



**berneslai**  
homes

**Mobility Scooter Storage Policy  
(includes cycles)**

## Document Control

<b>Title</b>	<i>Mobility Scooter Storage Policy (includes cycles)</i>
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<b>Subject</b>	<i>Use of Scooter Stores</i>
<b>Information Asset Owner</b>	<i>Jill Barker, Community Buildings Manager</i>
<b>Approved by</b>	<i>Insert who has approved the policy</i>
<b>Approved date</b>	<i>Insert the date the policy was approved</i>
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## Revision History

<b>Date</b>	<b>Version</b>	<b>Author</b>	<b>Comments</b>
	<b>0.1</b>		<i>Original version</i>
	<b>1.0</b>		<i>1.0 Date that the document was approved</i>
	<b>1.1</b>	<b>Jill Barker</b>	<i>Version amendment to include cycles</i>
	<b>2.0</b>		<i>2.0 is the approval of the reviewed document.</i>
	<b>3.0</b>	<b>Liz Barnes</b>	<i>Updated to check all information correct and update to new corporate branding</i>
	<b>3.1</b>		<i>Date document approved</i>

## Consultation and distribution

<b>Type</b>	<b>Details</b>
<b>Consultation</b>	<i>Who has the policy been consulted with prior to approval</i>
<b>Distribution</b>	<i>Who should the policy be distributed to</i>

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## 1. Purpose of the policy

The purpose of the policy is to clarify procedures and guidelines for the storage and charging of mobility scooters in communal areas (communal areas includes corridors, stairwells and communal rooms).

Although the Council does not have an obligation to provide scooter storage for council tenants, there is a recognition of the value that a mobility scooter can bring to the lives of some tenants by maintaining and increasing their independence.

Berneslai Homes, acting on behalf of the Council aims to provide scooter storage facilities where possible, but this is subject to the practical constraints of the individual sites and the potential costs involved. (Appendix 1, at the end of this document lists the Independent Living schemes where scooter stores are currently provided).

Berneslai Homes has a duty to comply with the law relating to fire safety. The Regulatory Reform (Fire Safety) Order 2005 applies and covers general fire precautions and fire safety duties which are required to protect people in case of a fire in and around premises. The order requires that where necessary fire precautions should be put in place to the extent that is reasonable and practicable.

One of the requirements under the Order is that fire risk assessments, focusing on the safety of occupants and visitors to the building, be carried out. Risk assessments have identified scooters as a possible fire hazard when stored in escape routes within communal areas.

Berneslai Homes Tenancy agreement also covers the storage of scooters and wheelchairs within communal areas. The relevant tenancy condition is as follows:-

*Section 11(e) if you or any member of your household, lodger, sub-tenant, or visitor to your property has a motorised disability scooter or wheelchair, you must store it safely. If you live in a property which has a communal main entrance and communal corridors you must only park it in your property or park it safely in communal areas we have reserved for this purpose.*

**Section 7** covers the storage of cycles within the mobility scooter store.

## 2. Aims of the policy

- To ensure that all residents are aware of their responsibilities with regard to the storage and use of mobility scooters
- To make residents aware that before they purchase a scooter they seek permission from Berneslai Homes to ensure there is adequate storage space before bringing one into a communal building.
- To ensure that mobility scooters are not stored in any communal areas causing obstruction or increasing the risk of fire spread.
- To ensure that residents are aware that they will be held liable for injury to other people or any damage caused to the building or communal areas and will be re-charged for any damage.

## 3. Storage of mobility scooters in Independent Living Schemes

Before a resident acquires a mobility scooter, they are advised to seek permission from the Scheme Manager to ensure there is adequate space in the scooter store.

Mobility scooters must not be stored in any of the communal areas or corridors.

Storage space is limited, and allocation of a space in a scooter store will be done on a first come, first served basis. Priority will be given to residents living within the scheme where there are shared corridors.

The Scheme Manager will manage and allocate the spaces within each Independent Living Scheme, by recording the date and time a request is made.

It is possible for mobility scooters to be stored inside residents own homes but it is the tenant's responsibility to first ensure that there is sufficient space to store it safely and should not block any fire escape routes.

