

**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. 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 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 club that has a reasonable use for it e.g Rugby club cannot be given skis.
  - A 4.2. 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 any items.
  - A 4.3. Money from the sales of equipment shall go into the clubs SGI.
  - A 4.4. Appeals on the reallocation of equipment are to be made to the President
- 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 club members for club activities.
  - A 5.3. Club 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 club equipment. CSPs must hold records of equipment usage. This must 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. 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. 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. Appeals against this decision are to be made to the president.
- 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 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 Central Services manager within 5 working days.
- B 7. CSP Officers are responsible for ensuring that equipment is stored and used appropriately throughout its life cycle.
- B 8. CSPs may not purchase equipment if they do not have sufficient space to store it securely or safely.
- B 9. The Central Services department is responsible for ensuring the fit state of storage facilities and that the room can be secured.

- B 10. The Union, namely Deputy President (Clubs & Societies) will clearly define each clubs storage area within a room.
- B 11. Any complaints on club usage of storage space are to be sent to the Deputy President (Clubs & Societies).
- B 12. The Deputy President (Clubs & Societies) shall be the owner of shared storage rooms and has the ability to penalise CSPs for the misuse of storage space.
- B 13. 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 13.1. Fine up to £100
  - B 13.2. Un labelled equipment disposed of
  - B 13.3. Temporary ban from access to the storage facility up to 1 month.
- B 14. Appeals against this summary punishment are to be made to the President.
- B 15. Space can be removed from clubs 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 CSB

#### **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 club owns 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. Appeals against allocations can be made to the President.

#### **Damages and theft:**

- B 20. Any items stolen from a secured room are to be replaced at no cost to the CSP as detailed in the Contingency Policy
- B 21. 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 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 the contingency policy provided a defect was reported before the incident.

B 22.1. 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 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 is covered by the contingency reserve as per the Contingency Policy.

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

C 2. Normally pat testing is offered free to clubs, 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. Available here  
<http://www3.imperial.ac.uk/safety/subjects/workequip>

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.