

# Mobility Scooters & Powered Wheelchairs

## Index

Headers are links to sections

1. [Background](#)
2. [Objectives](#)
3. [Scope](#)
4. Policy
  - 4.1. Definitions
    - 4.1.1. [Class 1](#)
    - 4.1.2. [Class 2](#)
    - 4.1.3. [Class 3](#)
  - 4.2. Roles & Responsibilities
    - 4.2.1. [Employees](#)
    - 4.2.2. [Registered / Building Managers](#)
    - 4.2.3. [Health & Safety Manager \(HSM\) & H&S Department](#)
    - 4.2.4. [Quality Manager](#)
  - 4.3. [New Residents / New Scooters / Visitors](#)
  - 4.4. [Fire Safety Requirements](#)
  - 4.5. [Pat Testing](#)
  - 4.6. [Residents' Health Issues & Cognitive Ability](#)
  - 4.7. [Unacceptable Storage](#)
  - 4.8. [Storage Within a Designated Scooter Store](#)
  - 4.9. [Mobility Scooter Insurance / Servicing / Personal Liability](#)
  - 4.10. [Community Hub](#)
  - 4.11. [Dining Times for Residents](#)
  - 4.12. [Charging of Mobility Scooters](#)
  - 4.13. [Training](#)
5. [Finance](#)
6. Supported Appendices
  - 6.1. [Appendix 1: Residents Mobility Scooter Contract](#)
  - 6.2. Appendix 2: Resident requests permission flow chart (Saved in site folders)
  - 6.3. [Appendix 3: Residents Individual Risk Assessment](#)
  - 6.4. [Appendix 4: General Risk Assessment](#)
  - 6.5. [Appendix 5: Risk Assessment Guidance](#)
7. [Linked Policies](#)
8. [Legislation/Regulation](#)
9. [Review](#)
10. [Procedure/Guidance](#)

## 1. Background

We recognise that our residents and service users and visitors should, under the Equality Act 2010, have a quality of life which allows our residents and service users and visitors to have the provision for full mobility, which includes the right to own and use a mobility scooter in our buildings.

We recognise our duty to protect the health and safety of our residents and service users, visitors, staff and colleagues, as well as to conform to fire safety regulations.

We have a duty to ensure that mobility scooters are being used legally with full responsibility taken by the owner who resides in a property managed by us. That any visitors by entering our buildings give us an implied agreement to accept and follow all safety procedures in place. This policy has been developed to ensure safety of everyone on all sites.

## 2. Objectives

The aim of this policy is to:

- Ensure the safe use of mobility scooter within our buildings by residents and service users and any visitors in our buildings.
- To prevent accidents or fires involving scooters in ATD.
- Ensure fire safety is followed in all cases of mobility scooters including ownership, storing and charging, servicing and Pat testing; and
- Comply with all relevant and current legislation.

## 3. Scope

All residents living in Abbeyfield The Dales buildings or person using a mobility scooter, powered wheelchair as a visitor in any building or grounds that ATD own or manage.

## 4. Policy

### 4.1. Definitions

#### 4.1.1. Class 1



Covers manual wheelchairs without electric motors that are for domestic indoor use, the use of this type is permitted within developments.

### 4.1.2. Class 2



Applies to powered scooters (includes foldable scooters & electric wheelchairs) designed for use on the pavement or corridors travelling at a maximum legal speed limit of up to 4 mph.

They may also be used on the road to cross from one pavement to another or where no pavement is available. This class also applies to foldable scooters and electric wheelchairs (as long as they do not exceed 4 mph). Class 2 powered scooters or powered wheelchair are permitted to travel in all communal parts of ATD buildings and grounds if safe to do so.

### 4.1.3. Class 3



Powered scooter with front and rear lights, indicators/hazards, horn, rear view mirror, brakes with a maximum legal speed limit 8mph.

- Class 3 applies to machines that can be used both on the pavement where, like class 2 vehicles, they are limited to 4 mph, and on the road where they can travel up to 8 mph.
- Class 3 vehicles are required by law to be registered with the DVLA for road use. These vehicles will be licensed in the disabled taxation class and display a nil duty tax disc.
- Class 3 vehicles, or any vehicles longer than 1200mm or wider than 700mm are only permitted to be stored inside ATD buildings scooter stores for safety reasons due to the size and weight of these vehicles they are not allowed in dining rooms, residents lounge, day centers, conservatories, cinema room etc.
- Class 3 vehicles must not be stored in a resident's room or flat and can only be store in the designated scooter store.

In 2024, 211 fires were recorded across all Fire and Rescues Services in the UK with Electric Scooter (E-Scooter) which is a two-wheeled vehicle with an electric motor commonly used a means of transport. Electric Bike which is a

bike that can be powered by electricity as well as driven by pedals. Both these (Pictured below) are NOT permitted in any ATD building by residents, staff or visitors including scooter stores.



