

**The Storage and Charging of Electrically
Assisted Pedal Cycles (EAPCs) on
Queen Mary Property
Health and Safety Policy**

(Ref: QMHSD_HS_PCY017)

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1.0 Executive Summary

This policy outlines the storage and charging of Electrically Assisted Pedal Cycles (EAPCs). EAPCs are a regulated sub-group of what are known as E-bikes which are built to a specific standard and have a specific legal status in the UK.

The policy will only allow battery charging where specialist external facilities have been installed. EAPCs are permitted to be stored in designated external cycle storage facilities. The use of internal storage will only be allowed in designated spaces if the cycle has been checked to ensure it complies with the standards required to be classed as an EAPC. Internal charging is prohibited for all EAPCs.

2.0 Introduction

There have been several high-profile fires involving battery operated scooters and cycles. However, this is set against a move, particularly in London, for more sustainable forms of transport.

This policy applies only to E-bikes that fulfil the classification to be designated as Electrically Assisted Pedal Cycles (EAPCs). It does not apply to the use storage or charging of E-Scooters or electrically powered bicycles which are not classified as Electrically Assisted Pedal Cycles (EAPCs). The legality of the use of these other forms of transport has a lot of conditions attached and for this reason are banned from use on all QM properties.

This policy limits itself to safe storage and charging, but not to use. In essence this policy allows Electrically Assisted Pedal Cycles (EAPCs) to be stored in external designated cycle facilities. Charging is prohibited except where dedicated external facilities have been provided. Storage inside buildings in designated cycle spaces would only be allowed with written position from the building custodian e.g. Facility manager, and only after appropriate verification of the legal status of the Electrically Assisted Pedal Cycles (EAPCs) has been established.

The storage and charging of these batteries inside buildings is strictly prohibited.

Nothing in this policy restricts the use and charging of mobility aids e.g. electric wheelchairs; or the use of electric cars and similarly regulated forms of road vehicles.

3.0 Purpose

To ensure:

- QM supports safe and green forms of transport to our campuses.
- That any battery-operated cycles stored on campus do not present a fire risk to QM property, staff, students, and visitors.
- To support existing policies in prohibiting the use of illegal forms of battery-operated transport e.g. e-scooters.

4.0 Scope

This policy covers the storage and charging of Electrically Assisted Pedal Cycles (EAPCs).

Nothing in this policy permits or supports the use of any other battery-operated forms of transport such as E-scooters.:

Nothing in this policy restricts the use of mobility aids e.g. electric wheelchairs.

5.0 Legislation

The following health & safety and other road safety legislation is relevant to this policy:

- Road Traffic Act 1988
- The Electrically Assisted Pedal Cycles Regulations 1983 // (Amendment) Regulations 2015
- Health and Safety at Work etc Act 1974

6.0 6.0 Terms and Definitions

The UK Government summarises the requirements of EAPC as:

- cycle must be fitted with pedals that are capable of propelling it.
- maximum continuous rated power of the electric motor must not exceed 250 Watts.
- electrical assistance must cut-off when the vehicle reaches 15.5 mph.

The current Standard for EAPCs is BS EN 15194:2017 Cycles. Electrically power assisted cycles. EPAC Bicycles. This provides more detail on the requirements of these cycles, and all permitted cycles would be expected to be marked as complying with this standard or its forerunner published in 2009. NB The UK Government website uses the term EAPC; the British standard uses the term EPAC.

7.0 Roles and Responsibilities

Health and Safety Advisory Group (HSAG): To review and approve the policy.

Heads of Schools / Institutes / Directorates/Managers and Supervisors: Accountable to ensure all staff, students and visitors are aware of this policy and take appropriate measures to ensure any breaches of this Policy are appropriately managed.

Estates and Facilities (EAF) Directorate:

- Assess the need for, and where required provide appropriate charging facilities.
- Develop required processes and checks of storage of The Electrically Assisted Pedal Cycles in internal cycle storage spaces.
- Report and support the management of any issues e.g. non-compliant electrically assisted pedal cycles regulations: signs include obvious modification or no indication of complying with UK standard; or is an illegal form of road transport e.g. e-scooter.
- To provide appropriate signage to support this policy.

Staff, students, and researchers: To comply with this policy. Anyone bringing Electrically Assisted Pedal Cycles to site will be using the public highway and should understand their legal responsibilities. This policy extends this to our campuses and how we require cycles to be stored.

Health and Safety Directorate (HSD): To remain up to date with trends on safe use of The Electrically Assisted Pedal Cycles and amend policies and communication where changes in sector practice or legislation is noted.

8.0 Policy / Operational Arrangements


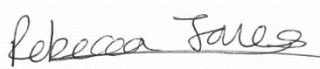
There are few specific or additional operational arrangements associated with this policy.

- This policy extends the scope of current external cycle storage spaces to Electrically Assisted Pedal Cycles.
- Communication will be via appropriately placed signage, and amendments to existing communication channels e.g. Student handbooks.
- Anyone not understanding the requirements will be supported in what they need to do to comply; with existing HR policies in place for anyone who decides not to comply.

9.0 Further Information

- [Electric bikes: licensing, tax and insurance \(UK Government\)](#)
- [The Association of Cycle Traders \(ACT\) guidance](#)

Document Control

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