



URN: 23-031

Subject: Fire Safety Policy & Mobility Policy

Report to: Housing & Neighbourhoods Committee

Date of the Meeting: 16th March 2023

Report by: Chris Rutter

SUBJECT MATTER AND RECOMMENDATION

This report seeks to obtain approval on our new Fire Safety Policy and Mobility Policy.

A copy of the new policies are attached.

Housing & Neighbourhoods Committee are requested to: -

Review and approve the Fire Safety & Mobility Scotter policies.

1. Introduction

Recent changes in legislation with the passing of the Building Safety Act 2023 and the Fire Safety (England) Act 2022 has meant that we have had to review and update of Fire Safety Policy. This was also an action on our wider Compliance Improvement Plan that we are working through with the Regulator for Social Housing.

2. Fire Safety Policy

We have undertaken a full review of our Fire Safety Policy and incorporated all of the regulations and legislation that oversees delivery in this compliance workstream.

We have also used this opportunity to adopt best practice in all areas of Fire Safety, including the management of Fire Risk Assessments and related remedial actions.

Best Practice has been taken from regulations, British Standards and a full review of guidance from the National Fire Chiefs Council (NFCC)

3. Mobility Scooter Policy

GYBC do not have a current Mobility Scooter Policy. A consequence of this means that we can not manage these high-risk vehicles in a consistent manner across the housing portfolio.

There have been several serious fires over recent years and one that was fatal, that was directly linked to a fire in the common parts of a general needs block, where a resident (not the scooter owner) died, and a fire fighter was seriously injured.

Our new policy seeks to mitigate the risk from Mobility Scooters, by defining where these can be stored and charged.

4. Next Steps

Historically there have been several escalations from and to members on issues around Mobility Scooters, so it was agreed that we would present the new policy and discuss enforcement options, to Housing & Neighbourhoods Committee.

5. Financial Implications

Aside from potential costs of building mobility scooter stores at some of our Sheltered Housing blocks, which we plan to survey in the coming months to determine if there are suitable external locations, there is very little financial exposure to GYBC.

We propose to install a dedicated charging socket in residents flats (where appropriate), which will only operate from 8am-8pm, in line with National Fire Chiefs Councils guidance. The likely cost for this is around £150 per unit.

6. Risk Management

As we complete reviews of various workstreams we are identifying areas of improvement we are tracking these in a "Emerging Risk Register" and developing mitigation actions to support closing these risks down.

Attached is a copy of both the Fire Safety Policy and Mobility Scooter Policy



Great Yarmouth Borough Council

Fire Safety Policy

| | |
|--|---------------------------|
| Policy Name | Fire Safety Policy |
| Version Number 0.8 | |
| Policy Type | Master Policy |
| Supporting Documents / Policies | |
| Date | February 2023 |
| Lead Policy Officer | Compliance Manager |
| Author | Compliance Manager |
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1. Statement of Commitment

Great Yarmouth Borough Council (GYBC) are committed to providing a safe place to live for our residents and a safe place to work for our staff and contractors. To ensure this we will implement all Fire Safety regulations and deliver a “Best Practice” approach to the management of our building and other critical fire safety assets.

We are committed to protecting all relevant persons from the risk of harm from fire in all the premises we own, manage, or maintain. In this policy, the phrase ‘relevant persons’ has the meaning assigned to it in the Regulatory Reform (Fire Safety) Order 2005, which is ‘any person who is or may be lawfully on the premises, and any person in the immediate vicinity of the premises who is at risk from a fire on the premises.

We acknowledge our moral obligation and the legal requirement to provide safe homes for our tenants and leaseholders, and safe working conditions for our employees and contractors.

We shall put in place such processes and procedures as are necessary to reduce the likelihood and consequence of fire, so that the impact of fire on life safety, the environment, our business, and property is minimised.

Overall responsibility for fire safety sits with our Chief Executive, delegated to the Executive Leadership Team.

The Compliance Manager and delegated staff are responsible for delivery of this commitment and for the arrangements necessary to ensure its successful application. They will work collaboratively with our Tenancy Team and other colleagues. All members of staff have a responsibility for fire safety within their areas of activity.

