



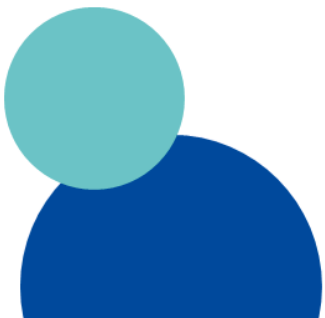
Waverley Borough Council

Senior Living Powered Mobility Device Policy

Latest version number: 0.2

Latest publication date: 10/01/2024

Lead Officer / Team: Senior Living



1. Document Information & Governance

1.1 Approval & Publication:

Approving Body	Approval route requirement	Publication Type	Publication requirement	Review frequency	Document owner
Executive Head of Housing in consultation with Co-Portfolio Holder for Housing	Tenant consultation at LSAB.	External.	Regulatory requirement.	3 years. Next review: January 2027.	SIT.

1.2 Version Control Information:

Version	Version Status (<i>Draft, Approved /Published Internally or Externally</i>)	Date	Version Comment	Version Author
V0.1	Working Draft	01/12/2022	Creation of the document	David Brown/Amy Walton
V0.2	Approval Draft	08/01/2024	Agreed by compliance and senior living teams.	David Brown/Amy Walton

1.3 Impact Assessments and Consideration:

Impact Assessment Type	Required / Not Required	Date Completed	Impact Assessments and Considerations Comment	Assessment Owner
Equality Impact Assessment	Required	8 January 2023	n/a	Amy Walton
Data Protection Impact Assessment	Not required			
Climate Change	Not required			

2. Document Statement.

2.1. This policy sets out how the Waverley Borough Council Senior Living service will balance the individual need for independence with the safety of all tenants and fulfil its duties to make reasonable adjustments under the Equality Act 2010. It will outline how the service will manage the storage, charging, and use of powered mobility devices by tenants of the Senior Living schemes.

3. Scope.

- 3.1. The following policy applies to all current tenants of Waverley Borough Council Senior Living schemes who wish to store, charge, or use a powered mobility device.
- 3.2. A powered mobility device is defined in this policy as any electric battery powered machine that is used by an individual to aid their mobility outside of their home. This includes mobility scooters, e-scooters, and e-bikes.
- 3.3. For mobility scooters these are divided into three classes under the Use of Invalid Carriages on Highways Regulations 1988. This policy applies to Class 2 and 3 invalid carriages only.
- Class 1 includes any device that is propelled by the user.
 - Class 2 includes any device that is designed for use on the pavement and cannot exceed 4 mph.
 - Class 3 includes any device that is designed for use on both the pavement and the roads and can travel up to 8 mph.

4. Policy Statement.

- 4.1. Tenants must obtain written permission from their Senior Living Officer before purchasing or leasing a powered mobility device that they intend to store, charge, or use at their Senior Living scheme. Senior Living tenants will be permitted to store, charge, or use a powered mobility device on the scheme grounds, where it is deemed safe to do so.
- 4.2. Part of the process of determining whether it is safe should include an inspection by the Fire Compliance Officer and/or a Safe and Well Visit carried out by the Surrey Fire and Rescue Service.
- 4.3. To comply with its duties outlined in the Equality Act 2010, the council will make reasonable adjustments to make it possible for tenants to have a mobility device. To be deemed reasonable the financial and physical scale of the adjustment must be proportionate to the benefit that it will bring to the tenant.
- 4.4. When a tenant is given permission to store, charge, or use a mobility device on the scheme grounds they must not breach the conditions of this permission or their permission may be withdrawn.
- 4.5. If a tenants disagrees with the outcome of their request, then they can appeal via the corporate complaints process.

5. Conditions of permission.

5.1. Storage

- 5.1.1. Powered mobility device must not be stored in communal corridors or rooms at any time.
- 5.1.2. The device must only be stored in the location specified by the Senior Living Officer when permission was granted.
- 5.1.3. Where there is a designated internal or external communal storage area for powered mobility device, spaces will be allocated on a first-come first-served basis. Where there are no spaces available a waiting list will be maintained.

5.2. Charging

- 5.2.1. The manufacturer guidelines must be followed.
- 5.2.2. Devices must only be charged between 8am and 8pm and must be removed from charge as soon as they are fully charged.
- 5.2.3. Devices must only be charged as was specified by the Senior Living Officer when permission was granted.

5.3. Use

- 5.3.1. The tenant is responsible for ensuring that they can operate the device safely. This includes knowing how to use the controls and being adequately aware of their surroundings to respond to hazards in a safe manner.
- 5.3.2. When using a device within the internal communal corridors, they must travel at walking pace and be considerate to other people using the corridor.
- 5.3.3. Any damage to the building caused by the device must be reported to their officer immediately. The cost of the repair will be recovered via the tenant's insurance. If the tenant does not have the appropriate insurance, then the tenant will be personally liable for the cost.

5.4. Insurance and Portable Appliance Testing

- 5.4.1. Tenants must have appropriate public liability insurance to cover against injuries to third parties or themselves and any damage to internal or external parts of the building.
- 5.4.2. Tenants are responsible for ensuring that their device has an annual Portable Appliance Test (PAT). If the device fails this test, it must be repaired or replaced and then pass the test before it is used on scheme grounds again.
- 5.4.3. A copy of the insurance and PAT certificate must be available when requested by the Senior Living Officer.

5.5. Fees

- 5.5.1. There are not currently any fees in place for using a powered mobility device within the schemes. However, the Council reserves the right to introduce fees to account for the cost of the electricity used to charge the devices and the additional wear and tear to communal areas. Tenants will be notified in writing with four weeks' notice if fees are introduced.

6. Breach of conditions of permission.

- 6.1. If a powered mobility device is used on scheme grounds without permission or if the terms and conditions of permission are breached, then the Council reserves the right to remove the device. Fourteen days written notice will be given to residents before removal. However, if the device poses a threat to the safety of the building, then it will be removed immediately and the tenant will be notified of this action in writing.
- 6.2. The council will pass any removal or storage costs to the tenant.

7. Document improvement.

The Council welcomes comments and feedback on its policies and procedures. Please contact the Senior Living and Careline Services Manager if you have any comments.

8. Related documents.

- 8.1. Complaints Handling Policy and Procedure
- 8.2. Powered mobility device request form
- 8.3. Template of letter granting/refusing permission
- 8.4. Powered mobility device register
- 8.5. Information document for tenant