

Snape Institute Mobility Scooter Use Policy

Version: 1.0

Dated: 20/12/2025

Next Review Date: 20/12/2026

1. General

In completing the refurbishment of the Institute, the Management Committee have taken such steps as is reasonable to avoid putting disabled people at a substantial disadvantage.

- By making reasonable steps with its policies and practices to avoid the disadvantage.
- Where a physical feature is a disadvantage taking steps to avoid that disadvantage.

2. Policy

This policy ensures the safe and considerate use of mobility scooters within Snape Institute protecting all visitors and complying with UK fire safety and accessibility regulations.

3. Scope

This policy applies to all individuals using mobility scooters inside the Institute during events, meetings, or activities.

4. Legal Compliance

This policy aligns with:

- **Equality Act 2010** (Sect 20) – ensuring accessibility for all.
- Regulatory Reform (Fire Safety) Order 2005. (Articles 9,14)
- Fire Safety (England) Regulations 2022.

5. General Rules

- Mobility scooters are welcome at the Institute but must be operated **at a walking pace indoors**.
- Scooters should only access the main hall of the Institute via the ramped access route. Due to space considerations the Trustees do not consider that mobility scooters should be taken into either the Kitchen or the Storeroom.
- Pedestrians have priority at all times.
- Users should park and walk where space is limited.
- **No passengers** are permitted on scooters inside the building.

6. Parking and Storage

- Scooters must **not block fire exits, corridors, doorways or the ramp**.
- If the hall is busy space is available to one side of the external access ramp, underneath the kitchen window. It is recommended that Class 3 mobility scooters are parked there.

- **Charging scooters inside the hall is not permitted.**

7. Fire Safety

- Scooters must not obstruct escape routes. These are clearly marked within the building and on the map on the information board in the main entrance.
- Batteries must be well-maintained and free from leaks.
- Event organisers have the right to refuse entry if a mobility scooter poses a safety risk.

8. Responsibilities

- Users are responsible for operating scooters safely and for any damage caused.
- Insurance for scooter owners is strongly recommended. Users of Class 3 scooters are reminded of the requirement to register with the DVLA if they drive on the road.
- The hall accepts no liability for loss or damage to scooters.

9. Assistance

- Visitors requiring assistance should inform the event organisers.
- Scooters belonging to visitors cannot be stored overnight.

10. Enforcement

- Breaches of this policy may result in refusal of entry or removal from the premises.
- Persistent non-compliance will be reported to the local authority if necessary.

11. Review

This policy will be reviewed annually or as deemed necessary.