

EQUIPMENT POLICY

Equipment Ownership

1. The Highlands and Islands Students' Association owns all equipment purchased, donated, or gifted.
2. Equipment is allocated to Student Group (club or society) as needed and available. The equipment shall not be used, borrowed, redistributed, or lent elsewhere by the Students' Association except in situations detailed in this policy.
3. Clubs and societies are responsible for the maintenance, management, safe storage and usage of equipment.
4. When a Student Group is disbanded, the Students' Association shall be responsible for the reallocation or disposal of any equipment.
 - i. The equipment shall be assigned to a club or society that has a reasonable use for it e.g. Rugby club cannot be given skis.
 - ii. In the case that a suitable club or society is not found within a time period of up to six months, the equipment may be sold, donated, or disposed of by the Student's Association.
 - iii. Money from the sales of equipment shall go to the Highlands and Islands Students' Association unless the club or society are in debt, in which case money from sales would go to offset this debt.
 - iv. Any appeal should be submitted in line with the HISA complaints policy.
5. Club and society committees are responsible for ensuring that equipment is:
 - i. stored appropriately and used safely and sensibly during club activities.
 - ii. used appropriately and safely by club members for club activities.
 - iii. are used and maintained by properly trained club members.
6. Clubs and societies are responsible for managing their equipment. This includes when equipment is utilised in a non-club activity. For example, if members borrow club equipment, the club must hold records of equipment usage. This should detail;
 - i. The name of the person who has borrowed the equipment.
 - ii. 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:
 - iii. The date for which the equipment is being borrowed
 - iv. The items borrowed
 - v. Any terms and conditions and responsibilities on borrowing the equipment
 - vi. Instructions for equipment usage where relevant



7. Student Groups are responsible for ensuring that all equipment is adequately labelled with HISA or their name and contact information. This includes:

- i. Equipment stored in a labelled bag or container
- ii. Loose items individually labelled


Equipment Maintenance & Records

8. The club is accountable for the secure storage and safety of equipment, where its acquisition is in line with this policy.

9. The club should ensure that equipment is maintained to a safe and reasonable level.

10. The club is responsible for ensuring equipment inspections are completed by a certified company where required to by law.

11. The club is responsible for keeping any safety documents and inspection documents where required to by law.

12. The club is responsible for keeping an up-to-date inventory list and sharing it annually or whenever requested by  The Students' Association.

Equipment Replacement and Disposal

13. Clubs need permission from The Highlands and Islands Students' Association for equipment disposal. This should be updated on the inventory.

14. The Students' Association will provide methods to dispose of equipment including waste electrical.

