

## Mobility Scooter Policy

<b>Applies to:-</b>	All Staff, Patients and Visitors to SCHC
<b>Committee for Final Approval</b>	Quality and Governance Committee
<b>Date of Approval</b>	January 2018
<b>Review Date</b>	January 2020
<b>Title of Lead Manager</b>	
<b>Policy Author</b>	Health and Safety Manager
<b>Summary key points:-</b>	<ul style="list-style-type: none"> <li>Clarify policy on allowing mobile scooters within Wirral Community Foundation Trust's Properties</li> </ul>

### Review and Amendment Log

Version No	Type of Change	Date	Description of change
1	New Policy	January 2018	New Policy

**UNLESS THIS VERSION HAS BEEN TAKEN DIRECTLY FROM THE TRUST WEB SITE THERE IS NO ASSURANCE THIS IS THE CORRECT VERSION**

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## Mobile Scooters Policy

### 1.0 Introduction

Wirral Community NHS Foundation Trust recognises its duty under the “The use of Invalid Carriages on Highways Regulations 1988”. There are three types of ‘invalid carriage and that are defined in the regulations.

#### Defining Mobility Scooters

##### **Class 1 – Manual Wheelchairs**

These wheelchairs are not electrically powered. You use your arms to move the wheelchair forward or you are pushed by another person.

##### **Class 2 - Powered Wheelchairs and Scooters**

Legally these scooters can travel up to 6.4kph (4mph) on pavements and are allowed on the road to cross from one side to another. Within the category of class 2 some are more suited to indoor use as they are smaller and more compact.

##### **Class 3 – Powered wheelchairs and other outdoor powered vehicles including scooters.**

These vehicles generally have features similar to Class 2 but tend to be larger and can be used on the roads where they can travel up to 12.8kph (8mph). Class 3 vehicle users do not require a driving licence but should obey the Highway Code at all times.

### 2.0 Legal Responsibilities

The Trust is committed to meeting its duties under the Equality Act 2010. There is a need to promote the independence of staff and patients and ensure equal access to our buildings. Understanding and responding to the diverse individual needs of our Patient’s is fundamental to our values.

However, there will be a need to impose restrictions due to lack of storage facilities or potential breaches in health and safety regulations. Storage of mobility scooters in communal areas such as corridors heightens the risk to people in the event of a fire. This might either be a fire caused by the scooter itself or the obstruction caused to other staff and patients as they escape. There is also a risk to emergency services when entering our buildings if communal areas are not kept clear, as highlighted in paragraph below.

### **3.0 Health, Safety and Fire Risk**

Our first priority is to ensure the safety of all staff, Patients and visitors to our properties. We have a legal duty to keep communal areas in a safe condition and ensure that all fire escapes and fire routes are kept clear at all times.

Mobility scooters left in communal areas can be a source of ignition or combustible material, as well as potentially blocking escape routes. No petrol-fuelled mobility scooters may be stored in our properties, including in external areas.

The Regulatory Reform Order (Fire) 2005 imposes obligations on the Trust as the responsible person for the common parts of buildings to ensure that the emergency routes and exits are clear at all times in order to safeguard the safety of Staff and patients. It is an offence for any responsible person to fail to comply with that obligation where that failure places one or more persons at risk of death or serious injury in case of fire. The measures proposed in this policy will assist the Trust in discharging its obligations under the Order.

### **4.0 Speed Limits in Buildings.**

Scooters must be ridden safely and in a responsible manner within the building and grounds taking due care and consideration of other people and surroundings. All scooters must be set to the lowest speed setting whilst driven inside. E.g. tortoise.

### **5.0 Passenger Lifts**

If using a mobility scooter in a lift, users must ensure that they take due care and attention to the property and other lift passengers. Large Class 3 scooters must not be transported in lift due to the difficulty of turning around in a confined space and/or backing out of a lift when arriving at the required floor.

Mobility scooter users should ensure that they can reach the lift call button without their scooter touching the lift doors to prevent any damage to property. If users cannot successfully undertake this action, they must not use their scooter in the lift. Mobility scooter users should also ensure that they can safely manoeuvre their scooters for lift entry and exit especially on upper floors where there may be open stairwells and landing barriers. It should be noted that any damage caused to a lift can potentially render it 'out of service' for a period of time. Lifts are sensitive to damage and any small knock can potentially put it out of service. Staffs, Patients and Visitors to St. Catherine's Health Centre rely heavily on lifts and any period of time that a lift is out of order is likely to cause significant inconvenience to a large number of site users.

## **6.0 Reasonable Alternatives**

Wirral Community NHS Foundation Trust recognises that promoting equality is a fundamental part of Enhancing Life Chances. We will meet the requirements relating to equality and diversity laid down in the Equality Act 2010 by working to eliminate discrimination, advance equality of opportunity and foster good relations between all of our patients, visitors and staff.

**6.1** We recognise our obligation under the Equality Act 2010 to make reasonable adjustments where a disabled person is placed at a substantial disadvantage in the use of our health centres, compared to those who are not disabled.

**6.2** We will work with patients who use mobility scooters to help provide reasonable, safe and viable storage options where possible.

