



MERCHANT TAYLORS' BOONE'S CHARITY
30 THREADNEEDLE STREET
LONDON EC2R 8JB
0204 511 6285

Policy on the Use and Storage of Mobility Scooters, Electric Wheelchairs, E-Scooters and E-Bicycles at Christopher Boone's Court.

Approved on: October 2025

Next review date: October 2027

Circulation Status:

This policy is published as a public-facing policy.

1. Introduction

- 1.1. MTBC recognises that Mobility Scooters and Electric Wheelchairs play a vital role in enabling residents with limited mobility to maintain independence and participate fully in community life.
- 1.2. For other residents, the use of E-Bicycles and E-Scooters is primarily a lifestyle choice and is not essential for maintaining independence.
- 1.3. This policy supports independence while minimising risks to residents, staff, and visitors. It provides clear guidance to ensure safety, prevent injury, and reduce the risk of fire incidents, particularly those associated with battery-powered devices.
- 1.4. This policy does not apply to manual wheelchairs.

2. Aims

- 2.1. To protect residents, staff, and visitors at Christopher Boone's Court (CBC) from risks associated with the storage, use, and charging of Mobility Scooters, Electric Wheelchairs, E-Scooters, and E-Bicycles.

2.2. To ensure MTBC can manage associated safety risks effectively, including storage, maintenance, and charging arrangements.

3. Scope

3.1. This policy applies to all MTBC residents at CBC, as well as any guests or visitors using mobility devices on site.

4. Definitions

4.1. **Mobility Scooter:** Typically designed for outdoor use over longer distances. Class 2 scooters (max 4 mph) are pavement-friendly; Class 3 scooters (max 8 mph) are road-capable and must meet legal requirements including lights, indicators, reflectors, horn, and mirrors.

4.2. **Electric Wheelchair:** Battery-powered wheelchairs designed for indoor and outdoor use, supporting mobility without manual propulsion.

4.3. **E-Bicycle:** Battery-powered version of a standard two-wheeled bicycle.

4.4. **E-Scooter:** Battery-powered version of a traditional two-wheeled push scooter.

5. Applying for Permission to Keep a Mobility Scooter

5.1. MTBC requires permission to keep a Mobility Scooter due to their size, weight, and potential impact on corridors, lifts, doors, and communal areas, as well as fire and safety risks. Permission ensures safe storage, use, and maintenance.

5.2. This applies to new requests and retrospectively to existing residents.

5.3. Section 25 of residents' Letters of Appointment states:

"Residents may apply to the Trustees to keep a Mobility Scooter at the Charity's premises. Proof of insurance must be provided to the Trustees."

5.4. Residents must apply in writing to the Policy and Operations Officer (Almshouses) **before purchasing a Mobility Scooter**. Requests are normally responded to within 14 days.

5.5. Permission is conditional upon:

5.5.1. Reading and agreeing to comply with this policy;

5.5.2. Holding valid insurance;

5.5.3. The device being made by a reputable maker;

5.5.4. Availability of suitable storage space.

5.6. Residents must ensure their Mobility Scooter:

- 5.6.1. Is maintained in a safe and serviceable condition;
- 5.6.2. Complies with legal requirements for its class;
- 5.6.3. Is fully insured;
- 5.6.4. Fits safely through all intended external doors, internal doors, and lifts.

6. Keeping an Electric Wheelchair, E-Bicycle or E-Scooter

- 6.1. Residents must submit a written request to the Policy and Operations Officer (Almshouses) before purchasing an electric wheelchair, e-bicycle, or e-scooter, due to the fire risk associated with their batteries
- 6.2. . Requests are normally responded to within 14 days.
- 6.3. Permission is conditional upon:
 - 6.3.1. Reading and agreeing to comply with this policy;
 - 6.3.2. Holding valid insurance;
 - 6.3.3. The device being made by a reputable maker;
 - 6.3.4. Availability of suitable storage space.
- 6.4. Residents must ensure their Electric Wheelchair, E-Bicycle or E-Scooter:
 - 6.4.1. Is maintained in a safe and serviceable condition;
 - 6.4.2. Complies with legal requirements;
 - 6.4.3. Is fully insured.
- 6.5. All devices must comply with the charging, storage, maintenance, and purchasing requirements set out in this policy. Non-compliance may result in removal from CBC premises or other enforcement action.

7. Storage

- 7.1. Storage of Mobility Scooters, Electric Wheelchairs, E-Bicycles, and E-Scooters is strictly prohibited in corridors, escape routes, lifts, or stairwells.
- 7.2. Electric Wheelchairs may be stored inside a resident's flat only if required for access in and out of the flat. The storage of Mobility Scooters, E-Bicycles and E-Scooters in flats is prohibited.
- 7.3. The Buggy Store is the designated storage area for Mobility Scooters, Electric Wheelchairs, E-Bicycles, and E-Scooters.
- 7.4. Residents must store items safely and ensure they do not obstruct access or create hazards.

8. Charging

- 8.1. All devices must be charged in the designated Buggy Store. Charging in flats, communal areas, or walkways is prohibited, **except for Electric Wheelchairs that are stored in a resident's flat due to access requirements.**

- 8.2. Residents must follow manufacturer instructions and CBC safety requirements when charging. Overcharging or overnight charging is prohibited. Owners of devices may leave the device unattended in the Buggy Store whilst it is being charged but must return at the end of the charging period to switch off the charging.
- 8.3. Batteries must be checked regularly for damage and any concerns reported immediately. Damaged devices may not be stored or charged at CBC.
- 8.4. MTBC may refuse storage or charging of devices that do not comply with this policy.

9. Use of Mobility Devices in Communal Areas

- 9.1. Mobility Scooters are for outdoor use and may only be used inside CBC if essential for access between the main entrance, a resident's flat, or the Buggy Store. Exceptional use (e.g., attending communal areas) requires prior approval.
- 9.2. Where possible, Electric Wheelchairs, non-motorised wheelchairs, or walking aids should be used indoors instead of Mobility Scooters.
- 9.3. E-Bicycles and E-Scooters must not be ridden inside CBC and may only be pushed between the entrance and the resident's flat or the Buggy Storeroom.

10. Purchasing Devices

- 10.1. Residents are responsible for ensuring all devices purchased are safe, well-maintained, and suitable for storage and charging at CBC.
- 10.2. For second-hand devices, residents must provide evidence of mechanical and electrical inspection by a qualified engineer or approved supplier before storage or charging.
- 10.3. MTBC may refuse storage or charging of unsafe, uncertified, or non-compliant devices. Non-compliant devices may be removed at the resident's expense.

11. Maintenance and Testing

- 11.1. All devices must undergo annual Portable Appliance Testing (PAT).
- 11.2. The Policy and Operations Officer will arrange PAT testing; costs are recharged to the resident.

11.3. Residents must maintain devices in accordance with manufacturer recommendations to reduce fire and mechanical risks.

11.4. Devices that have not been PAT tested or properly maintained may not be stored or charged. MTBC may refuse or remove such devices at the resident's expense.

12. Insurance

12.1. All residents must hold valid insurance covering accidents, injury, theft, and damage for any device kept at CBC.

12.2. Proof of insurance must be provided to MTBC on request.

12.3. Devices without valid insurance may not be stored or charged, and MTBC may remove uninsured devices from the premises at the resident's expense.