## **4.2. Roles & Responsibilities**

### **4.2.1. Employees**

It shall be the employee's responsibility to ensure they:

- If any unsafe use of a mobility scooter is witnessed this should be reported to the line manager immediately giving full details.
- Any mobility scooter left in undesignated or unsafe areas will be reported to the line manager immediately and moved to safety and must be recorded on the PCS care plan or in the resident's records.

### **4.2.2. Registered/Building Managers**

It shall be the building Managers responsibility to ensure:

- Individual residents scooter risk assessment must be carried out prior to the resident moving in or bringing one onto site, which must be recorded on the PCS care plan or in the resident's records.
- Make sure that the residents sign the appendix 1 residents mobility scooter contract.
- The manager must witness the safe use of the mobility scooter, by watching the residents go round tables, between two chairs, reverse, drive slowly, stop close to an object without hitting anything.
- Make sure all residents with mobility scooters have at least 2-million-pound public liability insurance cover, see and retain an insurance certificate each year, which must be recorded on the PCS care plan or in the resident's records.
- Must report all near miss incidents or accidents immediately to the quality manager and the health and safety manager and seek clarity on the best action to be taken.
- Update the residents risk assessment if resident have any health issues or cognitive ability impairment as detailed in section 4.4, this could include temporary or permanent removal of permission to use a mobility scooter this must be recorded on the PCS care plan or in the residents records.
- Ensure that the resident understand all charging must take place either in a scooter store or flat and is done via an RCD device and only during the day, this must be recorded on the PCS care plan or in the residents records for each residents.

- The line manager if required must sign post approved insurance and service companies, make sure all residents scooters are serviced at least once per year, and retain services records recorded on the PCS care plan or in the resident's records for each resident.
- Must inform the residents of suitable dining times to be used for safe travel so they are first in before main foot fall and last out, to remove the level of risk.

#### **4.2.3. Health & Safety Manager (HSM) and H&S Department**

It shall be the HSM's responsibility to ensure that:

- Provide support and guidance on mobility scooters to the CE, the Senior Management
- Team, and all Directors (Trustees) as required.
- The relevant risk assessment forms are available to be completed.
- Suitable training is provided where necessary for managers to follow safety procedures.
- Carry out resident visits if required.
- Advise on solutions to issues such as the right mobility scooter, support manager with reducing risk to residents and others and charging locations.
- Keep all records of all insurance documents, service records for mobility scooters in date.
- Carry out general risk assessment for building scooter use.
- The HSM will help advise building or Registered Managers with all risk assessments carried out or updates/ reviews that effect a residents safe use of mobility scooter, and support decisions on the capacity and safe control.

#### **4.2.4. Quality Manager**

It shall be the quality managers responsibility to ensure that:

- Provide support and guidance to managers when residents have a health issue that may affect the ability to use a mobility scooter
- Help advise managers with risk assessment and keep accurate record of all actions on PCS or residents records.
- Keep a record of all resident's risk assessment carried out by managers.
- The QM will help advise building or registered managers with all risk assessments carried out or updates/reviews that effect a residents safe use of mobility scooter, and support decisions on the capacity and safe control.

### **4.3. New Residents/New Scooters/ Visitors**

All residents and service users will be informed about ATD scooter policy before they move in. New residents will need permission to bring a mobility scooter in as part of the wider application process. An existing resident who has previously not had a mobility scooter or is replacing one, will also need to apply for permission and all the principles will again apply.

Permission will be granted if the individual is deemed to have a need for a mobility scooter as determined by a health care professional. Many powered wheelchair users will already have an NHS assessed need and, in this case, will still need to be risk assessments carried out by the manager.

All visitors will follow safety warning signs displayed at the entrance to each building and will maintain a safe distance to those on foot. By entry into the building the visitor agree to a 2mph speed limit and to use the mobility scooter or powered wheelchair in a safe way, and accept full liability for any accidents or damage caused.

#### **4.4. Fire Safety Requirements**

The recent use of lithium iron phosphate (LiFeP04) batteries instead of lead acid batteries to power mobility scooters has increased risks due to their unpredictable and adverse reaction when subjected to fire. All batteries can give off hydrogen when charging.

Mobility scooters are highly flammable and may compromise escape routes in the case of fire. Therefore, they are not permitted to be left in any internal communal areas (unless within an approved fire safe storage area e.g. scooter store) and should only be stored within approved fire safe storage areas, or the residents flat, with our agreement. Residents may store and charge a scooter in their flat as long as this does not compromise their safety if there is a fire, they are NOT to be left on charge on any escape route out of the flat. A risk assessment must be conducted with individual residents by the building manager or registered manager. In particular, the access route to the residents and service users flat must be assessed and whether the resident is able to safely manoeuvre the mobility scooter to the flat.