**6.3** Generally, mobility scooters are not prescribed by Occupational Therapists for people with disabilities and in most cases mobility scooters are bought privately by individuals.

**6.4** Class 3 powered wheel chairs will be requested by security or reception staff not to use their vehicle in the passenger lifts. They will be shown where they can be safely stored and offered the use of manual wheel chairs and if required will be offered assistance getting to and from the manual wheel chair and accompanied to and from their appointment.

## **7.0 Equality Assessment Statement**

In line with the trusts commitment to meet its statutory requirements outlined in the Equality and Diversity Strategy each procedural document is screened using an Equality Impact Assessment (EIA) Screening Tool. This demonstrates the trusts commitment to equality and human rights by recognising that the experiences and needs of every individual are unique and strives to value and respect the diversity of staff, patients, carers and the public.

EIA's support organisations to avoid discrimination on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Carers are also protected from discrimination, as they are associated with people with a protected characteristic i.e. disabled people. Should staff become aware of any exclusions that do not comply with this statement would need to complete an incident form and an appropriate action plan put in place

An equality impact assessment has been completed – see Appendices and forwarded to the Equality and Diversity Lead

## APPENDIX 1- Motor Scooter Subsections

Class 2 vehicles can be divided into subsections:

### Micro scooters

- Small and compact
- Designed to fit easily into a car boot
- Indoor and outdoor use
- Short distance range

### Indoor/Outdoor Scooters

- Three or four wheeled vehicles
- Indoor use
- Limited outdoor use on even surfaces
- Short/medium distance range
- Can be collapsed/dismantled for transporting

### Outdoor Scooters

- Three or four wheeled vehicles
- Not for domestic use
- Outdoor use on uneven ground
- Medium/long distance range
- Can be dismantled for transporting

### Buggies

- Four wheeled vehicles (car shaped)
- No indoor use
- Outdoor use including rough ground
- Medium/long distance range
- Cannot be dismantled.

Class 3 vehicles can be divided into:

### Scooters

- Three and four wheeled vehicles
- Not for domestic and indoor use
- Outdoor use including uneven ground
- Covers long distances

### Buggies

- Four wheeled vehicles (car shaped)
- Covers long distances
- Cannot be dismantled

In addition Class 3 vehicles also include:

- Speed selector – two speeds for road and pavement use
- Lights, indicators, horn, rear view mirror, rear reflectors – required by law

If using a Class 3 mobility scooter you must also comply with relevant eyesight requirements and not driving under the influence of alcohol or drugs.

Class 3 vehicles are not allowed on motorways, bicycle tracks or bus/cycle lanes. Although legally allowed on dual carriageways this is not recommended. Powered wheelchairs and scooter which have a speed over 5pmh and the unladen weight is over 113.4kg must register with the DVLA. To register and licence a mobility scooter a V55/4 form has to be completed if it is a new vehicle or a V55/5 if it is a used vehicle. A nil duty tax must be displayed. Information can be found at [www.direct.gov.uk/dvla/local](http://www.direct.gov.uk/dvla/local)

**Appendix 2- Equality Impact assessment**

<b>Equality Impact Assessment (EIA) Screening Tool for Policies and Procedures</b>	
Title: <b>Mobile Scooter Policy</b>	
<b>What is being considered?</b>	The use of mobile scooters within WCFT health centres
<b>Who may be affected?</b>	Patients <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Partner Agencies <input type="checkbox"/>
<b>Is there potential for an adverse impact against the protected groups below?</b>  Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual Orientation or the Human Rights articles?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

<p><b>On what basis was this decision made? (Please complete for both 'yes' and 'no').</b></p> <p>Following National Best Practice for Safe Use of Mobile Scooter within the Trusts buildings</p>
<p><b><i>If 'No' equality relevance, sign off document below and submit this page when submitting your policy document for approval. If 'Yes' Please complete further documentation</i></b></p> <p>With regard to the general duty of the Equality Act 2010, the above function is deemed to have no equality relevance. The use of manual wheel chairs will be offered and if required assistance getting to and from their appointment will be organised.</p>



[Type text]



### Appendix 3- Monitoring Tool

<b>Minimum requirement to be monitored</b>	<b>Process for monitoring (e.g. audit)</b>	<b>Responsible individual / group/ committee</b>	<b>Frequency of monitoring</b>	<b>Evidence</b>	<b>Responsible individual for development of action plan</b>	<b>Responsible committee for monitoring of action plan and Implementation</b>
WCFT sites have clear recognisable signs which are prominently displayed on or immediately within entrances to sites.	Health and Safety Audit	Health, Safety and Wellbeing Group	Quarterly	Visible Inspection	Health & Safety Advisor	Estates Management Group
How the organisation ensures that class 3 Mobile Scooters are not allowed on site	Health and Safety Audit	Head of Estates Building Manager Security	Annually	Visible Inspection	Health & Safety Advisor	Estates Management Group
How the Trust ensures that the manual wheel chairs are maintained.	Monthly wheelchair checks	H&S Advisor Building Manager Security	Annually	Visible Inspection	Health & Safety Advisor	Estates Management Group