

EQUIPMENT POLICY

1. Introduction

1.1 This document aims to provide a framework for the acquisition, deployment, maintenance, audit, loan, hire, renewal and disposal of items of equipment that are on the college's equipment register.

2. Scope, deployment and definition of equipment

2.1 Equipment purchased using college funds should be for college use and should be regarded as a college resource. In many cases equipment will be used mainly by one curriculum/functional area and will be prioritised to that area. However, equipment should not be considered as being owned exclusively by a curriculum/functional area; this should allow equipment to be shared wherever practicable. It follows from this that an up-to-date equipment register must be maintained so staff are aware of all the equipment available in the college.

2.2 For the purposes of this policy, equipment will be defined as items which,

- * cost over £100
- * are on the college equipment register (see 7.4)

N.B. certain other items may be included on the register after consultation with the Equipment team (see section 3)

Exceptions include

- Furniture such as tables, desks, chairs, drawers, filing cabinets, cupboards, notice boards, blinds, plumbed in fixtures, towels and curtains.
- Minor equipment costing less than £100, which would be the responsibility of the appropriate line manager, e.g. the programme leader of the curriculum area where it is used.

2.3 Equipment will be either prioritised to a specified curriculum / functional area (Prioritised equipment) or will be for more general use across the college (General equipment).

2.4 Line managers of functional areas and the programme leaders of curriculum areas will be responsible for the siting, care, secure storage and upkeep of all prioritised equipment in those areas.

2.5 'General' equipment will be assigned to a specified individual and the siting, care, secure storage and upkeep of this equipment will be that individual's responsibility.

3. Decision making

3.1 Decision making will be the task of an Equipment Team. The equipment team will be a group of four staff to include the Assistant Principal (Director of Finance and Estates), a division manager, the Technical Services Manager and the Network Manager. The Assistant principal (Director of Finance and Estates) will chair the meetings of the equipment team.

- 3.2 The Assistant Principal (Director of Finance and Estates) may second other members of staff to the team as necessary.
- 3.3 A nominated member of the equipment team will manage the equipment budget, equipment repairs and maintenance budget, I.T. running costs budget and the I.T. equipment budget.
- 3.4 All decisions about the purchase of new equipment and the repair/ replacement of broken / defunct equipment will be made by the equipment team. Decisions regarding urgent replacement can be made by individual members of the equipment team and reported back at the next meeting.
- 3.5 The equipment team will liaise with the student provision team, the ILT Group and other line managers.
- 3.6 The equipment team will work to guidelines for its day-to-day operation (including the management of the cost centre) that have been agreed with the Assistant Principal (Director of Finance and Estates).

4. Acquisition of new equipment

- 4.1 Staff will be able to make written proposals to the equipment team for the acquisition of new equipment at any time, though most requests will be expected in accordance with the budget setting timetable.

5. Safety

- 5.1 Staff using equipment have a responsibility to ensure they are aware of any Health and Safety implications and are responsible for ensuring students are aware of appropriate safety procedures.
- 5.2 Risk assessment should be made for all items of equipment in accordance with the Health and Safety policy. Individuals responsible for equipment are also responsible for maintaining records of these assessments.
- 5.3 Training in the use of equipment and undertaking risk assessment should be sought where necessary.
- 5.4 All electrical equipment should be checked annually for electrical safety. Records of this check will be kept by the Health and Safety Officer.

6. Security

- 6.1 All items on the equipment register will be allocated a number. Where practicable, this will be clearly marked on the item itself.
- 6.2 If an item of equipment goes missing by theft or other means, this should be reported via Reception to the Technical Services Manager, who will log the incident and report back to the equipment team.

6.3 In cases of major vulnerability or sensitivity, the viability of encasement, chaining, cctv and /or security alarms should be investigated by the equipment team or its delegated representative.

6.4 All new equipment should be passed to the Technical Services Manager or delegate prior to it being issued for use, so it can be marked and entered on the equipment register.

7. Audit/ record keeping

7.1 Details of all items of equipment as defined in this policy should be kept on the college's equipment register.

7.2 An annual audit to check and update the equipment register should be co-ordinated by the equipment team.

7.3 The inventory of equipment prioritised to a functional/curriculum area will be made available to line managers/programme leaders annually for checking. Line managers of functional areas and programme leaders are responsible for their own inventories of minor equipment.

7.4 The equipment register will

- Be held on an electronic data base
- Be available to staff
- Include extended guarantee details.

7.5 The equipment team or a delegated representative, will be responsible for keeping the equipment register up-to-date.

7.6 All documents relating to equipment will be held by the line manager of the designated area e.g. Maintenance contracts, guarantees.

8. Maintenance

8.1 Where appropriate and affordable, maintenance contracts should be taken out for expensive and crucial items of equipment (e.g. photocopiers and file servers). Decisions regarding which items to cover by outside contracts should be made by the equipment team.

8.2 Individual staff using equipment should pass on minor repair needs to the relevant technician or to the Technical Services Manager.

9. Disposal

9.1 Any item no longer in use should be notified to the equipment team in accordance with the procedures laid down in the College's Business Procedures.

9.2 The equipment team will consider the most appropriate and economic method of disposal. Consideration will be given to age, condition, residual value, further use in the College and safety. The method of disposal will then be determined.

9.3 The equipment register will be updated by the equipment team or a delegated representative detailing date and method of disposal.

10. Loan and Hire

10.1. The equipment team will decide which equipment is available for loan and/or hire.

10.2 .The equipment team will delegate to specified individuals the responsibility for recording (in duplicate) the loan/hire and return of equipment.

10.3. A standard procedure, determined by the equipment team, should be used for recording the loan and return of equipment. This will include

- Standard paperwork recording details of the loan and the expected return.
- Guidance on the safe use and security of equipment.
- Information about whose is the responsibility for the equipment loaned.

10.4. Hire charges will be determined by the Assistant Principal (Director of Finance and Estates). Payment will be made direct to the finance office.

10.5. Equipment hire will be specifically included on letting forms.

11. Policy Review and Update

11.1. This policy should be subject to review *and update at least every three years.*

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