safety legislation
  - Mobility scooters do not cause health and safety hazards
  - Mobility scooters do not block any communal areas including fire escapes/exits
  - Clear guidance is provided on how to safely use and store mobility scooters
  - Residents obtain permission prior to purchasing or leasing a mobility scooter
  - Residents adhere to their responsibilities relating to storage, charging and use of a mobility scooter
  - Residents are aware of liability for any injuries or damages

## **3. Scope, definitions, and legislation**

- 3.1 The policy takes into account the following legislation;
- Health and Safety at Work Act 1974
  - Management of Health and Safety at Work Regulations 1999
  - Regulatory Reform (Fire safety) Order 2005 (FSO)
  - Equality Act 2010
  - The Care Act 2014

In addition to the authority's duties as a social landlord, under the general law and the various housing Acts.

- 3.2 In this policy "mobility scooter" means Class 2 or 3 machines as defined under the Use of Invalid Carriages on Highways Regulations 1988.

## **4. Fire Risk**

- 4.1 As part of RBC's duties under the FSO, fire risk assessments are carried out on each block which has a communal fire escape route. The risk assessors will identify within the report where they find mobility scooters either being stored and or charged within the communal areas of any blocks. This is recorded as an action which the local authority must address, by ensuring the mobility scooter is moved, as soon as possible,

either to a designated area within the block or to outside the block. This in line with current guidance.

4.2 The Purpose-Built Blocks of Flats Guidance S44.18 says 'never allow charging of mobility scooters, batteries or other electrical equipment in common parts – consider providing dedicated rooms for charging, suitably fire separated from the rest of the block'

4.3 The storage and charging of mobility scooters in internal communal areas increases the risk of fire within a block. Mobility scooters present a potential source of ignition and increased fire loading. If involved in a fire they can release large amounts of highly toxic smoke and gases.

4.4 Government fire safety recommendations state that escape routes must not be compromised by items that could act as a source of ignition or trip hazard.

## **5. Requesting Permission**

5.1 From the date this policy is effective all tenants are required to obtain permission from RBC to purchase/store a mobility scooter before they or a member of their household acquires one.

5.2 Tenants who wish to have a mobility scooter must apply in writing.

Request for mobility scooters in general housing are sent to Surrey County Council OT.

5.3 All residents wanting to purchase or lease a mobility scooter will require an OT assessment. Obtaining permission will depend on this and storing availability. Priority will be given based on OT assessment and need.

5.4 If a resident already has a mobility scooter, prior to the start date of this policy, permission to keep a mobility scooter will be given consideration without an OT assessment. However, if permission is given, this will only be given for one mobility scooter per tenant, irrespective of how many mobility scooters they may have prior to this policy being implemented.

## **6. Enforcement**

6.1 RBC will look to provide suitable storage for mobility scooters where possible. If an application is made at a scheme that is unsuitable for scooters or the existing storage is full, the request will be declined or the applicant will be encouraged to move to an alternative scheme

6.2 RBC reserve the right to enforce this policy in line with tenancy agreements with RBC which states: *"you must keep all shared areas free from obstructions.... you must not keep any items that will block someone's access, or cause a health and safety risk, in corridors, landings, walkways, stairwells or any shared area. If you do, we may dispose of them and you will have to pay our reasonable costs for doing this. We may also take legal action against you for breach of tenancy."*

6.3 The Council reserves the right to withdraw permission to have a mobility scooter at any time if any tenant does not adhere to this policy. The tenant will be asked to remove the mobility scooter immediately, and potentially, permanently.

## **7. Storage and Charging**

7.1 RBC provides storage in all its Independent Retirement Living (IRL) schemes, however, there are a limited number of spaces available at each scheme

RBC aspire to provide mobility scooter storage at a ratio of 1-4 (one storage space for every four bedspace) within our Independent Retirement Living schemes

7.2 Permission to obtain a mobility scooter will only be given if a storage/ charging space is available at the scheme in which they live, or if someone is willing to move to an alternative scheme with storage space

If a mobility scooter is no longer being used RBC has the right to request the removal of these scooters

7.3 Charging of mobility scooters can take place at any time as long as it is in the designated buggy stores.

There will be a weekly cost to charge your mobility scooter.

7.4 RBC do not have an obligation to provide storage however, if a mobility scooter is required as an assessed need storage could be looked into under the Disabled Adaptation Policy. If this is not agreed, then alternative suitable accommodation would not be considered.

## **8. Maintenance and Insurance**

8.1 Mobility scooter owners are responsible for ensuring a Portable Appliance Test (PAT) is completed by a qualified electrician, annually.  
A copy of the PAT testing certificate must be provided by the mobility scooter owner to RBC, annually.

8.2 Mobility scooter owners are responsible for ensuring mobility scooters stay in good working condition and are well maintained and serviced annually.

8.3 RBC encourages all mobility scooter owners to arrange adequate insurance to cover theft, injury to themselves, and others.  
A copy of the insurance certificate must be provided to RBC, annually.

8.4 Any damage to RBC property caused by a mobility scooter will be recovered through the owner's insurance company.

## **9. Consultation, communication, and training**

9.1 RBC will provide clear and comprehensive advice and information to residents, with an aim for a single point of contact.

## 10. Monitoring and performance management

10.1 We aim to review this policy in three years to ensure it reflects current legislation and latest examples of best practice.

10.2 Overall monitoring and review of this policy will be undertaken in consultation with staff, the Runnymede Council Residents Association, Surrey County Council ASC, Runnymede Community Services team and other relevant partners and stakeholders.

## 11. Equalities Implications

11.1 In producing this document an Equality Impact Assessment (EIA) has been carried out.

11.2 An EIA is a way of assessing the impact, or likely impact, that a particular policy, procedure or decision will have on particular groups. This is used to assess whether in making the decision whether the Council has complied with its public sector equality duty under S149 of the Equality Act 2010 (as amended) to; eliminate discrimination and any other conduct that is prohibited under this act and to advance equality between those who share a protected characteristic.

11.3 The screening found a full EIA was not required and that this policy assists the Council in complying with its public sector equalities duty.

## 12. Related strategies/Documents

12.1 This policy should be read in conjunction with the tenants, tenancy agreement with RBC.

## 13. Version Control

Version Number	Date Amended	Comments	Date Approved	Author	Approved By
V1	February 22	First draft with management feedback			