



Polasáí agus Nósanna Imeachta/Policies and Procedures

Code	QA194
Title	Bicycles and Personal Powered Transporters (PPT)
Policy Owner	Health & Safety Officer
Date	November 2024
Approved By	University Management Team

1.0 Purpose

Arising from the growth in sustainable commuting, this policy sets out the necessary safety control measures for the University as an employer, and applies to and its employees, students, contractors and visitors who bring bicycles, e-bikes and e-scooters or any other single person battery powered mode of transport on to the University of Galway campus. This policy does not apply to electrically powered wheelchairs operated and required by persons on health grounds.

2.0 Description

The Road Traffic and Roads Act 2023 introduced a new vehicle category for light electric vehicles, 'Personal Powered Transporters' or PPTs. E-scooters and Bikes are categorised as PPTs. There are four main types in Ireland:

- e-scooters, which are a type of powered personal transporter
- e-bikes, which are a type of pedal cycle
- L1e-A and L1e-B e-mopeds, which are mechanically propelled vehicles.

3.0 Storage/Parking of Bicycles & Scooters

Bicycles, E-Bikes or E-Scooters are not permitted to be operated, stored (due to the fire safety risks associated with the batteries of e-bikes and e-scooters) or parked internally in any university building. This includes offices, stairwells, corridors, stores, etc. Bicycles, E-Bikes/E-Scooters can only be stored/parked in external designated bike parking areas.

4.0 Charging of E-Bicycles & E-Scooters

Due to the fire safety risks associated with the batteries in e-scooters and e-bikes, the charging of these items (whether on the PPT or detached from it) in university buildings is strictly prohibited.

The University recommends that users carefully follow the manufacturer's guidance for charging their devices, since there are many reported incidents of these batteries catching fire.

5.0 Research involving E-Bicycles & E-Scooters

Research involving E-Bikes/E-Scooters/any other single person battery powered modes of transport must fully risk assess the fire safety risks and other hazards of the lithium batteries used. The responsible PI must ensure that there are adequate safety controls implemented, including the safe charging and storage of the lithium batteries in a suitable designated, external location. The research can only proceed once all the necessary risk assessments have been completed and with the approval of both the Health & Safety Office and Buildings & Estates.

6.0 Employee's Code of Conduct (QA415)

Employees are reminded of their obligations as stated in the [Employee's Code of Conduct \(QA415\)](#), and in particular the references to Health and Safety contained therein.



7.0 Park & Ride Buses

E-Bikes or E-Scooters are not permitted to be brought on to the University's Park & Ride operated buses.

8.0 Responsibilities

Name	Responsibility
Chief Operating Officer	Policy Owner
Heads of Units or Principal Investigators	To communicate these requirements and ensure bicycles are not stored in the working areas they are responsible for.
Buildings & Estates	To remove bikes that are in common areas of University buildings
All Staff and students	To not bring in bikes into University buildings.

9.0 Related Documentation

Employees are reminded of their legal obligations as stated in:

[Section 13 of the Safety Health and Welfare at Work Act 2005](#)

[Section 12 Safety Health and Welfare at Work Act \(General Applications\) Regulations 2007](#)

[Section 18 of the Fire Services Act 1981](#)