We will review this policy in June 2023 and every six months until a longer frequency can be confirmed. This is to ensure that any changes from Fire Safety Act and Building Safety Act are incorporated into this policy and to ensure that it is current, appropriate to our needs, suitable for the activities we undertake, and applicable to the organisation and arrangements we have in place to manage fire safety.

We will monitor for legislative changes and make updates and amendments to this policy as required by changing legislation.

2. Scope

This policy applies to all residents in GYBC properties, including tenants and others in their households, leaseholders and visitors to our properties.

It also applies to our corporate properties, used by staff and our wider portfolio of properties that may be open to members of the public.

3. Fire Safety Strategy

This document outlines our strategic approach to fire safety in premises under our control. It is not intended to be a detailed account of our fire arrangements but is intended to provide a reference point against which our fire arrangements can be checked to ensure that the implemented precautions properly support this strategy.

Where reference is made in this document to our new build process, detailed guidance on our requirements can be found in our client brief document and Employers Requirements.

4. Legislation & Guidance

We have given regard to the following legislation in preparing this policy.

- The Building Safety Act 2022
- The Fire Safety (England) Act 2022
- The Regulatory Reform (Fire Safety) Order 2005 – Amended by Fire Safety Act
- LACoRS – Fire Safety Guidance (Local Authorities Coordinators of Regulatory Services)
- Fire Safety in Specialised Housing – National Fire Chiefs Council Guidance
- Fire Safety in Purpose Built Blocks of Flats – National Fire Chiefs Council Guidance
- Housing Act 2004, which introduced the Housing Health & Safety Rating System (HHSRS)
- Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002
- Furniture and Furnishing (Fire Safety) Regulations 1988
- Gas Safety (Installation and Use) Regulations 1998
- Electrical Equipment (Safety) Regulations 1994
- Equality Act 2010
- Building Regulations – Approved Document B
- Health & Safety at Work Act 1974 – As amended
- Management of Health & Safety at Works Regulations 2006
- Workplace (Health Safety & Welfare) Regulations 1992
- Health & Safety Executive INDG236 – “Maintaining Portable Electric Equipment”
- All relevant British Standards

5. Supporting Documents & Policies

- Great Yarmouth Borough Council Tenancy Agreement.
- FSP-02 - Safe use of balconies
- FSP-03 – Storage in Common Parts
- FSP-04 – Testing of Fire Safety Assets
- ESP-04 – Electrical Items in Common Parts
- FSP-05 – Investigating False Alarms
- HSP-06 – Hot Works Policy
- HSP-07 – Permit to Work
- HSP-09 – GYBC – PC-FRA Review

6. Roles & Responsibilities

The Chief Executive Officer will be responsible for the implementation of the Policy and will allocate responsibilities within the Executive Leadership Team and ensure that there is adequate management, monitoring and visibility of performance.

The Chief Executive Officer will recommend this Policy to the Executive Leadership Team (ELT). The Director of Assets will take overall responsibility for the delivery of the Policy commitments described in this Policy.

The Director of Housing Assets will attend the Audit committee meetings and ensure that areas of non-performance are reported and escalated where required. All potential, material non-compliance will be reported to the Chief Executive Officer / ELT irrespective of whether this relates to a KPI scrutinised by the ELT or other groups.

The Director of Housing Assets will take overall responsibility for planning and implementing the assurance activities described in this Policy and for the effective upward reporting of performance.

All Directors will take responsibility for ensuring that staff and contractors they employ have the skills, knowledge, and expertise necessary to deliver the commitments outlined in the Policy.

The Director of Housing Assets will delegate day to day responsibility for the delivery and implementation of our Fire Safety policy to the Compliance Manager and their team suitable for the delivery of the policy in general and specific tasks as required.

The Risk & Governance Committee will be responsible for ensuring that the Chief Executive Officer / ELT receives the assurance it requires.

7. Purpose Built Residential Premises

Where we manage existing purpose-built premises for general needs residential occupancy, we will ensure that all of the strategic aims listed in this policy are adhered to, paying particular to the condition of any fire resisting compartmentation and fire safety assets that are part of the building.

