

CROYDON CHURCHES HOUSING ASSOCIATION

Mobility Scooters and Electric Wheelchairs - Use and Storage within ccha premises – Policy

1. Introduction

This Policy and procedure are to provide a guide for both residents and staff regarding the use of mobility scooters within ccha buildings.

2. Purpose

That ccha is managing the use and storage of mobility scooters. That hazards with our buildings and estates are identified. That the controls for the safe use and storage of electric wheelchairs and mobility scooters are in place.

That, as far as is reasonably possible, residents that need the assistance of a motorised scooter or electric wheelchair have access to storage and charging for these. Reasonableness will consider the limitations and design of our buildings, whether our estates will accommodate this and provided that it is safe to do so.

3. Policies to be read in conjunction with this policy and procedure

- ccha Fire Safety Policy
- ccha Fire safety Procedure

4. Classification of wheelchairs and mobility scooters

Wheelchairs and mobility scooters are defined by the Driver and Vehicle Licensing Agency [DVLA] as follows:

Class 1

Manual wheelchairs that are self-propelled or pushed by another person. These do not need to be registered with the DVLA.

Class 2

Powered wheelchairs and mobility scooters that are intended for footpath use only. They have a maximum speed of 4mph and an unladen weight of no more than 113.4kg. These do not require DVLA registration.

Class 3

Mechanically propelled mobility vehicles that can travel at more than 4 miles per hour but incapable of exceeding a speed of 8mph. They must be fitted with a device capable of limiting the maximum speed to 4mph for use when travelling on footways.

The unladen weight must not exceed 150kg. These must be registered with the DVLA for road use and be licensed in the 'disable taxation' class.

5. Risk

The use of powered mobility scooters and wheelchairs can create a range of risks, not only to the building, but to other residents, staff, and visitors.

Research has shown that fires involving mobility scooters produce significant heat and smoke, which can quickly make corridors or stairways unsafe. In an enclosed space, a fire of this type could block escape routes and place anyone opening their door in immediate danger. ccha has a legal responsibility to promote the well-being and safety of customers by adhering to relevant legislation. This responsibility requires due consideration of any information or guidance which highlights potential risks and dangers to the occupants of our properties when developing our policies and procedures.

These include:

- Collisions with vehicles, buildings, and people causing injury and damage.
- Trip hazards from inappropriate storage and charging.
- Fire risk caused by faulty mechanisms.
- Obstruction or restriction of safe fire escape routes or fire exits.
- Use of mobility Scooters within Lifts.

Mobility scooters in classes 2 and 3 are not permitted to enter or travel in the lifts within any ccha premises.

6. Storage of mobility scooters and wheelchairs with accommodation and or externally

Under the Fire Regulations, Regulatory Reform (Fire Safety) Order 2005 we are required to carry out fire risk assessments for each of our sites.

These detail any hazards and how we will manage these including mobility scooters and electric wheelchairs, within our buildings.

For more details see the link below:

[The Regulatory Reform \(Fire Safety\) Order 2005 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

Mobility scooters and electric wheelchairs must not to be stored or charged within internal communal areas of any building at any time. These areas form part of the escape route for the residents in the event of a fire.

Residents should only store mobility scooters in designated areas such as external or internal mobility storage facilities once permission has been granted by ccha.

Some sites may not have internal storage facilities. We will continue to work with Residents to identify appropriate suitable alternatives.

The number of internal storage spaces available will vary depending on the layout of building and physical limitations.

When no suitable internal space can be identified for the storage and charging of mobility scooters or wheelchairs, ccha will explore the possibility of providing external storage facilities in consultation with all residents.

7. The provision of an external storage

For external storage to be provided or installed, several requirements will need to be met.

These include :

- Suitable and sufficient space available within the grounds of the site
- No loss of privacy or access for residents
- No potential disturbance to neighbouring homes
- Planning or other statutory permission is obtained, where required.

Funding for this type of work may be available through local authority, for example via a Disabled Facilities Grant (DFG). This would be subject to assessment and means-testing. For further information, please contact your Housing Team.

We would normally look to support residents to gain funding. Where this is not available, we will review the request on an individual basis. Where there is a wider need across the scheme, we may be able to access funding through our planned programme or Presidents Fund.

8. Waiting List for Mobility Scooter Storage

Where demand for internal and external storage exceeds the space available, ccha will operate a waiting list.

Permission to have a mobility scooter will only be granted once suitable storage has been identified.

9. Charging of Mobility and or Electric wheelchairs

Charging of mobility scooters carries a high level of risk and should only be undertaken behind a fire-resistant door. It must never be in a stairwell or on any part of an escape route.

Charging should follow the manufacturer's instructions and mobility scooters should not be left on permanent charge.

10. Portable Appliance Testing requirements

All vehicles charged within a designated scooter storage area will require an annual PAT test to ensure that the charging equipment is safe to be used. If a charger fails the PAT test it will be the owner's responsibility to repair or replace the damaged item before it can be used again.

11. Costs

Where residents use communal storage or charging points, the cost of storage or electricity is to be recharged to the resident. Charges for storage and electricity usage are payable on a monthly basis**. There is an annual charge for Portable Appliance Testing (PAT), where this is carried out alongside other equipment in the development.

Where PAT testing cannot be undertaken alongside other equipment, additional charges may apply.

**These charges will be reviewed every two years and maybe amended in line with inflation. Residents will be given a minimum of 28 days' notice of any change to charges.

12. Insurance

ccha recommends residents with mobility scooters in Class 2 have insurance.

ccha requires that residents with a mobility scooter in Class 3 have insurance.

Appendix 4. Proof of insurance

This is to protect both the owner, user and others should there be an incident.

Common incidents involving mobility scooters that could result in legal action and insurance claims may include:

- Collisions with vehicles, buildings, and people causing injury/damage.
- Trip hazards from inappropriate storage
- Fire risk caused by faulty mechanisms
- 3rd Party injuries

13. Confidentiality & Data Protection

Under the Data Protection Act 2018 and the Human Rights Act 1998, all personal and sensitive organisational information, however, received, is treated as confidential. This includes:

anything of a personal nature that is not a matter of public record about a resident, client, applicant, staff or committee member, sensitive organisational information.

For the purposes of this policy and how we manage the information that we hold on individuals as part of our claim management processes, ccha will comply with its obligations under GDPR. We are required to collect and hold certain types of resident data to carry out our business requirements and fulfil our service obligations.

14. Fair and Equal Treatment

We will make sure everyone is treated fairly and without discrimination, regardless of their race, gender, sexual orientation, disability, religion or belief, gender reassignment, pregnancy and maternity, marriage and civil partnership and age. We will promote inclusion, challenge discrimination and seek to make reasonable adjustments to ensure that everyone can access our services and that no one is excluded inappropriately from any services or activities provided by us.

An Equality Impact Assessment has been undertaken and has indicated that this policy would not discriminate against any specific groups.

Version History

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