#### **4.5. Pat Testing**

Pat testing will take place each year by the ATD maintenance team free of charge, any failures will be marked accordingly, and the scooter charger unit/lead taken out of service, the building manager will immediately stop the use of the scooter for that residents until the residents has new equipment.

#### **4.6. Residents' Health Issues & Cognitive Ability**

Some common conditions associated with elderly residents are Dementia, Parkinson, UTI which may affect the ability to retain information, or affect the safe use of equipment. The building manager or registered manager must carry out an individual risk assessment recorded on the PCS care plan or records for each resident. It MUST clearly state if the residents are safe to operate a mobility scooter or powered wheelchair in any ATD building or grounds. Following any of the following a risk assessment update must be carried out and recorded in the PCS care plan or records for each resident. Any illness that could affect the cognitive ability, hospital stay, falls, major change in medication, accidents, witness carless or dangerous use or near miss. Any residents with the following will not be able to use a mobility scooter, dementia, fluctuating capacity, delirium, UTI infections (until fully recovered).

#### **4.7. Unacceptable Storage**

Storage and charging of mobility scooters within any internal communal area is strictly forbidden within all ATD buildings. In particular, under-stairs spaces must not

be used as storage as this compromises the fire safety of the means of escape in the event of a fire from our buildings.

Failure to comply with the requirements set out in this policy will be treated as a breach of the signed tenancy agreement and may put the resident's tenancy at risk. The resident will be banned from using a mobility scooter or powered wheelchair in our buildings or grounds.

Any fines imposed on us for breach of Fire Regulations, directly attributable to a breach of these storage requirements, will be recharged to the appropriate resident, next of kin or estate.

No alterations can be made to the communal areas, a residents flat or other spaces within a ATD buildings without written consent from us, which will not be unreasonably withheld. In all cases, residents will be consulted.

#### **4.8. Storage within a Designated Scooter Store**

If residents wish to store their mobility scooter within a designated scooter store inside the building, they must follow the terms and conditions within this policy. Storage is managed through speaking to the building manager (detailed below) and is operated on a first-come first-serve basis.

#### **4.9. Mobility Scooter Insurance/ Servicing/ Personal Liability**

There is no legal requirement to have mobility scooter insurance however ATD require that insurance is in place with a minimum of 2 million pounds public liability insurance cover if the vehicle is to be used and stored within one of our buildings. Allocation of a storage space, tenancy and permission to use a mobility scooter in ATD is dependent upon the presentation of satisfactory insurance documentation and others documents when requested.

Any damage to our property caused by a mobility scooter will be recovered through the owner's insurance company. If the owner does not have a current insurance certificate, they will be personally liable for all costs, and asked to remove the scooter from the building immediately and could put their tenancy at risk.

Service of the resident's mobility scooter or powered wheelchair must be carried in line with manufacturers specification or at least once each year. Each resident must provide the registered manager or building manager with a copy of the service document or record every year. The managers must past this record to the H&S department annually.

#### **4.10. Community Hub**

Community hub staff will make line registered managers or building mangers aware of any visiting residents that have a mobility scooter or powered wheelchair before they attend the building. All community hub staff and the managers will follow all procedures in above. All service users must have insurance, service records, risk assessments, signed agreements etc.

#### **4.11. Dining Times for Residents**

Dining times may be altered by the managers or head chefs via fixed or open block times for residents to provide the safest times for scooter users or others.

## 4.12. Charging of Mobility Scooters

The charging of mobility scooters is not permitted in any corridor, on any escape route, in any lift lobby or on any protected stairwell. Also, it is prohibited in internal or external communal areas unless a specifically designated area is provided for the purpose of charging mobility scooters.

Any designated charging area (scooter stores) will be provided with a minimum of 60-minute fire protection, which will include adequate fire detection e.g. smoke detectors.

ATD require residents to charge mobility scooters in scooter stores whenever possible or within their own flats where this is possible. All charging that takes place must be via an RCD plug and must never be on the exit corridor out of the flat. These plugs can be supplied by ATD and are chargeable to residents.



## 4.13. Training

Training is given to staff and Managers from the point of induction with refresher training on an ongoing basis.

## 5. Finance, Value for Money & Social Value

N/A.

## 6. Supported Appendices

Appendix 1: Residents Mobility Scooter Contract

Appendix 2: Resident requests permission flow chart

Appendix 3: Residents Individual Risk Assessment (Saved in site folders)

Appendix 4: General Risk Assessment

Appendix 5: Risk Assessment Guidance

## 7. Linked Policies

Health and Safety (HSF007)

Risk Assessment (HSR001)

## 8. Legislation/Regulation

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999 (Regulation 3 – Risk Assessment)  
Regulatory Reform (Fire Safety) Order 2005  
Equality Act 2010  
Use of Invalid Carriages on Highways Regulations 1988

## **9. Review**

Every 3 years, subject to any regulatory or legislative updates.