### 3.2 Recharging of Batteries and Maintenance

Mobility scooters should be recharged within the designated charging area and should be charged according to the manufacturer's instructions. Recharging should only be carried out during day time hours and not overnight. The scooter store should not be used for charging up of any other personal items, such as laptops or mobile phones

All scooters must have an up to date Portable Appliance Test (PAT test) to ensure that the charging equipment is in good condition. The PAT test will be carried out by Berneslai Homes on an annual basis. Residents must make sure that the equipment is available for testing when notified of the date.

If any equipment fails the PAT test, it will be the scooter owner's responsibility to repair/replace the damaged item before it can be used again.

Residents must ensure that the scooter is serviced and maintained regularly, and this is the responsibility of the scooter owner.

#### 4. General needs housing tenants and leaseholders

Mobility scooters will only be allowed where a tenant can safely store and charge the scooter without hindering safe escape from the property in the case of fire. In these cases, tenants/leaseholders will not need to apply for permission. Scooters cannot be stored or charged in communal corridors or stairwells.

Tenants/Leaseholders will need to gain permission for any alteration that may be required, for example the provision of a ramp, access path or hard standing, garage, shed etc. The Tenant/Leaseholder would be required to self-fund these alterations.

If an existing communal outhouse exists as part of a block of flats and is not utilised by the residents and there is no requirement for the space an option appraisal may be undertaken to assess the viability of alteration to a scooter store.

#### 5. Insurance cover

Insurance is not legally required for Mobility Scooters. However, where a resident wishes to use a mobility scooter within a communal building, they are advised to obtain appropriate insurance cover including:-

- Public liability insurance, covering accidental damage to a third party and property.
- Some policies also cover additional losses from fire, theft and damage.

Neither Berneslai Homes nor Barnsley MBC will be liable for any claims arising from the use or storage of Mobility Scooters.

It is the scooter owner's responsibility to ensure they comply with the use of invalid carriages on highways regulations 1988. This includes registering all class 3 vehicles with DVLA for road use.

#### 6. Action against mobility scooters

All residents allocated a space in a scooter store must agree and comply with the conditions stated in the policy.

Berneslai Homes reserves the right to withdraw permission at any time if any of the conditions are not met, or where a mobility scooter is not in active use.

Scheme Managers will periodically check the scooter store but tenants also have a responsibility to ensure that the store is left secure, tidy and free from trip hazards. Anyone using the store that has any concerns should report them to the Scheme Manager or Housing Management Officer.

If a resident/tenant or leaseholder acquires a scooter and there is no room to safely store it, enforcement action will be taken under the current tenancy regulations.

## 7. Pedal cycles and electric cycles

Cycles should not be stored in any communal or shared areas, including corridors and under staircases

Berneslai Homes does not currently have the capacity to provide separate storage for cycles within our buildings.

However, where there is a suitable space within a mobility scooter store it may be possible to store a cycle. This will be at the discretion of the Scheme Manager, and subject to signing an agreement accepting the terms and conditions of storage.

Electric cycles will be subject to the charge for the use of the store, which is a contribution towards the costs of the electricity, PAT testing and ongoing maintenance of the store.

Please note, agreement to use the mobility scooter store to store a cycle could be withdrawn, should space become an issue to store mobility scooters, which is the primary purpose of this space.

## 8. Charges for usage of scooter storage

An annual charge will be made for the use of the store, this charge is a contribution towards the costs of the electricity, PAT testing and ongoing maintenance of the store.

The annual charge is currently set at £24.00 plus VAT and will be payable at £2.00 per month (0.50p per week) plus VAT.

## Appendix 1 – Independent Living Schemes scooter store provision

The following schemes have a scooter store:

- Churchfields, Barnsley
- Church Street Close, Thurnscoe
- Glebe Court, Tankersley
- Heather Court, Bolton on Dearne
- Hudsons Haven, Wombwell
- King Street, Barnsley
- Pendon House, Penistone
- Saville Court, Hoyland Common
- Shipcroft, Wombwell
- Willowcroft, Bolton on Dearne
- Woodhall Flats, Darfield

Please be aware that there are limited spaces within the stores.

There is no provision within the multi-story blocks, Buckley House, Albion House or Britannia House.