In existing purpose-built premises, we will assume that compartmentation is as intended and adequate, unless we find evidence that that is not the case. When we identify inadequacies in the compartmentation, we will remedy them quickly, implementing additional, temporary, mitigating control measures where we deem the risk to be unacceptably high.

For all purpose-built general needs premises that we own and manage, we will adhere closely to the guidance contained in 'Fire safety in purpose-built blocks of flats' published by the Local Government Association and National Fire Chiefs Council.

In blocks of flats, that support a stay put policy, we will not provide automatic fire detection and warning in the common parts. Where the building is designed with automatically opening ventilation (AOV) for smoke control in the common escape routes, provision will be made for smoke detection to activate the vent, but sounders will not be provided. We will ensure that any AOV present in a block, will be serviced and inspected on a monthly basis, in line with the guidance of the Fire Safety (England) Act 2022.

For all blocks that support a stay put policy, we will ensure that all of the common parts, communal areas and protected escape routes are kept clear, both to ensure that there are no combustible materials that could assist in the spread of fire or feeding a fire, nor could block the egress or ingress of the Fire & Rescue Service, or residents.

We will ensure that there is relevant fire safety signage installed in all blocks of flats, that give clear direction to residents of what to do in the event of a fire and point residents toward fire exits.

We will ensure that occupiers can report faults, including those affecting the fire precautions, for prompt rectification.

We will periodically inspect the condition of fire rated doors and other associated fire safety assets, to ensure that they are in good condition, where we find that assets are not in a suitable condition, we instruct remedial works to get the asset performing as it should.

Permission will not be granted to residents or leaseholders to modify or damage any fire safety assets, including fire rated doors or compartmentation. In the event that we find fire safety assets that have been modified or damaged, we will on review of evidence, recharge the resident for the full cost of remedial works or replacement.

8. Storage in Common Parts

We have a legal obligation to manage fire safety in all of our residential blocks in general and in the common parts specifically and a responsibility to make certain that protected escape routes can support the unhindered escape in the case of an emergency. Misuse of the common parts for storage can increase the likelihood and consequence of a fire.

Items stored in the stairways, corridors and lobbies create a tripping hazard, which in the event of a fire, especially if those areas become smoke logged, can impede escape and hinder access for firefighters.

In other areas, combustible storage adds to the fire load so that a fire would develop more rapidly than it might have with that extra fuel and be more difficult to extinguish. The presence of combustible items can also make it more likely that a fire starts as the consequence of an electrical fault.

To support this approach, we will implement a sterile approach to all items in the common parts and protected escape routes.

GYBC policy document FSP-03 – Storage in Common Parts, contains further details of our approach to storage in common parts, protected escape routes, riser cupboards and associated areas and the situations where exceptions might apply.

9. Fire Risk Assessments

We will appoint a professional external company to provide our Fire Risk Assessments, before appointment, we will audit their professional memberships and qualifications, ensuring that they meet all relevant standards.

We will also appoint an external compliance auditing company to provide third party review of an agreed percentage of Fire Risk Assessments, completed by individual Fire Risk Assessors. They will provide independent audit and confirmation that reports reviewed meet the quality assurance standards of both BAFE and are "Suitable" & "Sufficient"

We will develop a risk-based approach to the completion of our Fire Risk Assessment Programme, utilising the Fire Risk Assessment Prioritisation Tool, published by DLUHC and National Fire Chiefs Council (NFCC).

Our approach to Fire Risk Assessment (FRA) in our General Needs residential buildings is based on guidance given in "Fire Safety in Purpose-Built Blocks of Flats", published by the Local Government Association (LGA). In Sheltered Housing blocks we will follow guidance, published in Fire Safety in Specialised Housing, again published by NFCC. Those documents define four types of FRA: Types 1,2,3 and 4. Our approach combines element of all four types.

In blocks of flats providing general needs and sheltered accommodation, we will risk assess the common parts, including service areas, plant rooms, bin stores and other ancillary areas. We will also investigate a sample of dwellings to check compartmentation, fire detection and warning (within the flat). We will also survey and inspect protected escape routes.

