

Ormiston Academies Trust

Electric scooter/bike charging and use policy

Policy version control

Policy type	Mandatory
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Review	Policies will be reviewed in line with OAT's internal policy schedule and/or updated when new legislation comes into force
Description of changes	No change to policy

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1. Key headline

- 1.1. Electric scooters (also known as e-scooters) and electric bikes may be stored outside during the day but only with prior written permission from the principal. Damage/loss/theft is at the owner's risk and not a responsibility of OAT.
- 1.2. It is prohibited for e-scooters and electric bikes to be stored anywhere onsite overnight and cannot be charged (plugged in) anywhere on the school site onsite during the day or night or outside the school building.

2. Introduction

- 2.1. Given the increased popularity of electric scooters and bikes, OAT has reviewed government and insurance provider information to put in place a policy for the safe use of these forms of transport.
- 2.2. This policy sets out OAT's requirements which, all OAT sites, must adhere to if these scooters and bikes are brought on school premises.

3. Legal use of e-scooters

- 3.1. E-scooters come under the category of "powered transporters"; this covers a range of personal transport devices which are powered by a motor.
- 3.2. E-scooters are classed as motor vehicles under the Road Traffic Act 1988. Which means the rules that apply to motor vehicles also apply to e-scooters including the need to have a license, insurance, and tax.
- 3.3. It's not currently possible (date of this policy) to get insurance for privately owned e-scooters, which means it's illegal to use them on the road or in public spaces. If you're using a private e-scooter you risk the vehicle being seized under S.165 Road Traffic Act 1988 for no insurance.
- 3.4. If you cause serious harm to another person whilst riding an e-scooter the incident will be investigated in the same way it would if you were riding a motorcycle or driving a car.
- 3.5. If you use an e- scooter illegally: ***you could face a fine: you could get penalty points on your license: the e-scooter could be impounded.*** Due to this legislation OAT will only allow rental e-scooters that are part of the government trial onto any OAT premises.
- 3.6. For further details on the government trial scheme of e-scooters please visit the following link.
<https://www.gov.uk/guidance/e-scooter-trials-guidance-for-users>

4. Scope

- 4.1. The policy applies to all OAT premises within Ormiston Academies Trust and all staff, volunteers, pupils, contractors, and visitors. Including OAT owned houses, lettings building and academies.
- 4.2. This policy is inclusive of all departments.

5. Roles and responsibilities

- 5.1. The academy principal is responsible for employees, visitors and pupils on site and must:
 - 5.1.1. Be familiar with this policy by periodic reference to it and communicate with other members of staff, in promoting health and safety within all departments.

6. Policy statement

6.1. Legislation

- 6.2. Ormiston Academies Trust recognises that the following legislation is relevant within the Electric scooter/bike charging and use policy.
 - (1) Health & Safety at Work etc. Act 1974
 - (2) Management of Health & Safety at Work Regulations 1999
 - (3) Control of Substances Hazardous to Health 2002
 - (4) Personal Protective Equipment at Work 1992
 - (5) Noise at Work Regulations 1992
 - (6) Manual Handling Operations Regulations 1992
 - (7) Provision and Use of Work Equipment Regulations 1998
 - (8) Electricity at Work Regulations 1989
 - (9) Section 165 of the Road Traffic Act 1988

7. Storage

- 7.1. E-scooters and electric bikes (as part of the government trial scheme) are to be stored on the premises adhering to the following instructions from [OATs insurers](#) and in accordance with the items outlined in the key headline. These control measures are due to the possible fire hazard associated with the most common type of battery (lithium-ion) used in e-scooters and electric bikes.
- 7.2. Lithium-ion batteries can pose a serious risk of fire, if either the batteries are damaged or when charging sub-standard or modified electric scooters. Once a lithium-ion battery fire does start the fire can grow extremely rapidly and is very difficult to extinguish.

- 7.3. The fire service advice is never to attempt to tackle a lithium-ion battery fire yourself. It's important to remember that water can make the fire worse.
- 7.4. Under no circumstances are e- scooters or bikes to be stored inside the main school building overnight.
- 7.5. E-scooters and electric bikes are not to be stored overnight in any OAT premises even those designated as outside areas.
- 7.6. Any damage or theft is the responsibility of the e-scooter or bikes owner and not that of the academy.

8. Charging

- 8.1. Under no circumstances are e-scooters or bikes to be charged anywhere on the school site during the day/night inside or outside the school building.

9. Related documents

- 9.1. [E-Bikes and E-Scooters \(sharepoint.com\)](#)

10. Monitoring and review

- 10.1. This policy will be reviewed annually by OAT head office, any changes made to this policy will be communicated to academy principals.
- 10.2. All members of staff are required to familiarise themselves with this policy as part of their H&S induction and on a regular basis.
- 10.3. All pupils and parents are to be informed of this policy as needed.