BHASVIC

EQUIPMENT POLICY

Policy Statement

This policy 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*s.*

Scope

This policy applies to all equipment purchased using College funds, which should be for College use and should be regarded as a College resource.

Aims
To ensure all equipment is purchased and disposed of appropriately
To ensure all equipment is recorded accurately
To ensure the security of College assets
To meet the operational requirements of the College.

Policy Details

Deployment and definition of equipment

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 up to-date equipment registers must be maintained so staff are aware of all the equipment available in the College.

For the purposes of this policy, equipment will be defined as items, which cost over £100 and are on the College equipment registers.

N.B. Certain other items may be included on the register*s* after consultation with the Equipment Team.

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.

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).

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.

'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. Any loss or damage to equipment due to negligence may result in disciplinary action being taken.

Decision making

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 Resources), a Head of Faculty, the Technical Services Manager and the Network Manager. The Assistant Principal (Director of Resources) will chair the meetings of the Equipment Team.

The Assistant Principal (Director of Resources) may second other members of staff to the team as necessary.

Nominated members 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.

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 purchase or replacement can be made by individual members of the Equipment Team and reported back at the next meeting.

The Equipment Team will liaise with the Curriculum Quality Team (CQT), the IT Co-ordination team (ITCT) and other line managers as appropriate.

The Equipment Team will work to guidelines for its day-to-day operation (including the management of the cost centres) that have been agreed with the Assistant Principal (Director of Resources).

Acquisition of new equipment
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.

Safety
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.

Risk Assessments should be made for all relevant items of equipment in accordance with the Health and Safety Policy. Individuals responsible for equipment are also responsible for maintaining records of these assessments.

Training in the use of equipment and undertaking Risk Assessments should be sought where necessary.

All electrical equipment should be checked annually for electrical safety. Records of this check will be kept by the Health and Safety Officer.

Security
All items on the equipment registers will be allocated a number. Where practicable, this will be clearly marked on the item itself.

If an item of equipment goes missing by theft or other means, this should be reported via Reception to the Assistant Principal (Director of Resources), who will log the incident and report back to the Equipment Team.

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.

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

Audit/ record keeping
Details of all items of equipment as defined in this policy should be kept on the College's equipment registers.

An annual audit to check and update the equipment registers   will be carried out in the areas concerned and the updated registers sent to the Technical Services Manager to check. Line managers of functional areas and programme leaders are responsible for their own inventories of minor equipment.

The equipment registers will:
- Be held in electronic form.
- Be available to staff on request.

- Include extended guarantee details where applicable.

The Equipment Team or a delegated representative, will be responsible for ensuring that the equipment registers are updated annually.

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

Maintenance
Where appropriate and affordable, maintenance contracts should be taken out for expensive and crucial items of equipment (e.g. photocopiers and file servers).

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

Disposal
Any item no longer in use should be recorded as such on the equipment registers. If any item is to be sold or donated outside of the College, this should be notified to the Equipment Team in accordance with the procedures laid down in the College's Business Procedures. The Equipment Team or delegate will determine the most appropriate and economic method of disposal of old equipment. Consideration will be given to age, condition, residual value, further use in the College and safety. The equipment registers will then be updated by the Equipment Team or a delegated representative detailing date and method of disposal.

Loan and Hire
The Equipment Team will delegate to specified individuals the responsibility for recording the loan / hire and return of equipment.

Standard procedure, agreed by the Equipment Team or delegated member, 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.

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

Equipment hire will be specifically included on letting forms.

Monitoring and Review of Policy
This policy should be subject to review and update at least every three years. The application of the policy will be monitored by the Equipment Team.

Related Documents
- Anti Fraud and Irregularity Policy
- Business Procedures
- Instrument and Articles of Government
- Health and Safety Policy
- Disciplinary(Misconduct and Capability) Policy and Procedures