



# Electric scooters

We realise that using a scooter can be helpful in getting out and about and maintaining your independence.

It is important that electric scooters are used and stored safely. Tenants need to have the right permission and insurance.

This Information Sheet gives more details.

# Before you get an electric scooter

**You must apply for permission before you get an electric scooter.**

Write to

The Health and Safety Adviser  
12 New Mart Road  
Edinburgh  
EH14 1RL

**Give details of the electric scooter you wish to have and where you wish to store it.**

## How Trust will decide on permission

**We will grant permission to have an electric scooter wherever possible.**

**We will reply to your request within 15 days, or in agreement with you if this is not possible.**

**We may need to consult with other people like the local Fire Officer. We will undertake a Risk Assessment before we grant permission.**

## What is a 'Risk Assessment'?

A Risk Assessment involves a careful look at all the risks and hazards associated with something – in this case – having an electric scooter.

Staff will look at keeping everyone safe, including things like:

- Can the scooter be stored and charged safely in your flat?
- If not, can it be safely stored and charged somewhere else?
- Will the storage and charging cause any risk (including fire hazard) to anyone?
- If so, how can this risk be as low as possible?
- Will the storage and charging cause unacceptable damage?

# Conditions attached to permission

You will be asked to sign a mandate agreeing to terms and conditions relating to you and your use of your electric scooter.

These are likely to include conditions like:

**You must:**

- use your scooter safely in the development (see overleaf)
- store and charge your scooter safely, usually in your own flat
- use special care and attention within Trust's premises
- understand that you will be charged if you damage Trust's property
- have insurance (see overleaf)
- maintain the scooter in line with the maker's instructions
- only use sealed batteries
- accept that you use and store your scooter at your own risk
- provide a copy of your insurance documents on request at any time
- understand that permission may be withdrawn if, for example, the storage area is needed for another purpose or an unacceptable risk is identified at a later date.



## When would permission be refused?

Trust will grant permission wherever possible. Permission may be refused if

- major work to the building would be required, with unreasonable cost, damage or disruption
- your scooter is not insured
- the conditions attached to permission are not followed.

# Insurance

## **Insurance is essential.**

You may be asked to provide a copy of your insurance documents at any time.

You will need **Third Party, Accidental Damage and Theft** insurance. Many electric scooter sellers also provide insurance.

**If you do not have insurance, permission to have an electric scooter will be refused or withdrawn.**

## Using scooters in developments

Electric scooters are considered to be outdoor vehicles and must not normally be used to get around indoors – for example to get to the lounge or the laundry. Permission may be granted for you to do so.

It is essential that extra special care is taken when using a scooter inside a Trust development or in the garden.

Information correct as at September 2020