## **10. Procedure/Guidance**

N/A

## Appendix 1: Residents Mobility Scooter Contract

Abbeyfield The Dales Limited



# Mobility Scooter Contract

Date:

I,

(Your Name)

at

(Building Name)

in flat number

(Flat/room/suite number)

understand that:

- I am liable for the cost of any damage I cause to the building's fabric, lifts, fire doors, furnishings etc. and any person whilst using my mobility scooter in ATD property or grounds. Only Class 2 mobility scooters are allowed to travel round the inside of the buildings, Class 3 mobility scooters must be kept in the scooter stores only and not used in any resident' areas within the buildings or grounds. (other than going on/off site)
- I understand I must have appropriate insurance cover in place for the use/storage and charging of my mobility scooter in ATD buildings at all times.
- Mobility scooters that are used /stored and charged within ATD building must only be done within the designated areas agreed with the building manager.
- Mobility scooters that are charged within ATD buildings or storage facilities must use an RCD and must have a current portable appliance test certificate.
- I must observe a speed limit of 2mph while inside buildings. I agree to have an annual/ regular driver check by the manager, which may include re-checks following illness.
- When stored in a flat the mobility scooter must not prevent a means of escape or entry.
- I must make sure that my mobility scooter is charged and maintained in accordance with the manufacturer's instructions to guarantee safe operation.
- I must make sure my mobility scooter is free from mud/dirt when in the building and provide a service certificate each year.
- I understand that a risk a risk assessment will be carried out and will be updated as required due to ill health, having an accident or near miss. This could result in being deemed unfit to use a mobility scooter or powered wheelchair in ATD building and use these removed'
- I will not leave any items stored in the mobility scooter while it is being stored or charged in the designated scooter stores.
- ATD will not be responsible for any accident course by my lack of using the scooter in correctly cause injury or damage.
- Should I have an accident this will be because I am using the mobility scooter in an unsafe manner, because I have not given the correct space or given way to all persons on foot. Or because I'm not well enough or unfit to use it safely and I accept total and full responsibility and liability.
- ATD cannot be held responsible for any damage to mobility scooters whilst stored on our property (indoors or outdoors) .
- ATD cannot guarantee secure external storage facilities for those mobility scooters that cannot be accommodated within buildings.

Designated Area for Storage:

Designated Area for Charging:

Residents Signature:

Residents Witness Name:

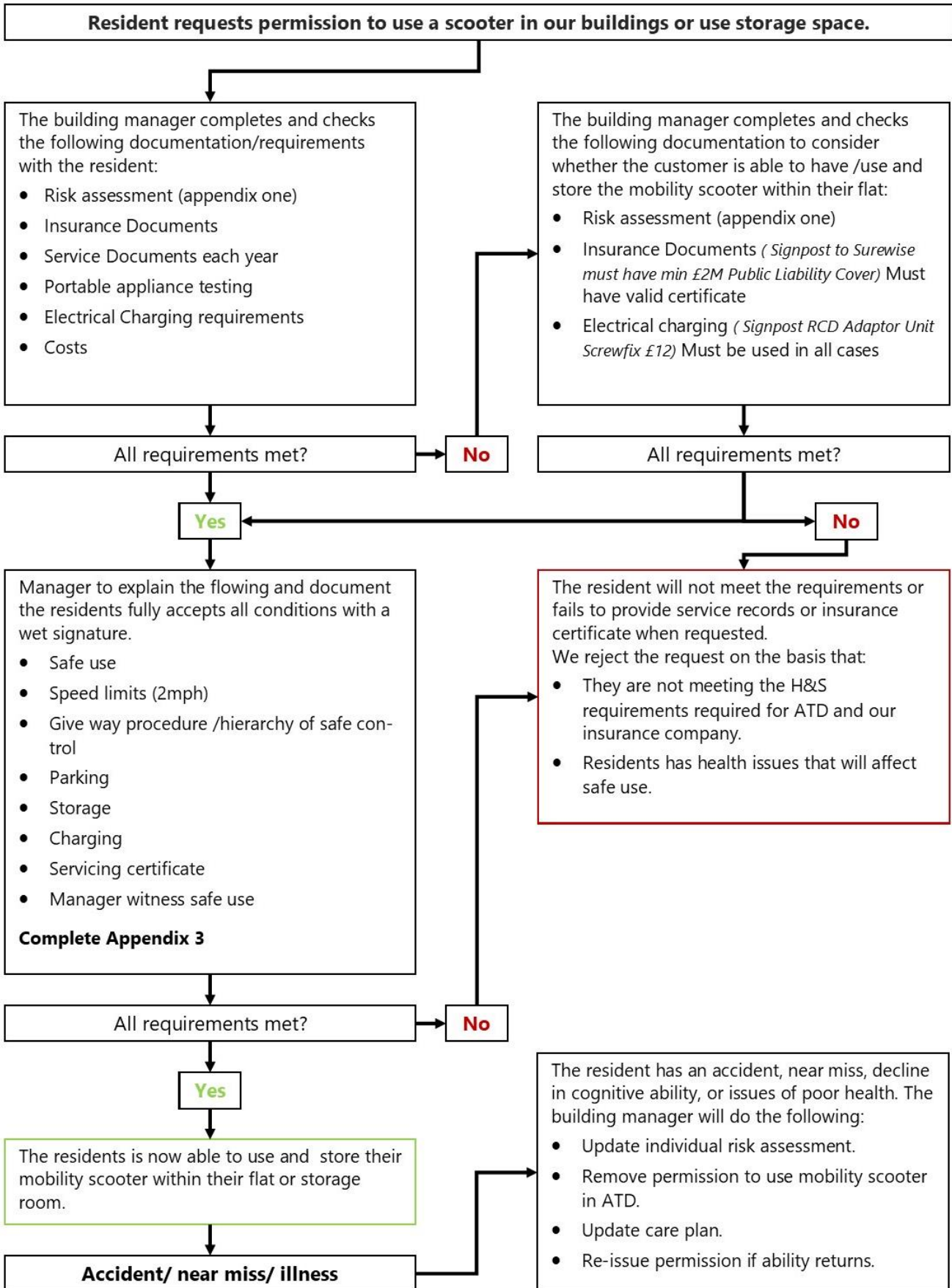
Residents Witness Signature:

Managers Name:

Managers Signature:

Job Title:

# Resident Permission Request Flow Chart



## Appendix 4: General Risk Assessment

Abbeyfield The Dales



# Risk Assessment

<b>Site Name:</b>	All ATD Sites	<b>Address:</b>	All Sites	<b>Date:</b>	06/02/2026
<b>Activity:</b>	General RA, powered mobility scooter or powered wheelchairs use in property or grounds.				
<b>Groups at Risk:</b>	Residents, Staff, Visitors, Contractors.				
<b>Assessor:</b>	Andrew Russell	<b>Role:</b>	Health & Safety Manager		

No	Task/Activity	Hazard/Risk	Likelihood x Severity = Risk Rating			Current Controls	Likelihood x Severity = Risk Rating (with controls)		
			L	S	RR		L	S	RR
1.	Allocation of living accommodation	Potential risk from mobility scooter coming into contact with residents, staff or visitors causing serious injury by being hit by a moving vehicle.	3	3	9	<p>Building manager or registered manager to speak to All potential residents about scooter use before allocation.</p> <p>Managers to explain any future use of scooter and ATD T&amp;C round scooter use.</p> <p>The building manager or registered manager must make sure that the Residents Mobility Scooter Contract is signed and witnessed.</p> <p>The building manager or registered manager will follow Resident requests permission to use a mobility scooter flow chart.</p> <p>ATD staff will follow information, instruction and training.</p> <p>The building manager or registered manager will request a valid certificate of insurance each year from each resident and is past to H&amp;S department.</p>	1	3	3

No	Task/Activity	Hazard/Risk	Likelihood x Severity = Risk Rating			Current Controls	Likelihood x Severity = Risk Rating (with controls)		
			L	S	RR		L	S	RR
2.	Using the wrong type or size of mobility scooter inside a building. E.g. class,1,2,3	Potential risk from mobility scooter coming into contact with residents, staff or visitors causing serious injury by being hit by a moving vehicle.	4	4	16	Building manager or registered manager to check the size of all scooters current / old or new equipment as required to follow policy.  The building manager will follow the safe class size  ATD staff will follow information, instruction and training.	1	2	2
3.	Residents without public liability insurance	Risk to residents and ATD from none insured mobility scooter users causing injury.	5	1	5	Managers are to check that residents have public liability insurance certificate each year and pass this to the Health & Safety department.  The building manager or registered manager is to Surewise scooter insurance.  ATD staff will follow information, instruction and training.	1	1	1
4.	Residents with cognitive impairment/ dementia/ UTI using mobility scooter. The resident does not have the ability to safely use vehicle	Potential risk from mobility scooter coming into contact with residents, staff or visitors causing serious injury by being hit by a moving vehicle. Because the resident does not have the ability to safely use vehicle.	4	4	16	The building manager or registered manager is to carry out an assessment on the resident's name above and state if the residents is safe to use a mobility scooter or not.  The building manager or registered manager will take appropriate action following ATD policy and guidance.  The building manager or registered manager if necessary, may withdraw the use of any scooter or powered wheelchair for safety reasons if absolutely from any residents or others if necessary for safety reasons.  ATD staff will follow information, instruction and training.	1	4	4

