

## **Club Society and Project (CSP) Equipment Policy**

### **The policy is split into 4 parts:**

Section A: Equipment Ownership Section

Section B: Equipment Storage Section

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

Section D: Equipment Replacement, disposal and waste disposal

### **Section A: Equipment Ownership**

A 1. The Union owns all equipment purchased, donated or gifted.

A 2. Equipment is allocated to each Club, Society or Project (CSP). The equipment shall not be used, borrowed, redistributed or lent elsewhere by the Union except in situations detailed in this policy.

A 3. CSPs are responsible for the maintenance, management, safe storage and usage of equipment.

A 4. 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 4.1. The equipment shall be assigned to a management group/club(s) that has (have) a reasonable use for it e.g. Rugby club cannot be given skis.

A 4.2. In the case that a suitable for a management group/club(s) 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 any items.

A 4.3. Money from the sales of equipment shall go into ADF unless the management group/club(s) are in debt, in which case money from sales would go to offset this debt.

A 4.4. Any appeal should be submitted in line with the Union complaints policy.

A 5. CSP officers are responsible for ensuring that equipment is:

A 5.1. Stored appropriately and used safely and sensibly during club activities.

A 5.2. Used appropriately and safely by management group/club(s) members for management group/club(s) activities.

A 5.3. Management group/club(s) members using equipment are capable and suitably trained.

A 6. CSPs are responsible for managing their equipment. This includes when equipment is utilised in a non CSP activity. For example, students borrow management group/club(s) equipment. CSPs must hold records of equipment usage. This should detail;

A 6.1. The name of the person who has borrowed the equipment.

A 6.2. Confirmation from the person that they are taking the equipment and will be responsible for it. It is best practice for the record to also include:

A 6.3. The date for which the equipment is being borrowed

A 6.4. The items borrowed

A 6.5. Any terms and conditions and responsibilities on borrowing the equipment

A 6.6. Instructions for equipment usage where relevant

A 7. CSPs are responsible for ensuring that all equipment is adequately labelled by:

A 7.1. Equipment stored in a labelled bag or container

A 7.2. Loose items individually labelled

### **Section B: Equipment Storage**

B 1. The Union endeavours to provide CSPs 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. The space request shall consist of:

B 2.1. Current equipment owned

B 2.2. Current storage space

B 2.3. Number of members

B 2.4. Benefit of owning the equipment over hiring

B 3. The Deputy President (Clubs & Societies) shall allocate space based on these applications.

B 3.1. Any appeal should be submitted in line with the Union complaints policy.

B 4. Items stored off campus must have details of:

B 4.1. An address and location.

B 4.2. The name and CID of the person responsible

B 4.3 The name of the Club

B 5. CSPs are responsible for ensuring that doors to storage rooms are locked and secured after accessing a storage room.

B 6. CSPs should report any defects with their storage to the Student Opportunities & Development Manager within 5 working days.

B 7. CSPs are responsible for ensuring that equipment is stored and used appropriately throughout its life cycle.

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B 8. CSPs may not purchase equipment if they do not have enough space to store it securely or safely.

B 9. The Student Opportunities & Development Team is responsible for ensuring the fit state of storage facilities and that the room can be secured.

B 10. The Student Opportunities & Development Team or relevant building group will clearly define each management group/club(s) storage area within a space.

B 11. Any complaints on management group/club(s) usage of storage space should be in line with the Union complaints policy.

B 12. The Deputy President (Clubs & Societies) shall be the owner of shared storage rooms.

B 13. Misuse of storage will be addressed in line with the Union's disciplinary policy. Penalties may include, but are not limited to the following summary punishments;

B 13.1. Fine up to £100

B 13.2. Unlabelled equipment disposed of

B 13.3. Temporary ban from access to the storage facility up to 7 days.

B 14. Any appeal against disciplinary action due to storage misuse should be submitted in line with the Union complaints policy.

B 15. Space can be removed from management group/club(s) in the following ways;

B 15.1. The Deputy President (Clubs & Societies) can remove space from dead or deceased clubs after a period of 2 months.

B 15.2. A resolution by CSPB.

### **Applications for Space**

B 16. Applications for storage space can be submitted to the Deputy President (Clubs & Societies) by way of a space request form.

B 17. The form will contain details of the items the management group/club(s) would like to store and would like to store and the benefit to members of extra space.

B 18. Space will be awarded by the Deputy President (Clubs & Societies) based on the number of members, benefit and available space.

B 19. Any appeal against storage allocation should be submitted in line with the Union complaints policy.

### **Damages and theft:**

B 20. Any items stolen from a securely stored area are to be replaced at no cost to the CSP as detailed in the Activities Development Fund Policy.

B 21. The CSP is responsible for the purchase of any replacements and the associated cost shall be included in their annual budgeting submission. Unexpected replacements may form the basis for an application for the Activities Development Fund, as per its Policy.

B 22. 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 as per Activities Development Fund Policy, provided a defect was reported where possible before the incident.

B 22.1. The CSP is responsible for the purchase of any replacements and this may form the basis for an application for the Activities Development Fund, as per its Policy.

B 23. 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 23.1. 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 may form the basis for an application for the Activities Development Fund, as per its Policy.

#### **Equipment Maintenance & Records**

C 2. The Union is accountable for the secure storage and safety of CSP equipment, where its acquisition is in line with this Policy.

C 3. The Union should ensure that equipment is maintained to a safe and reasonable level, by offering services such as, but not limited to, free pat testing for Management Groups and CSPs. Electrical safety testing will be conducted in accordance with College guidance on electrical safety, which can be viewed here <http://www3.imperial.ac.uk/safety/subjects/workequip> .

C 4. The Union is responsible for ensuring equipment inspections are completed by a certified company where required to by law.

C 5 . The Union is responsible for keeping any safety documents and inspection documents where required to by law.

C 6 . The Student Opportunities & Development Manager and the Head of Membership Services are responsible for annually checking that the centrally stored fixed assets list is correct and up to date.

C 7. The Union is responsible for adding any new equipment to the inventory list where relevant.

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**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 Opportunities & Development Team.