In general needs premises, we will carry out compartmentation surveys only where the FRA identifies specific concerns about compartmentation that only a more intrusive survey can address. In our specialised housing schemes, we will complete a compartmentation survey to give us confidence that the building will support a stay-put strategy, which is our preferred strategy for our more vulnerable residents in those schemes.

In all of our residential premises, we will use the methodology for FRA contained in PAS 79-2:2000.

In our commercial and corporate properties, we will use the methodology described in PAS 79-1:2020 as the basis for the fire risk assessment.

Our Fire Risk Assessments will be stored in our Compliance Management System. Where the Fire Risk Assessments make recommendations for action, we will create a record of that action in our compliance management system, assign the action to the action owner, periodically check for progress and update the action, escalate where resolution is delayed and store evidence of completion of that action.

We will review the frequency of Fire Risk Assessments, based on the outcome of the overall risk, identified in 22/23 FRA Programme. The basis of our programme will be:-

High Risk – Annual

Medium Risk – Annual

Low Risk – Every two years. This may change based on specific blocks, risks and actions.

We will also carry out additional Fire Risk Assessments in support of Major Works programme or other projects where compartmentation may be compromised as part of the project.

10. Use of Person Electrical Items in common parts

The most common cause of fire is the misuse of, or faults in, electrical appliances. GYBC policy document ESP-04 – Electrical Items in Common Parts, defines our procedures for ensuring reasonable safety with regard to electrical appliances in our common parts.

Our intent is to ensure that our premises with limited common parts continue to have limited common parts continue to have limited sources of ignition and minimal combustible materials. In premises with ancillary accommodation in common parts our intent is to ensure that all electrical appliances used in common parts are in good condition and used safely.

Our procedure is based on guidance issued by the Health & Safety Executive (INDG236 – Maintaining Portable Electric Equipment), this includes periodic visual inspections and where required portable appliance testing carried out on a periodic basis.

11. Safe Use of a Balcony

We will do whatever we reasonably can to ensure that balconies are used safely and do not create unnecessary risk to our residents. Which includes limiting the risk of vertical fire spread from balcony to balcony or balcony to external wall system.

GYBC policy document FSP-02 – Safe Use of Balconies applies to all of our properties with a balcony, this includes leasehold flats and addresses the fire safety risks that arise from the use of a balcony, and defines steps for the safe use of a balcony,

Our tenancy agreements make tenants responsible for the safe use of their home, and where that home has a balcony. It highlights those items such as Barbeques, (Gas, Electrical or Charcoal) are prohibited from being used or stored on balconies.

Wooden or combustible furniture, combustible privacy screens and other combustible materials, may not be stored in these areas.

At the commencement of a tenancy or lease that includes a balcony, we will give the resident sufficient information that they understand the risk from fire on their balcony and the steps outlined FSP-02 to ensure their safety and that of others. Periodically, we will repeat that advice by direct communication with residents who have a balcony and through other less specific media.

12. Testing of Active & Passive Fire Precautions

In determining what testing regimes for active fire precautions are required in our premises, we have considered, regulations, guidance, British Standards and the recently introduced Fire Safety Act. All of these areas have been brought together to define our servicing, inspection and maintenance regime for all fire safety assets, this includes (where installed):-

- Emergency Evacuation Lighting
- Dry Risers
- Smoke Control Systems
- Sprinkler Systems
- Fire Alarms & Fire Detection
- Lightning Protection Systems
- Electrical Testing
- Passenger Lifts

The legal requirement to test active fire precautions is contained within article 17 of the Regulatory Reform (Fire Safety) Order 2005, which requires that 'where necessary', fire precautions 'are subject to a suitable system of maintenance, and are maintained in an efficient state, in efficient working order, and in good repair'. It is GYBC's judgment that the procedures detailed in GYBC policy – FSP-04 – Testing of Fire Safety Assets, meet the requirements of article 17 to the extent that it requires testing.

13. Fire Safety Training

We will provide fire safety awareness training for all of our staff working in positions that include any aspect of fire safety. Additionally, we will provide specific training for staff members expected to install, inspect, test or maintain any of our fire precautions.

