

## CHRIST'S HOSPITAL

### BICYCLE AND E-VEHICLE USE POLICY

#### Aim

1. By law, personal e-scooters, e-skateboards, Segways and hoverboards are currently not permitted on the public highway or public footpaths unless they are part of a formal trial. The aim of this policy is to set out the requirements for the safe use of bicycles and e-vehicles on Christ's Hospital premises, in order to protect all site users. It applies to all persons at all times.
2. In relation to this policy, 'e-vehicles' covers electrically powered wheeled vehicles such as e-bicycles, e-scooters, e-skateboards, Segways, electric wheelchairs and mobility scooters, but excludes electrically powered motor vehicles (motorbikes, cars or vans) and hoverboards. However, anyone making use of a hoverboard on the School site should be mindful of points 3, 4, 6 and 13 to 30.

#### Use

3. Bicycles and e-vehicles are brought on to the site at the owner's risk and the School accepts no responsibility for loss or damage.
4. For safety reasons and to set an example, the requirements of this policy apply equally to staff, pupils and residents at all times when on School premises.
5. If staff observe pupils failing to meet policy requirements or riding dangerously they should ask the pupil to stop and dismount, ask for their name and direct them to return to their boarding house. Staff should then advise the School Marshal of the pupil concerned.
6. It is prudent for any rider to have an insurance policy to cover their use of an e-vehicle or bicycle, although this is not mandatory to ride on School premises.
7. Staff may ride bicycles and e-vehicles on site in term time. Excluding a need for an electric wheelchair or a mobility scooter, no pupil may ride an e-vehicle on site in term time.
8. Residents (including staff, their families and visitors of residents) may ride bicycles and e-vehicles outside of term time. However, residents should be mindful that some CH pupils and high numbers of visiting students may be present on site in the holiday periods, particularly during the Easter and summer holidays. Residents are responsible for the conduct (safe riding) of their visitors.
9. All bicycles or e-vehicles (excluding electric wheelchairs and the vehicles of visitors) must be tagged by the School Marshal before use. The School Marshal will check for compliance with this policy before tagging any bicycle or e-vehicle. If not contacted directly by the School Marshal, tags should be requested from the School Marshal at the first reasonable opportunity during term time and the bicycle or e-vehicle must not be used in term time until it is tagged.
10. The School Marshal is authorised to confiscate bicycles or e-vehicles being used in term time without a tag and, if the item remains unclaimed for more than four weeks, may dispose of these items.
11. Staff and pupil bicycles and e-vehicles are subject to the following additional conditions:
  - failure to comply with the requirements of this policy, or to ride safely, may result in the vehicle being confiscated for one week;

- for serious or second offences, the vehicle may be confiscated for the remainder of the term;
  - in the case of grossly serious or multiple offences, the riding privilege may be revoked permanently by a Deputy Head;
  - where permanent revocation of cycling privileges applies to a pupil, the bicycle will be confiscated until the end of term, when it will be returned to the pupil who must take it home permanently.
12. Excluding use of a public cycleway, CH reserves the right to prohibit storage or use of a bicycle or e-vehicle anywhere on site, on safety grounds, at any time. This will be at the discretion of a Deputy Head in the case of staff or pupils and the Estate Bursar in the case of residents or visitors.

## **Safety**

13. Roads within the School site are used by the public when visiting the School for business or personal reasons. The Road Traffic Act applies to these areas. Riders are therefore advised to drive within the School grounds in accordance with the Road Traffic Act 1991 and the Highway Code at all times.
14. There are two speed limits within the School grounds. These are clearly signposted and are 15mph (slow) and 5mph (slow crawl). They are to be observed at all times.
15. Only bicycles or e-bicycles in manual mode may be ridden on pathways. E-vehicles may be walked along pathways to be parked outside a building. An exception is made for electric wheelchairs or mobility scooters, which are permitted to leave a roadway and operate on pathways, travelling by the most direct route, to reach a building of intended use.
16. Riders must expect pedestrians, other e-vehicles and motor vehicles to be using all roadways at all times and must expect pedestrians, bicycles, electric wheelchairs and mobility scooters to be using all pathways at all times and accordingly, ride cautiously at all times.
17. When riding on pathways, priority is to be given to pedestrians at all times.
18. When riding on roadways, riders must keep to the lefthand side and bicycles and e-vehicles must slow down when approaching, and stop at, junctions.
19. Excluding electric wheelchairs or mobility scooters, riding is not permitted on the kerbed pavements on either side of the Avenue. When on the Avenue, a rider must slow down/stop before passing through the cloister arches to ensure that they do not collide with any pedestrians present.
20. Excluding electric wheelchairs or mobility scooters, riding is not permitted on the Grecians' path or within the cloisters.
21. Riding is not permitted on grassed areas.
22. It is the responsibility of the rider to operate their vehicle safely and appropriately, with due regard to weather and ground conditions, at all times. Care must be exercised when riding over speed humps as accidents can happen by travelling over these safety features at excessive speed. Adverse camber may cause a four-wheeled vehicle to tip over.
23. Any safety features on bicycles and e-vehicles must be functional at all times and, where a vehicle is permitted on the public highway, it must be roadworthy at all times; brakes, tyres, lights etc. must be checked regularly.

