

Societies Equipment and Storage Policy

Governance, regulations
and procedures for
societies



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1. Definition'

- 1.1 The purpose of this document is to outline the processes and procedures that Should be applied to the use of equipment by societies and the storage of equipment belonging to societies affiliated to Nottingham Trent Students' Union(NTSU).
- 1.2 A copy of this document will be available to any member of NTSU online at www.trentstudents.org or on request by emailing societies@su.ntu.ac.uk.

2. Changes to this document

- 2.1 No changes can be made to this document once approved as outlined in the Societies Code of Practice. A new document will be presented to Societies Assembly on an annual basis.

3. Equipment

- 3.1 All equipment purchased by NTSU on behalf of a society remains the Property of NTSU.
- 3.2 All equipment shall be treated with respect and stored properly.
- 3.3 All equipment must be returned at the end of each academic term unless a prior agreement has been made with VP Activities or a Societies Coordinator.
- 3.4 All new equipment will only be released to a society once a signature of Receipt from a current elected committee member is received.
- 3.5 All items must be added to the society's inventory by emailing their Societies Coordinator, who will update the inventory for the society. This will be checked on a termly basis.
- 3.6 The VP Activities and Societies Coordinators reserve the right to request the Return of equipment at any point.

Inventory of equipment

- 3.7 A termly check of the societies inventory will be made by the societies co-ordinator and any missing equipment will be reported to the society for action.
- 3.8 If any missing equipment is not recovered the VP Activities may decide to use the disciplinary process outlined in the Societies Code of Practice.

- 3.9 Usage notes detailing the wear and tear of equipment must be recorded by each
- 3.10 society and emailed to a Societies Coordinator on a termly basis. The deadline for the submission of these notes will be communicated by NTSU.
- 3.11 At the end of each academic year, any items in storage which are not part of Any society's inventory will be disposed of or repurposed by NTSU.
- 3.12 A society is responsible for informing NTSU if they no longer require equipment. NTSU will decide if the equipment is disposed of or repurposed.

4. Maintenance

- 4.1 It is the committee's responsibility to arrange PAT testing of all electrical equipment after expiration of warranty by contacting their Societies Coordinator. Failure to do this will result in the equipment being withdrawn from use.
- 4.2 Faulty equipment must be reported to a Societies Coordinator as a matter of Urgency and the equipment must be clearly labelled as 'Faulty—do not use'. Labels will be made available in the store.

5. Safety

- 5.1 Specialist equipment is subject to a further risk assessment before it will be Released to societies.
- 5.2 Equipment that is no longer suitable or is unsafe will be written off with the Agreement of the VP Activities or a Societies Coordinator.
- 5.3 If equipment is found to be faulty it may be repaired or replaced at the Discretion of the VP Activities.
- 5.4 Any equipment that is deemed to have been misused or mistreated maybe repaired or replaced at cost to the society at the discretion of the VP Activities.

Use of the store

5.5 Members who are visiting the society store must adhere to the store risk Assessment and implement actions identified to manage risk.

5.6 Failure to follow this risk assessment will result in access to the store being withdrawn.

6. Rulings

6.1 Should any storage or equipment matter arise not specified in this document a decision on a course of action will be decided by the VP Activities.

6.2 Should any matter in this document be subject to disagreement over interpretation the VP Activities will decide on the final course of action.