

Abandoned Cycles Procedure

Purpose and Context

The University is committed to effectively and sustainably managing University-related travel to deliver its Travel Plan and sustainability agenda. The University therefore promotes active travel and provides facilities for cyclists.

This procedure aims to reduce the number of abandoned and inappropriately parked bicycles on the University campus by providing a consistent approach to identifying, labelling, removing and disposing of bicycles.

Scope

The procedure applies to all cycles and ancillary items, such as locks, left on the University of Huddersfield campus. It applies to all University staff, students and visitors. A separate agreement, in addition to this procedure, covers staff and students who wish to use certain secure parking facilities on campus. At this time the procedure prohibits the use or storage of e-scooters at the University of Huddersfield; upon a change in legislation this will be reviewed.

1 Introduction

Abandoned cycles take up valuable bike parking space across campus. With many locations operating at capacity, effective management is important to maintain access and support and encourage cycling.

As well as occupying cycle parking facilities, abandoned bicycles may encourage crime, including theft and vandalism.

Inappropriately parked cycles are liable to compromise the safety, accessibility and quality of environment for campus users.

2 Procedure objectives

This procedure contributes to the University's strategic aims in a number of areas. Specifically it aims to:

- Support the University's Travel Plan by ensuring the availability of secure cycle parking for active cyclists.
- Provide a safe campus environment by deterring thieves from attempting to take abandoned cycles.
- Reduce the Health and Safety risks associated with inappropriate cycle parking
- Facilitate the donation of abandoned cycles to bike reuse charities in the local community.

3 Cycle parking on campus

There is an ongoing programme to improve the range of cycle parking facilities on campus. A list of current facilities is available at www.hud.ac.uk/sustainability/cycling

Cycles should be parked in designated areas where stands or other facilities are provided.

Cycles should not be parked where they are liable to cause an obstruction, for example, at the entrance of a building or secured to a fence alongside a walkway.

No bicycles, other than folded Brompton style bicycles, may be stored inside any University building. Folding bicycles may be taken into buildings and stored, fully folded, in manner that does not cause any obstruction or any damage to the building fabric or floor coverings. Under no circumstances should bicycles be stored in corridors or stairwells that form a fire escape route.

Bicycles that are found in buildings or parked where they are liable to cause obstruction or danger may, without notice, be removed and impounded. Security chains and other devices will be cut if necessary.

The cycle parking facilities on campus are for daily use only and not for regular overnight or long-term storage. Bicycles left in the shelters for prolonged periods are at risk of removal.

Please notify Security Services as soon as possible if you intend to leave your bicycle for longer than 7 days for reasons that are unavoidable. Contact the team on 01484 47 2220 or by emailing Estates.Control@hud.ac.uk

Where possible bicycle locks should be removed with your bike when not in use. If you do intend to leave your lock in a facility on campus please leave your contact details attached to the lock.

The University will hold an annual clear-out throughout the month of August where all bicycles and ancillary items will be tagged for removal. Any bicycles or ancillary items that still have these tags attached after the 1-month period will be removed.

4 Abandoned cycle uplift process

The procedure for identifying and uplifting abandoned cycles is as follows:

- Regular patrols will be undertaken by Security Services to identify abandoned cycles.
- A cycle will be suspected abandoned if it has not been moved for an extended period of time (one week) or if it is assessed as unroadworthy, for example if it has:
 - Flat tyres or buckled wheels.
 - Missing wheels or chain.
 - Seized/damaged breaks, gears or chain.
- Any bicycle identified as abandoned will be photographed, recorded and tagged with an abandoned cycle notice (appendix 1). This advises the owner to move it as soon as possible or contact Security Services to claim their bicycle.
- All bicycles that are unremoved or unclaimed after a 1-month period will be removed by Security Services and placed in storage for a further 3 months.

- Cycles unclaimed after the 3-month period will be donated, where possible, to a local charity.

5 Inappropriately parked cycle uplift process

The procedure for identifying and uplifting inappropriately parked cycles and other items including e-scooters is as follows:

- Items will be deemed as parked inappropriately if they are not in a designated University of Huddersfield cycle facility or if they create a hazard or obstruction, for example to:
 - Fire exits.
 - Ramps.
 - External stair rails.
 - External fire routes.
 - Building entrances and exits.
- Items parked inappropriately will be **removed immediately without notice** by Security Services on behalf of the University to maintain a safe, accessible and welcoming environment for all campus users.
- Items will be photographed, recorded and tagged with a record number. Items will be placed in storage for 3 months to allow adequate time for owners to come forward.
- Cycles unclaimed after the 3-month period will be donated, where possible, to a local charity.

6 Abandoned bicycle lock uplift process

The procedure for identifying and uplifting abandoned locks is as follows:

- Regular patrols will be undertaken by Security Services to identify abandoned cycle locks.
- A bicycle lock will be suspected abandoned if it has not been moved for an extended period of time (one week) and is not labelled with adequate contact details.
- Any bicycle lock identified as abandoned will be photographed, recorded and tagged with an abandoned cycle lock notice (appendix 1). This advises the owner to move it as soon as possible or label it with their contact details.
- All bicycle locks that are unmoved or unlabelled 1-month after being tagged will be removed by Security Services on behalf of University.

7 Retrieving your seized bicycle

If you suspect that your bicycle has been removed by the University, visit the Security Control Hub in the Harold Wilson Building (open 24 hours, 7 days a week) or contact the team on 01484 47 2220 or by emailing Estates.Control@hud.ac.uk

Bicycle owners will be required to confirm the location of where the bicycle was left, and give a description of their bicycle, such as its colour, make, features and frame number (if known).

If Security Services have your bicycle, they will arrange a suitable time for you to collect it. Otherwise, they will advise you on how to report stolen items to the local police.

The University accepts no responsibility for any loss or damage to bicycles removed under the terms of this procedure. It will not reimburse you for the cost of your lock if it has to be cut to remove your bicycle.

8 Charitable donation of unclaimed cycles

When selecting charities, priority will be given to registered local charities that refurbish cycles for reuse.

Paperwork will be obtained to demonstrate the transfer of property to the charitable organisation and retained electronically by Security Services for two years.

Selected charities will be reviewed when this procedure is reviewed.

9 Report an abandoned or inappropriately parked bicycle

All staff and students are encouraged to report abandoned or inappropriately parked cycles to the Security Control Hub by emailing Estates.Control@hud.ac.uk

10 Appendix 1: Abandoned cycle notice

<p>Once looped through the abandoned item stick the other end here</p>	<p><i>University of</i> HUDDERSFIELD Inspiring global professionals</p> <p>For more information please view the Abandoned Cycles Policy at www.hud.ac.uk/policies</p>	<p>This item has been marked as abandoned. If this is your property remove this tag within 1-month or the item will be impounded by the University. Bikes should not be left overnight. Locks can remain if correctly labelled.</p> <p>Date of issue: _____ Number: _____</p>	<p>Peel the reverse of this square and loop around the abandoned item before sticking to the other end</p>
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PROCEDURE SIGN-OFF AND OWNERSHIP DETAILS

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REVISION HISTORY

Version	Date	Revision description/Summary of changes	Author
V1.0	Jun 2020	First draft of new procedure	Environmental Coordinator