

Abandoned Bike Procedure

Introduction

This procedure sets out the process for tagging and removing bicycles, locks, e-bicycles and e-scooters by the T&A team. This process is low-risk, small works. Tagging and removal takes place bi-annually on all UWE Campuses. The University bike storage areas are designed for daily use only, allowing for cycle friendly access to and from the University.

Bicycles, e-bicycles and e-scooters are not to be stored or left on campus for prolonged periods of time as this takes up valuable space.

1 Purpose of this procedure

The purpose of this procedure is to outline the process for tagging abandoned bicycles, e-bicycles, e-scooters and locks on all UWE Campuses within the Travel & Access Team. The procedure sets out how we will:

- Identify the item to be tagged.
- Process of tagging.
- How we record tagged items.
- Remove tagged items.
- Ensure those having roles and responsibilities within the system are suitably competent.

2 Procedure

2.1 Identification of abandoned items

Things to look for before tagging:

- Flat tyres
- Rusty or missing components
- Hasn't moved for some time (dusty, broken, covered in cobwebs)

Prior to commencing tagging, the Travel & Access team will put comms out through a variety of channels to notify staff and students tagging is taking place. These include:

- Posting on the BUG (Viva Engage).
- Localised campus Student comms.

2.2 Tagging

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Tagging is completed by identifying items that display signs of being abandoned. Once satisfied a physical tag is attached with a date on (one month from date of tag being attached). Wording as follows:

“Abandoned Bike? Please remove by: _____. After above date this bike will be removed and disposed of.”

A log is kept of the number of bikes tagged. No photo logs are taken at this stage.

2.3 Removal

After one month has passed the term contractor is contacted to assist with the removal of items. Tagged items are revisited with the contractor and any still tagged are identified for removal. A photo log and description are taken at this stage, as removal has been confirmed. Removal is usually completed by the term contractor out of hours to minimise disruption.

2.4 Storage, Donation and Disposal

Removed bikes, e-bikes and e-scooters are stored for two months, to allow adequate time for owners to come forward and claim their bike. If no claim of ownership is received within two months, the property will thereafter default to the ownership of UWE.

*All abandoned bikes shall be donated to various local charities to be refurbished and re-sold. Current charities used are:

- Bristol Bike Project - [The Bike Project | We refurbish and donate bikes to refugees](#)
- Lifecycle - [Life Cycle UK |](#)
- Yate Community Bike Hub - [Yate Community Bike Hub | Yate | Facebook](#)

*Any bikes in too bad a condition to donate are disposed of by the Waste Team in the correct manner.

2.6 Training

Team members will be instructed by the Travel and Access Manager to undertake the responsibilities outlined in this procedure.

The Travel & Access Manager is responsible for developing, updating and delivery of this material.

3.0 Communication of this procedure

The Travel & Access Manager will present this procedure to Operatives.

4.0 Monitoring and review of this procedure

An annual Travel & Access Team H&S Management Review Meeting will review the effectiveness of this procedure. See related procedure EMS.H&S.PRO.151 Management Review Procedur

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