No	Task/Activity	Hazard/Risk	Likelihood x Severity = Risk Rating			Current Controls	Likelihood x Severity = Risk Rating (with controls)		
			L	S	RR		L	S	RR
5.	Residents safely operating mobility scooter	Potential risk from mobility scooter coming into contact with residents, staff or visitors causing serious injury by being hit by a moving vehicle. Causing damage to buildings and property.	5	4	20	The managers must witness the safe use of the mobility scooter by the resident above round an obstacle (table doorway) without hitting anything.  Following a downturn in health the residents must be re-assessed by the manager.  ATD staff will follow information, instruction and training.	1	4	4
6.	The residents have a decline in ill health that may affect safe use of a scooter	Potential risk from mobility scooter coming into contact with residents, staff or visitors causing serious injury by being hit by a moving vehicle.	5	4	20	Building manager or registered manager may stop the residents from using the mobility scooter permanently or temporary due to illness.  Following a downturn in health the residents must be re-assessed by the manager.  ATD staff will follow information, instruction and training.	1	4	4
7.	Change in medication	Change in medication causing the decline in the ability to safely use the scooter causing serious injury by being hit by a moving vehicle.	5	4	20	Building manager or registered manager to update this risk assessment.  Medication must be checked with the quality manager that is does not cause drowsiness, or state do not operate machinery.  Building manager or registered manager may stop the residents from using the mobility scooter permanently or temporary due to medication making it unsafe.  ATD staff will follow information, instruction and training.	1	4	4

No	Task/Activity	Hazard/Risk	Likelihood x Severity = Risk Rating			Current Controls	Likelihood x Severity = Risk Rating (with controls)		
			L	S	RR		L	S	RR
8.	Residents using alcohol	Changing any medication taken and lowering the ability to use the	3	4	12	<p>Use of as mobility scooter while using alcohol should not be carried out, as the law allows for some use, ATD will allow one small wine, or one beer. No more should be taken and use a scooter.</p> <p>The building manager or registered manager must stop the use of a mobility scooter if residents drink more than the above limits, with continuous drinking and driving putting tenancy at risk.</p> <p>Alcohol use while on medication may change the effects of the use of both, the building manager or registered manager to speak to the quality manager &amp; HSM for guidance.</p> <p>ATD staff will follow information, instruction and training.</p>	2	4	8
9.	Movement around the inside building by resident or visitor	<p>Collision with scooter tipping/slipping. Risk to scooter user, staff, visitors because of</p> <p>Uneven Surfaces</p> <p>Glass doors</p> <p>Raised thresholds</p> <p>Speeding</p> <p>Furniture</p> <p>Crowds/busy area</p> <p>Wet flooring</p>	4	3	12	<p>All building users to be made aware that there are mobility scooter users within the building with signs on all entrances.</p> <p>All ATD managers have completed a residents mobility scooter user contract with the residents who have signed copies to follow safe use.</p> <p>Individual Risk Assessment has been carried out by the registered or building managers and ability of the users has been established for safe use.</p> <p>An internal speed limit has been set at 2mph.</p> <p>Uneven surfaces/raised thresholds to be identified and highlighted were possible, but most properties within ATD have been designed for safe use of mobility scooter &amp; powered Mobility scooter &amp; powered wheelchairs.</p>	2	3	6

No	Task/Activity	Hazard/Risk	Likelihood x Severity = Risk Rating			Current Controls	Likelihood x Severity = Risk Rating (with controls)		
			L	S	RR		L	S	RR
		<p>Loss of control of Mobility scooter &amp; powered wheelchairs</p> <p>Collision with pedestrians or furniture</p>				<p>Defects to flooring etc. are to be reported and dealt with appropriately by in house ATD maintenance team.</p> <p>Glass doors/panels are made visible for access/egress and are to the required standard that meets safety glass BS EN 12600. BS EN 12600.</p> <p>Blind spots have a mirrors installed for everyone's use.</p> <p>Access &amp; egress and corridors to be kept clutter free as part of fire safety so will allow safe use of mobility scooter &amp; powered Mobility scooter &amp; powered wheelchairs.</p> <p>Furniture is to be arranged in such way that it does not become an obstacle/hazard for the Mobility scooter &amp; powered wheelchairs user.</p> <p>Any class 3 mobility scooters cannot travel round the building or ground only to the storage place identified in the individual risk assessment.</p> <p>All residents have been given written instruction to explained that they must always give at least 1 meter gap from others.</p> <p>ATD staff will follow information, instruction and training.</p>			
<b>10.</b>	Movement outside the building	Collision with scooter tipping/slipping. Risk to Mobility scooter & powered wheelchairs	<b>5</b>	<b>3</b>	<b>12</b>	<p>Mobility scooter &amp; powered wheelchairs use to be restricted in severe/dangerous weather conditions e.g., rain/ice/snow/high winds.</p> <p>Users to avoid areas which are particularly slippery or steep.</p>	<b>2</b>	<b>3</b>	<b>6</b>

