
Policy – Use of Motorised Buggies and Motorised Wheelchairs

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1.0 Definition

As a Church we have a duty of care to our employees, and members of the general public, whilst also seeking to meet the needs of visitors to our church who have physical disabilities and use motorised buggies or motorised wheelchairs. This policy sets guidelines to accommodate their use whilst minimising the potential for any accidents arising from use and operation of motorised equipment (vehicle) within the church building and church centre.

2.0 Permitted Access Zones

Due to the size of motorised vehicles it is necessary to define zones of access for the various parts of church property; these are shown on page 3. Please note that it is not permitted to use the indoor ramp between church and the hall due to the narrow corridor and small turning area. If a vehicle user wishes to travel from the church to the hall or vice versa, they must exit the building and use the main front entrance. Permanent external ramps and double doors provide good access for motorised vehicles at both these entrance points and access to disabled toilets is available in both the church and the church centre.

3.0 Requirements

3.1 Requirements of the Users of Motorised Vehicles

- It is assumed that the vehicle user has the required skills and awareness to operate the vehicle safely and in a controlled manner. If however a staff member, church warden or duty steward considers that the spatial awareness of the vehicle driver is such that there is a potential risk to young children or other bystanders, they may reasonably limit its use to an appropriate area deemed safe. This may in extreme circumstances result in requesting the vehicle driver to use a manual wheelchair supplied by the church or that the vehicle user is guided and accompanied at all times while within the buildings.
- Vehicle owners must ensure that they have appropriate insurance in place before bringing a

vehicle into any part of the church property. This should include liability insurance in case of damage to the building or injury involving other people.

- Vehicles must only be driven at a slow walking pace within the buildings.
- Vehicles must be in a clean condition and users must make every effort to avoid transferring mud and dirt etc via the wheels into the buildings.
- No vehicle should be left unattended or stored in the building. Vehicle users must ensure that they comply with fire regulations e.g. that they do not block fire exits, or obstruct gangways and agree that in the event of an emergency they allow themselves to be physically carried out of the building leaving the vehicle behind.
- Battery-operated vehicles should be wherever possible as fully charged as possible prior to entering the church buildings. In exceptional circumstances where charging needs to take place on All Saints' premises the charging cable must pass inspection, by a staff member or church warden prior to use. Charging should always be carried out in accordance with the vehicle manufacturer's instructions.
- If a motorised vehicle is taken through any of the areas of permitted access and, as a result, any damage occurs (including damage to gardens, carpets, building or decorations), the church reserves the right to charge the cost of any repairs to the vehicle user directly responsible for the damage, providing such an incident can be corroborated by a reliable witness.

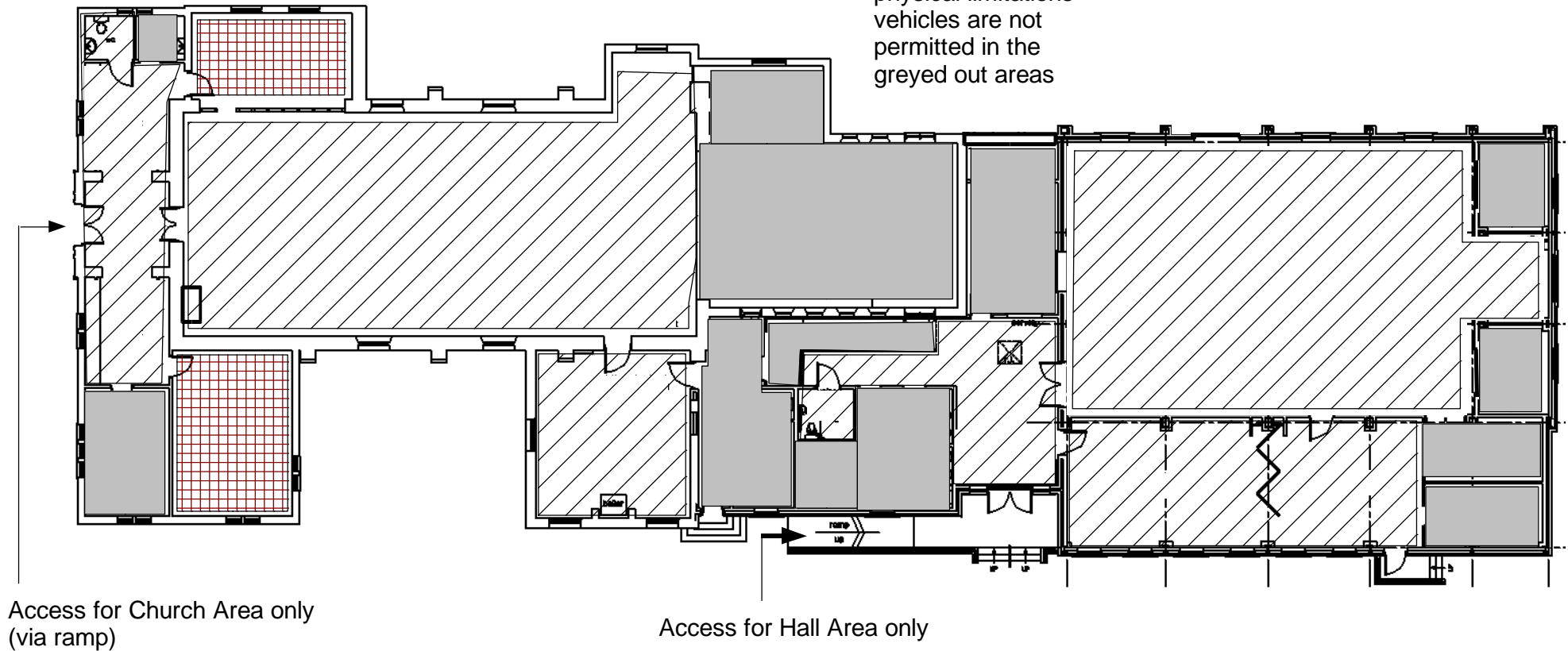
3.2 Requirements of Members of All Saints' Church

- To ensure users of motorised buggies and motorised vehicles are provided with a warm welcome and afforded the practical support that they require to enable them to engage fully with activities within the church and centre.
- Duty wardens, welcome team and staff members must ensure that users of motorised buggies are provided with escorts and guided into restricted places (e.g. Library and Chapel)
- Duty Wardens, welcome team and staff members must ensure that if required motorised buggy users are provided with an escort if they need to travel between the church and the centre via the outside of the buildings.
- Duty wardens, welcome team and staff members can in exceptional circumstances support the owner of the motorised buggy in recharging the machine. Charging should always be carried out in accordance with the vehicle manufacturer's instructions.
- Duty wardens, welcome team and staff members should note when a user of a motorised buggy is present on the premises as in the event of a fire or other need to evacuate the user will require assistance and may require being carried out of the building.

No	<i>Policy Document Change History</i>	<i>Date</i>	<i>Who</i>
1	Reviewed by PCC July 2011 – minor changes made, clarity on responsibilities	18/07/11	MLV
N	Initial release	28/10/09	RP

An able bodied person
must escort and supervise
any vehicle access to the
Chapel or Library

Due to various
physical limitations
vehicles are not
permitted in the
greyed out areas



Permitted areas for vehicle access