We will provide specific fire safety instruction, including what action to take in the event of a fire for all staff members who work at our properties

Relevant fire safety training will be given to new staff as part of their induction process, we will provide relevant refresher training for all staff at intervals not greater than two years.

14. Fire Signage

We will install Fire Action Notices in all of our residential, commercial and corporate properties, which will give clear direction to all residents, occupants and visitors to the buildings of what to do in the event of a fire.

These will differ in residential properties based on the fire strategy for the building, which will fall into one of three categories.

Stay Put Strategy – Residents are advised to stay in their flat (as long as the fire is not in that property) and await advice from the Fire & Rescue Service.

Simultaneous Evacuation Strategy – Residents should leave the property upon hearing an alarm / sounder, muster at the highlighted location and not re-enter the property until advised by the Fire & Rescue Service.

Mixed Fire Strategy – In some of our specialist housing, where we have communal areas, such as lounges or kitchens, residents in those areas should leave the building. Residents in their flats, should stay put, until advised by the Fire & Rescue Service.

In addition, we will install other appropriate signage, that relates to wayfinding for fire exits, floor numbers.

All signs will be to the relevant British Standard(s).

15. Fire & Rescue Service

We will work closely with Norfolk Fire & Rescue Service (NFRS) to ensure that we demonstrate our compliance with the Regulatory Reform (Fire Safety) Order 2005 and other legislation, guidance including Building Regulations.

We will create a FRS Formal Notice Tracker, to ensure any and all formal notices, (Notice of Deficiency or Notice of Enforcement) are recorded and actioned as quickly as practical. All formal notices received will be acknowledged within 48 hours.

We will provide a regular update of changes to PCFRA and PEEP findings and related plans, to ensure that NFRS have up to date information to assist in the formulation, review and management of their Pre-Determined Attendance Plan (PDA).

16. Person Centered Fire Risk Assessment (PCFRA)

We have adopted the standard assessment template from the National Fire Chiefs Council (NFCC) to support the delivery of this area.

We will carry out a Person Centered Fire Risk Assessment for residents who identify or are signposted to us, where they may have an issue being able to self-evacuate from the flat or block without assistance.

We will also carry out a review of all residents as part of our periodic Tenancy Reviews, to decide if we should carry out a wider PCFRA.

As part of any PCFRA we will also carry out a hoarding review to establish if there is a need to update Norfolk Fire & Rescue Service (NFRS) in regard to any increase in the overall Fire Load in a building.

Following the outcome of any PCFRA, if required we will develop a Personal Emergency Evacuation Plan (PEEP) which may need to be forwarded to Norfolk Fire & Rescue Service, so the Predetermined Attendance Plan can be updated.

17. Fire Door Inspection Programme

Following the implementation of the Fire Safety (England) Act regulations, specifically Regulation 10, we will carry out inspection of all fire doors (including self-closing devices) in the common parts of our buildings, these include Cross Corridor Doors, Riser Cupboard Doors and other fire doors, this will be carried out on a quarterly basis.

We will also carry out an annual inspection of all Flat Entrance Doors on a best endeavour basis.

We will record the outcome of these inspections and carry out any remedial repairs to, or replacements of fire doors to ensure that they are compliant.

If damage has occurred to a flat entrance door, the cost of remedial repairs or replacement will be re-charged to the resident.

18. Fire Safety Advice

At the commencement of a tenancy or lease, we will include as part of the initial sign up, details of the fire safety assets in place at each property, this will include details of Fire Doors, how they perform and their importance.

19. Fire Fighting Equipment

We will not install Fire Fighting Equipment in the common parts of our housing stock, this is to minimise the risk of people who are not trained in the use of Fire Fighting Equipment, attempting to fight the fire, our policy is for residents or automatic fire detection and monitoring systems to alert the Fire & Rescue Service, for them to attend and fight the fire.

In all properties that have communal kitchen areas, we will install, service and maintain Fire Blankets to support the initial reaction to a fire and again would want residents to call Fire & Rescue Service to fight the fire.