24. In compliance with the Highway Code, all bicycles (and e-bicycles) must have a functional white forward and red rear facing light, which is to be turned 'on' when riding around the site in the dark or dim light, such as at dusk and dawn, or at times of fog/mist. Even if building or roadway/pathway lights are on, vehicle lights must be switched on.
25. All e-vehicles must have a white forward and red rear facing light if they are being used to travel around the site in the dark or dim light, such as at dusk and dawn, or at times of fog/mist. Even if building or roadway/pathway lights are on, vehicle lights must also be switched on.
26. In compliance with the Highway Code, all bicycles (and e-bicycles) must also be fitted with a red rear reflector and amber pedal reflectors.
27. Ear buds/headphones must not be worn when riding, to ensure that full concentration is paid to riding safely.
28. It is strongly recommended that a protective helmet is worn when riding bicycles or e-vehicles, although this is not mandatory on CH premises.
29. Where handlebars are present, the installation of a bell or horn is recommended, to be able to give warning of vehicle presence to others.
30. E-vehicle batteries must be charged in accordance with manufacturer's instructions. Care must be taken with lithium-ion based rechargeable battery vehicles, as these batteries pose a potential fire risk if they are faulty, become damaged or are allowed to short circuit. Conversion kit e-vehicles pose a higher risk than e-vehicles manufactured as such. E-vehicles should not be charged indoors when building occupants will be sleeping. E-vehicles must not be stored or charged in any corridor or space that forms part of a designated fire escape route, as this poses both an ignition and an obstruction hazard. If an e-vehicle is to be left charging unattended indoors, a fire detection unit and a fire door to enclose the space should be present. Allow rechargeable batteries to cool after use before charging. Inspect batteries for damage before charging and do not charge a battery that shows any signs of damage. Batteries should be charged on hard flat surfaces, so that heat can dissipate. Turn the charger off once charging is complete.

## **Parking**

31. E-vehicles must never be left unattended, unless they are made secure by removal of the key, where appropriate. E-vehicles operated solely by switch, with no key security, must not be left unattended in any area of the site accessible to pupils. Leaving an e-vehicle in such circumstances may result in suspension or withdrawal of permission to operate the e-vehicle on CH premises.
32. Any member of staff finding an unattended e-vehicle that operates by way of an accessible 'on' switch or with an ignition key present, in a location accessible to pupils, must remove it/the key and deposit the item with the School Marshal or Security, with a description of how/where the e-vehicle was found. Security should pass the item to the School Marshal or arrange for him to collect it. A H&S incident report form should also be raised, to bring the matter to the attention of the applicable Deputy Head.
33. Bicycles and e-vehicles must not be left directly in front of fire exit doors, in the cloisters, against the front of Dining Hall, against any temporary fencing or anywhere that presents a hazard or obstruction to a pedestrian route.
34. Any member of staff finding a bicycle or e-vehicle unattended and blocking fire exit doors must move the vehicle if possible and report this to the School Marshal.

## **Pupil use of bicycles**

35. Only Grecian and Deputy Grecian pupils have the privilege of cycling around the School site in term time, providing the following conditions are observed:
- a) Parents/guardians must complete and return the form at Annex A to the School Office; a pupil may not have a bicycle at School until this has been done.
  - b) The Annex A form applies only to cycling within the site boundary. Pupils are not permitted to cycle outside of the School grounds under any circumstances, unless taking part in an organised School activity.
  - c) A pupil may not ride a bicycle on site until it is registered with and tagged by the School Marshal. It is therefore in a pupil's interest to arrange for this to happen as soon as possible.
  - d) Riding on site without a completed form having been submitted, or riding on site without a tag issued by the School Marshal, will be treated as a grossly serious offence.
  - e) If a pupil is found riding/to have ridden a bicycle belonging to someone else, either with or without their permission, this will be treated as a grossly serious offence.
  - f) Pupil bicycles must have a seat and only one person should be riding the bicycle at any time.

## **Day pupil use of bicycles**

36. Day pupils may cycle to/from home to attend School. The following provisions apply to such pupils:
- a) A pupil must take the most direct route to/from their boarding house and park their bicycle at their boarding house for the duration of the School day; unless they are a Grecian or Deputy Grecian that has registered to cycle around the School site, day pupils cannot cycle around the School site.
  - b) As part of their cycle journey to/from School, a pupil is to wear a protective helmet for any cycling not on the School site.
  - c) Parents/guardians must complete and return the form at Annex A to the applicable houseparent; a pupil may not cycle to/from School until this has been done. A houseparent is to pass the completed form to the School Marshal.
  - d) Provisions c – f of the above point 35 also apply.

Author: RMJB/AXP

Date of last review: December 2022

Date of next review: December 2024

Annex A: Pupil Bicycle Registration and Consent Form

**PUPIL BICYCLE REGISTRATION AND CONSENT FORM**

**PUPIL'S NAME:**.....

**HOUSE:**..... **YEAR:**.....

**Tick here if the registration is for a day pupil to only cycle to/from School**

1. I, the parent or guardian of the above named pupil, request that they are allowed to bring a bicycle to School and to ride it on School grounds, subject to the terms of the CH 'Bicycle And E-Vehicle Use' Policy.
  
2. Furthermore, I and the above named pupil:
  - a) have read and understand the CH 'Bicycle And E-Vehicle Use' Policy, which is available on the School's website and the School's information portal;
  - b) accept that the School will not be held responsible for the loss of, or damage to, the bicycle however caused;
  - c) accept the bicycle confiscation and privilege revocation procedures that may be applied;
  - d) acknowledge the School's head protection and insurance cover recommendations.

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**Bicycle make:**

**Bicycle model:**

**Bicycle main colour:**

**Signature of pupil:**

**Date:**

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**Signature of parent or guardian:**

**Name of parent or guardian:**

**Date:**