No	Task/Activity	Hazard/Risk	Likelihood x Severity = Risk Rating			Current Controls	Likelihood x Severity = Risk Rating (with controls)		
			L	S	RR		L	S	RR
		user, staff, visitors because of Uneven Surfaces Raised or dropped kerbs Speeding Slopes or camber Crowds/busy area Weather conditions Loss of control of Mobility scooter & powered wheelchairs collision with pedestrians, cars, vans				Avoid crowded areas. If necessary, ensure that a quiet area is identified and used. Gritting/salting/clearing areas of snow/ice is carried out by building staff and ATD maintenance team for safe use. Additional support/assistance where necessary will be sort as required. A 5 mph speed limit is in place within all ATD car parks with suitable and sufficient signage in place. All buildings have suitable outside lighting. All residents have been given written instruction to explained that they must always give at least 1 meter gap from others. ATD staff will follow information, instruction and training.			
11.	Storage and charging of mobility scooter & powered wheelchairs	Risk to mobility scooter & powered wheelchairs user, staff, visitors of trip hazard, causing fire, blocking exits from the building causing death in a fire.	2	2	4	Mobility scooter & powered wheelchairs to be stored securely in the designated scooter store where it will not become a risk to others. Mobility scooter & powered wheelchairs should be easily accessible should it be required by the user. Individual risk assessment has been carried out by the registered or building managers and safe storage locations identified if other than the scooter store e.g. the flat. Storage in flat will not take place on any exit route out of the flat.	1	2	2

No	Task/Activity	Hazard/Risk	Likelihood x Severity = Risk Rating			Current Controls	Likelihood x Severity = Risk Rating (with controls)		
			L	S	RR		L	S	RR
						All charging will take place using an RCD plug. Manufacturers' guidelines for use must be followed. ATD staff will follow information, instruction and training.			
12.	Risk of electrical fault, fires or lack of maintenance	Risk of mobility scooter & powered wheelchairs causing a shock or fire in the building leading to residents, staff or visitors causing serious injury or death	3	4	12	All mobility scooter & powered wheelchairs will be pat tested each year by ATD maintenance team, and records retained by them. Any failures the mobility scooter & powered wheelchairs will be taken out of service and the residents informed; any chargers / cable will be taken away from the residents. The building manager or registered manager must request proof of annual service from each resident and give details to H&S department. The building manager or registered manager will carry out individual risk assessments and will update these as required for illness, any cognitive decline, accidents, near misses or incorrect use. ATD staff will follow information, instruction and training.	1	4	4
13.	Maintenance of mobility scooter & powered wheelchairs,	Mobility scooter & powered wheelchairs not fit for purpose/damaged, Risk to users and others	4	4	16	Daily visual checks should be carried out by residents before use for general wear and tear. If defect identified, have been found they must inform the manager and the maintenance department and should cease using until rectified.	1	4	4

No	Task/Activity	Hazard/Risk	Likelihood x Severity = Risk Rating			Current Controls	Likelihood x Severity = Risk Rating (with controls)		
			L	S	RR		L	S	RR
						<p>If maintenance cannot rectify a simple fault, then AGH Mobility Solutions can be requested to attend site who will repair the mobility scooter &amp; powered wheelchairs.</p> <p>All mobility scooter &amp; powered wheelchairs should have an annual service in compliance with the Manufacturers' guidelines and prove the manager with proof.</p> <p>ATD staff will follow information, instruction and training.</p>			
14.									
15.									
16.									
17.									

## Risk/Priority Indicator Matrix

<b>LIKELIHOOD</b>	Almost certain/imminent	5	5	10	15	20	25
	Likely	4	4	8	12	16	20
	Even chance/may happen	3	3	6	9	12	15
	Unlikely	2	2	4	6	8	10
	Improbable/very unlikely	1	1	2	3	4	5
			1	2	3	4	5
			<b>Negligible</b> (delay only)	<b>Slight</b> (minor injury / damage / interruption)	<b>Moderate</b> (lost time injury, illness, damage, lost business)	<b>High</b> (major injury damage, lost time, business interruption, disablement)	<b>Very High</b> (fatality/business closure)
<b>SEVERITY (CONSEQUENCE)</b>							

## Risk Status / Suggested Timeframe

17-15	<b>High</b>	Stop activity	As soon as possible and make immediate improvements.
10-16	<b>Medium</b>	Tolerable	Look to improve within specified time frame / within next 3-6 months.
5-9	<b>Low</b>	Adequate	Look to improve at next review / whenever viable to do so.
1-4	<b>None</b>	Acceptable	No further action required

# Action Plan

Activity / Situation / Hazard	Action Required	Action By	Completed By (name & date)

## RISK ASSESSMENT GUIDANCE

### FOR POWERED MOBILITY SCOOTERS FROM A CARE PRESPECTIVE.

#### Understand the Purpose

The aim is to ensure the person can use the mobility scooter safely, without putting themselves or others at risk, and to identify when extra support or restrictions are needed.

