**MOBILITY SCOOTER POLICY & PROCEDURE**

**POLICY**

The trustees of Dorchester Municipal Charities understand the benefits that mobility scooters

can provide and wish to support residents to retain their independence as far as possible.

However, the health and safety of all of our residents, staff and visitors must be our first

priority.

DMC trustees have an obligation under the Regulatory Reform (Fire Safety) Order 2005 regarding the storage and charging of mobility scooters.

Storage of and access to mobility scooters could become significant issues for other residents leading to either a scooter being a potential health and safety and/or a fire hazard on site, if the users of those scooters fail to follow appropriate and necessary guidelines.

This policy applies to all trustees, staff, residents and visitors.

**PROCEDURE**

1. A resident must obtain permission from the trustees prior to acquiring a mobility scooter. The trustees will consider the individual merit of each application, taking into account where the mobility scooter will be stored and charged, and following a fire risk assessment.
2. Should permission be granted for the resident to use and store a mobility scooter on site, then before use is allowed on any of our sites ALL mobility scooters must provide evidence annually of:
* A PAT Test including charger and extension cable (and thereafter annually), before use allowed on site
* Annual service at least
* Appropriate insurance to include liability insurance in case of either damage to the building, or injury involving other people who may be living at or visiting the site. This also includes a road licence if that is required.
1. Scooters should not be left on permanent charge, especially overnight, and should only be charged for the manufacturer's recommended time.
2. For safety reasons the user will be required to travel at no more than 4 mph on the almshouse sites and the scooter must not block, or be parked on any of the pathways.
3. Any visitors must comply with this policy or will not be allowed to bring their mobility scooter onsite.

**BIBLIOGRAPHY**

The Almshouse Association, *Mobility scooters model policy version 1*, review date January 2020

UK Government, Mobility scooters and powered wheelchairs, accessed 14/10/2020 <https://www.gov.uk/mobility-scooters-and-powered-wheelchairs-rules>