

## Management of U3A Equipment

### 1. Introduction.

1.1 The Equipment Officer (EO), or other appointed Committee member of Exmouth and District U3A, will be responsible for the management of the equipment listed in Appendix A.

1.2 The equipment may only be used by members of Exmouth and District U3A for Exmouth U3A activities. This includes use for the promotion of Exmouth U3A and in connection with other regional U3A meetings such as East Devon Link.

### 2. Duties of the Equipment Officer

2.1 to make arrangements to store the equipment and advise Committee members including any temporary arrangements during holiday periods

2.2 to keep an inventory of the equipment including all accessories and report annually to Committee.

2.3 to ensure the equipment is kept in good repair and condition

2.4 to arrange for any repairs to the equipment after obtaining estimates where possible and liaising with the Treasurer, acting in accordance with the financial delegation scheme

2.5 to arrange for annual PAT testing

2.6 to keep a record of the use of the equipment in the equipment book

2.7 to provide information to all users on the operation of the equipment

### 3. Use of the Equipment

3.1 Organisers or other Exmouth members may request to borrow the equipment (the borrower).

3.2 the borrower will need to collect the equipment (unless otherwise agreed), and sign for the equipment

3.3 the borrower will be advised of any health and safety aspects

3.4 the borrower is to take all reasonable steps to ensure the equipment is not damaged or exposed to loss or theft

3.5 the borrower is to return the equipment as soon as possible after use unless otherwise agreed by the EO

3.6 the borrower must report any problems or disrepair to the EO who will note this in the equipment book.