

Equipment Handling Policy

1 Policy

This policy covers IT, Audio/Visual or other equipment deemed of value owned by Stanway u3a that requires secure handling and storage.

2 Equipment Use

Users of equipment covered by this policy must be instructed in the correct, safe use and handling of the equipment.

Members must not use or handle equipment if they have not been shown how to do so.

Electrical equipment must be checked before use to ensure it is not damaged and is safe to use.

3 Security

Equipment covered by this policy must be kept in secure storage to prevent unauthorised access, damage or theft.

Where such equipment is to be transported in a vehicle it must be kept out of sight to avoid opportunist theft. It must not be left in a vehicle overnight without a valid reason.

Where such equipment is used at a venue it must not be left unattended.

4 Asset List

Equipment covered by this policy must be declared on Stanway u3a Asset List. Holders of such equipment must confirm its existence and location when the Asset List is circulated annually for checking and updating.

Any loss or damage to equipment must be promptly reported to the Treasurer of Stanway u3a (stanwaytreasurer@gmail.com).

A decision to replace the equipment rests with the Executive Committee and should on no account be purchased without approval.

5 Repair and Disposal

Where equipment covered by this policy becomes inoperable for whatever reason, the Executive Committee will decide if a quote for repair should be obtained or the item is to be disposed of.

Equipment holders must not dispose of equipment without the approval of the Executive Committee.

5 Policy Adoption and Review

This policy will be reviewed to ensure it continues to meet the needs of Stanway u3a and its members.

Drafted and adopted: 5 March 2024

Review date: 5 March 2029