



PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
www.patchwaytowncouncil.gov.uk

Use of Council Equipment Policy

1. Statement of Policy

- a. This policy outlines the appropriate measures for the use of Council equipment on all the Council sites, unless otherwise specified.
- b. This policy should always be adhered to when working for Patchway Town Council.
- c. As an employee of Patchway Town Council, it is your duty to acknowledge this policy in the duties that you always carry out.
- d. Failure to be compliant with this policy will lead to disciplinary action taken against you, as Patchway Town Council deem fit and appropriate.

2. IT Equipment

- a. Patchway Town Council will support its officers with suitable IT Equipment deemed sufficient for them to carry out their duties.
- b. The IT equipment will be industry standard and P.A.T tested to ensure the equipment is not defective.
- c. All equipment belonging to Patchway Town Council must be treated with respect and any breakages of equipment should be reported to the Town Clerk as a matter of urgency.
- d. As an employee, you are responsible for ensuring that the equipment you work on is not defective and that every part of the equipment is how it should be.
- e. Any disposal of equipment as agreed by Patchway Town Council will be updated on the Council's asset register.
- f. Failure to comply with this policy will lead to disciplinary action being taken against you.

3. Outdoor Machinery

- a. Patchway Town Council will support its ground staff with suitable equipment which is of a good quality and is not defective.
- b. The machinery will be up to industry standard, with regular service and MOT on all machines.
- c. All machinery used on roads will be taxed.

Adopted: 16th May 2023
Review: May 2024



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- d. If you are using a piece of machinery, as an employee of the Council it is your responsibility to ensure that you have detailed all the correct information on the vehicle/machine log for that piece of machinery.
- e. Before taking the machinery out, it is your responsibility to check for any damage or signs of damage and report it immediately to the Clerk/Deputy Clerk for inspection. If the machine is deemed defective, the Clerk/Deputy Clerk along with the appropriate officers will undertake a review of the log to see how it became defective.
- f. When returning a piece of machinery, it is your responsibility to check for any damage or signs of damage and report immediately to the Clerk/Deputy Clerk for inspection. If the machine is deemed defective, the Clerk/Deputy Clerk will undertake a review of the log to see how it became defective.
- g. Report immediately to the Clerk/Deputy Clerk for inspection. If the machine is deemed defective, the Clerk/Deputy Clerk will undertake a review of the log to see how it became defective.
- h. All equipment must be risked assessed at least once a month, with the form supplied by the office. No equipment is to be used if it doesn't have a risk assessment and a up to date checklist form.
- i. All COSHH sheets are to be filed correctly and stored in the COSHH cabinet to comply with health and safety regulations.
- j. All damage must be reported to the Clerk/Deputy Clerk.
- k. Patchway Town Council will operate a very strict policy on damage to Council machinery and failure to comply will result in a possible fixed-term ban and may lead to disciplinary action being taken against you. Also, you may be asked to recompense the Council for the repair or a replacement item.

4. Council Vehicles

- a. Patchway Town Council own's two road vehicles, which can be driven by any insured persons.
- b. The vehicles will all be serviced and have the relevant MOT.
- c. If you are using a vehicle, as an employee of the Council it is your responsibility to ensure that you have detailed all the correct information on the vehicle log for that vehicle.
- d. Before taking the vehicle out, it is your responsibility to check for any damage or signs of damage and report immediately to the Clerk/Deputy Clerk for inspection. If the vehicle is deemed defective, the Clerk/Deputy Clerk along with the appropriate officers will undertake a review of the log to see how it became defective.

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- e. When returning the vehicle, it is your responsibility to check for any damage or signs of damage and report immediately to the Clerk/Deputy Clerk for inspection. If the vehicle is deemed defective, the Clerk/Deputy Clerk will undertake a review of the log to see how it became defective.
- f. All vehicles have a logbook which must be filled in every time there is a new driver during that day. These sheets must be filled in fully and saved to the server.
- g. All damage must be reported to the Clerk/Deputy Clerk.
- h. Patchway Town Council will operate a very strict policy on damage to Council vehicles and failure to comply will result in a possible fixed-term ban and may lead to disciplinary action being taken against you. Also, you may be asked to recompense the council for the repair or a replacement item.

5. Monitoring

- a. Regular inspections will take place and regular reports will be compiled and taken to the monthly personnel committee meeting for review.