<b>Medication</b>	
Medications that may cause: <ul style="list-style-type: none"> <li>• Drowsiness or sedation (e.g., some pain relief, antipsychotics, antihistamines).</li> <li>• Dizziness or postural hypotension (blood pressure medications, diuretics).</li> <li>• Slowed reaction times.</li> <li>• Visual disturbances.</li> <li>• Confusion or cognitive slowing</li> <li>• Alcohol – Is alcohol allowed with medications and its impact.</li> </ul>	Medication Changes: <ul style="list-style-type: none"> <li>• Any recent dose adjustments, new medications, or discontinued medications may temporarily affect stability, alertness, or coordination.</li> </ul> Potential Risks: <ul style="list-style-type: none"> <li>• Loss of control of scooter.</li> <li>• Delayed braking or steering response.</li> <li>• Increased likelihood of accidents.</li> </ul>
<b>After a Fall</b>	
If the person has recently fallen, assess for: <ul style="list-style-type: none"> <li>• Pain affecting posture or control use</li> <li>• Dizziness or balance issues</li> <li>• Reduced confidence or anxiety</li> <li>• Head injury symptoms</li> <li>• Reduced strength or mobility</li> </ul>	Risks to note: <ul style="list-style-type: none"> <li>• Difficulty getting on/off the scooter</li> <li>• Poor speed or steering control</li> <li>• Increased risk of another fall</li> </ul>
<b>UTIs (Urinary Tract Infections)</b>	
Be alert for signs of UTI: <ul style="list-style-type: none"> <li>• Confusion or delirium</li> <li>• Reduced concentration</li> <li>• Fatigue or weakness</li> <li>• Urgency or discomfort</li> </ul>	Risks to note: <ul style="list-style-type: none"> <li>• Unsafe decision-making</li> <li>• Misjudging speed or distance</li> <li>• Choosing unsafe routes</li> </ul>
<b>Assess Physical Ability &amp; Mobility</b>	
Check whether the person can:	Risks to note:

<ul style="list-style-type: none"> <li>• Grip and operate controls with their hands/arms</li> <li>• Sit upright safely while driving</li> <li>• Control their feet if required</li> <li>• See and hear well enough</li> <li>• Transfer on and off the scooter safely</li> </ul>	<ul style="list-style-type: none"> <li>• Inability to brake quickly</li> <li>• Poor steering</li> <li>• Increased tipping or instability</li> </ul>
<b>Identify Control Measures &amp; Support</b>	<b>Safe Use Guidelines</b>
<p>Health Monitoring:</p> <ul style="list-style-type: none"> <li>• Regular medication reviews</li> <li>• Increased observation during medication changes</li> <li>• UTI screening if confusion or behaviour changes</li> <li>• Post-fall assessment before scooter use resumes</li> <li>• Any medical condition that may deteriorate over time</li> </ul>	<p>Pause scooter use during periods of:</p> <ul style="list-style-type: none"> <li>• Confusion</li> <li>• Infection</li> <li>• Medication instability</li> <li>• Staff to observe or assist transfers if risks are identified</li> <li>• All managers should watch for condition that could reduce safe use, e.g. Parkinsons, Age-Related Macular Degeneration (AMD), Cataracts, Glaucoma, Mild Cognitive Impairment (MCI), Delirium, Traumatic Brain Injury (TBI), Amnesic Disorders, Schizophrenia and Psychosis-Related Cognitive Disorders. In these cases a review of the risk assessment may be needed each month to allow safe use and give residents individual person centered care.</li> </ul>

### Closing Summary

This risk assessment considers the individual's physical ability, health status, medication use, and recent events such as infections or falls in relation to safe mobility scooter use. Identified risks include reduced control, delayed reactions, confusion, and increased fall or accident risk during periods of ill health or medication change.

Appropriate control measures have been agreed, including health monitoring, temporary suspension of scooter use when required, and staff support or observation where risks are identified, and these are documented within the care plan. The aim is to promote independence while maintaining safety for the individual and others.

This assessment will be reviewed regularly and or as required and updated promptly if there are any changes in health, mobility, or medication.