

Club Society and Project (CSP) Equipment Policy
A policy by Deputy President (Clubs & Societies) Henry Whittaker
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The policy is split into 4 parts:

- Section A: Equipment Ownership
- Section B: Equipment Storage
- Section C: Equipment Usage & Maintenance & Records (Inventory)
- Section D: Equipment Replacement and disposal and waste disposal

Section A: Equipment Ownership

- A 1. CSPs own all equipment purchased, donated, gifted or “acquired” by the CSP and are responsible for the maintenance, safe storage and disposal.
- A 2. When a CSP is closed down the Deputy President (Clubs & Societies) shall be responsible for the reallocation or disposal of any equipment in consultation with the relevant Management Group Chair
 - A 2.1. The equipment shall be assigned to a club that has a reasonable use for it e.g Rugby club cannot be given skis.
 - A 2.2. In the case that a suitable club to reallocate the equipment to is not found within 2 months the equipment will be held for a time period of up to 2 months and then disposed of. After the holding period the DPCS is responsible for selling the equipment but may directly dispose of any items with a depreciated monetary value of less than £50.
 - A 2.3. Appeals on the reallocation of equipment are to be made to the President
- A 3. CSP officers are responsible for ensuring that equipment is:
 - A 3.1. Stored appropriately and used safely and sensibly during club activities.
 - A 3.2. Used appropriately and safely by club members for club activities.
 - A 3.3. Club members using equipment are capable and suitably trained.
- A 4. When equipment is utilised in a non CSP activity. For example students borrow club equipment. CSPs must hold a record of equipment usage. This should detail
 - A 4.1. The name and signature of the who has borrowed the equipment
 - A 4.2. The date for which the equipment is being borrowed
 - A 4.3. The items borrowed
 - A 4.4. Any terms and conditions and responsibilities on borrowing the equipment
 - A 4.5. Instructions for equipment usage where relevant

- A 5. CSPs are responsible for ensuring that all equipment is adequately labelled by:
 - A 5.1. Equipment stored in a labelled bag or container
 - A 5.2. Loose items individually labelled
- A 6. CSP Officers are responsible for ensuring that equipment is stored and used appropriately throughout its life cycle.
- A 7. CSPs may not purchase equipment if they do not have sufficient space to store it securely or safely.

Section B: Equipment Storage

- B 1. CSPs are provided with adequate secure storage within the union rooms or facilities off campus. Any club Society or project needing storage space must submit a space request form to Deputy President (Clubs & Societies).
- B 2. Items stored off campus must have details of:
 - B 2.1. An address and location.
 - B 2.2. The name and CID of the person responsible
- B 3. CSPs are responsible for ensuring that doors to storage rooms are locked and secured after accessing a storage room.
- B 4. CSPs should report any defects with their storage to the Central Services manager within 5 working days.
- B 5. The Central Services department is responsible for ensuring the fit state of storage facilities and that the room can be secured.
- B 6. The union, namely Deputy President (Clubs & Societies) will clearly define each clubs storage area within a room.
- B 7. Any complaints on club usage of storage space are to be sent to the Deputy President (Clubs & Societies) or the President.
- B 8. The Deputy President (Clubs & Societies) has the ability to penalise CSPs for the misuse of storage space.
- B 9. The Deputy President (Clubs & Societies) has the ability to penalise CSPs on the grounds of misuse of storage space under Union Summary Punishment with the following penalties:
 - B 9.1. Fine up to £100
 - B 9.2. Un labelled equipment disposed of
 - B 9.3. Temporary ban from access to the storage facility up to 1 month.
- B 10. Appeals against this summary punishment are to be made to the President.

Applications for Space

- B 11. Applications for storage space can be submitted to the Deputy President (Clubs & Societies) by way of a space request form.

B 12. The form will contain details of the items the club owns and would like to store and the benefit to members of extra space.

B 13. Space will be awarded by the Deputy President (Clubs & Societies) based on the number of members, benefit and available space.

B 14. Appeals against allocations can be made to the President.

Damages and theft:

B 15. Any items stolen from a secured room are to be replaced at no cost to the CSP as detailed in the Contingency Policy

B 16. The CSP is responsible for the purchase of any replacements and the cost shall be reclaimed from the contingency reserve as per the Contingency Policy.

B 17. The cost for the replacement of any items stolen from a union room, which could not be secured due to a defect, are to be covered by the central services department provided a defect was reported more than 5 days before the incident.

B 17.1. The CSP is responsible for the purchase of any replacements and the cost shall be reclaimed from the central services department.

B 18. The cost for the replacement of any items damaged while in a union storage room due to a defect, are covered by the central services department.

B 18.1. The CSP is responsible for the purchase of any replacements and the cost shall be reclaimed from the central services department.

Section C: Equipment Usage & Maintenance & Records (Inventory)

C 1. Any unintended or accidental damage is covered by the contingency reserve as per the Contingency Policy.

Equipment Maintenance & Records

C 2. CSPs are responsible for ensuring their equipment is maintained to a safe and reasonable level. This includes electrical safety testing in accordance with college guidance on electrical safety.

C 3. CSPs are responsible for ensuring equipment inspected by a certified company where required to by law.

C 4. CSPs are responsible for keeping any safety documents and inspection documents where required to by law.

- C 5. CSPs are responsible for annually checking that the centrally stored inventory list is correct and up to date.
- C 6. CSP officers are responsible for adding any new equipment to the inventory list.

Section D: Equipment Replacement and Disposal

- D 1. Equipment valued over £100 needs permission from the Deputy President (Finance & Services) for disposal. This should be updated on the inventory
- D 2. If the equipment is being replaced and has a resale value of less than £100 then permission is not needed
- D 3. The Union will provide methods to dispose of equipment including waste electrical. This shall be coordinated by the Student Activities Manager.