In specialist areas, such as Boiler Rooms, Lift Motor Rooms and the like, we will install, service and maintain appropriate Fire Fighting Equipment, to be used by our contractors in the event of a fire.

We will install, service and maintain appropriate Fire Fighting Equipment in our offices and workplaces, to support the initial response to smaller / minor fires, it remains our policy that for all fires, the Fire & Rescue Services are the most appropriate people to deal with all fire related incidents.

20. Resident Commissioned Works

GYBC will maintain a consent process for any resident commissioned works. In buildings that are subject to a Fire Risk Assessment, fall within the scope of the Regulatory Reform (Fire Safety Order) 2005, Building Safety Act or Fire Safety Act the proposed work will be evaluated by a Competent Person to consider if there is a foreseeable impact in relation to fire safety. Approval will not be unreasonably withheld although consent may be refused, or conditions imposed where appropriate.

Where unauthorised work with the potential to impact fire safety is discovered, GYBC will take the appropriate action to remove or remedy. The cost of doing so may be recovered from the resident.

21. Mobility Scooters

In line with our Mobility Scooter policy, we will not allow the storage or charging of mobility scooters in the common parts of any of our properties. We will work with residents to identify suitable storage and charging locations that are not in the common parts.

Following any review of mobility scooter storage / charging with residents, we may recommend that moving to a more suitable property, that could support storage / charging of mobility scooters would be a potential solution.

22. Consultation

This policy is based on legislative and regulatory requirements and as such consultation with residents has not taken place. There has been consultation within teams from GYBC.



Great Yarmouth Borough Council

Mobility Scooter Policy

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| Policy Name | Mobility Scooter Policy |
| Version Number 0.8 | |
| Policy Type | Master Policy |
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1. Introduction

This policy sets out GYBC's approach to the management and use of mobility scooters by residents in all our properties, within communal areas and in the homes of tenants and leaseholders.

The increased use and ownership of mobility scooters can be attributed to a number of factors. Changes in lifestyle, life expectancy, expectations and aspirations of mobility impaired and older people and the lack of any restrictions on obtaining and using a scooter.

GYBC is committed to maximising choice, independence and social inclusion and recognises the value of mobility aids such as mobility scooters to residents in maintain their independence.

At the same time, GYBC has a duty to ensure high standards of health and safety in blocks of flats, maisonettes and sheltered schemes for tenants, leaseholders, visitors and staff.

GYBC have a duty to enforce safe practice and minimise the risk of harm that storing / charging mobility scooters in communal areas and protected escape routes may cause.

2. Scope

This policy applies to all residents in GYBC properties, including tenants and others in their households, leaseholders and visitors to our properties

3. Policy Aims

The aim of this policy is to protect and preserve the health and safety of all residents living within GYBC rental and leasehold properties and anyone else visiting or working there.

GYBC will balance the needs of our tenants and leaseholders to use mobility scooters with our duties to maintain a safe living environment for all occupiers, particularly in relation to potential fire risks.

4. Legislation & Guidance

This policy takes full account of current legislation, policies and guidance, including:

- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety (England) Act 2022
- Equality Act 2010
- Mobility Scooter Guidance for Residential Buildings – National Fire Chiefs Council (NFCC)
- Great Yarmouth Borough Council – Fire Safety Policy
- Great Yarmouth Borough Council Tenancy Policy
- Electrical Equipment (Safety) Regulations 1994
- Fire Safety in Purpose Build Blocks of Flats – National Fire Chiefs Council (NFCC)

5. Storage of Mobility Scooters

GYBC does not currently provide purpose-built storage or charging facilities. Storage and charging are entirely the tenant's responsibility.

Mobility scooters involved in fire can release large volumes of toxic smoke and generate significant heat. If GYBC allowed mobility scooters to be stored in the protected escape routes¹, it is possible that the protected escape routes could become impassable, and residents could be at substantial risk, in the event of a fire.

The health and safety of other residents; visitors and fire fighters are paramount. No mobility vehicle may be stored or charged in the internal communal area² of a block of flats or a sheltered scheme unless a designated area has been allocated. Where designated internal areas have been provided, residents must comply with the guidance given.

GYBC has a duty under the Regulatory Reform (Fire Safety) Order 2005 to keep designated means of escape clear, therefore residents failing to comply will be asked to remove their mobility scooter permanently.

GYBC reserves the right to remove the mobility scooters without notice and recover from the mobility scooter owner the cost of doing so, if the resident has not stored it as requested.

None of GYBC's existing properties or communal areas have been specifically designed or adapted to accommodate the storage, charging and use of mobility scooters.

A mobility scooter may be stored externally in the grounds of a scheme at the mobility scooter owner's risk if a suitable position can be agreed with our Asset Management Team. This is taking into account that it should not be stored close to a door or window where fire might spread into the building; must be at least 6 metres from the building and also have hard standing for mobility scooter and access pathway. In some cases, a suitable position may not be able to be agreed.

When a mobility scooter has to be stored externally it is the responsibility of the owner to provide suitable protective covers; security measures and insurance cover against damage and public liability.

All external storage must not impact services to in maintaining communal areas.

Mobility scooters must not be charged externally unless specialist provision provided by GYBC.

Residents are encouraged to notify GYBC if they propose to store and charge a mobility scooter in their home. This will enable appropriate advice and support to be delivered.

For residents who store and charge their mobility scooter inside their home GYBC will install specialised dedicated electrical circuit to support charging connection. This will be installed at GYBC cost and only operate 8am – 8pm.

If tenants cannot accommodate a scooter safely within their own home, they will not be permitted to store/charge a mobility scooter within the communal areas of the property.

Mobility Scooters are prohibited from being stored in stairwells, corridors and communal areas within schemes and blocks of flats. Fire Exits & Protected Escape Routes must be kept clear at all times.

For the avoidance of doubt the practice of trailing wires across a corridor or escape route from a window/door to a scooter for charging purposes is prohibited.

GYBC will offer support to tenants on an individual basis including in some cases management priority transfers where suitable storage space is unavailable.

¹ Corridors, stairs, doors, and any other part of the means of escape from any point in the building. This will include area designated as protected escape routes.

² Any internal area within a building which is used by more than one household.

Mobility scooters must be maintained in good condition and Great Yarmouth Borough Council recommends that appropriate insurance is in place for the equipment being used to cover any damage including within the home/common parts; specifically lift cars or injury to people or property.

6. Charging of Mobility Scooters inside homes

Charging may be undertaken inside the resident's home but must not take place in the hallways, or in any other part of the common parts or protected escape route inside the block.

Charging must be undertaken in accordance with the manufacturer's instructions and equipment should not be left permanently on charge.

Charging must only take place between 08:00 and 20:00 and only while there are no persons sleeping.

GYBC will offer annual Portable appliance testing of all charging equipment to ensure that it is in a fit state to be used.

7. Alterations to Properties

No alterations to accommodate mobility vehicles can be made without written consent from GYBC.

Where residents are prepared to fund such alterations themselves, they should seek formal permission in accordance with GYBC's policy on improvement works.

Under our Aids and Adaptations policy where a recommendation is received by from Occupational Therapist for facilities for a mobility vehicle, GYBC will consider how these needs can be best met in line with this policy.

8. Failure to Comply with Mobility Scooter Policy

Failure to comply with this Policy will result in a breach of tenancy and the tenant will be asked to remove the mobility vehicle from the communal areas or other prohibited areas. Repeated breaches may result in GYBC removing/disposing of the mobility scooter. The resident will be responsible for all associated costs incurred by GYBC.

9. Equality

The policy will take into consideration the Equality Act 2010, Public Sector Equality Duty to protect from discrimination.

The impact upon residents who may have a disability has been considered. There is no one solution for all tenants and GYBC will deal with the impact of this policy on an individual basis. However, the storage of mobility scooters in communal areas will be prohibited.

GYBC will consider the circumstances of each mobility scooter identified and where appropriate will support with a management priority transfer to a more suitable property. If the scooter is for a recognised mobility medical condition and adjustments cannot be made in the home to support safe environment for storage and charging.

10. Review

This Policy is subject to periodic review.