



## Policy for The Use of Council Equipment

### **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.
- 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 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.

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- 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. Daily machinery checklists are to be filled out correctly and brought to the Town Council office every Friday for checking. Failure to comply with this may lead to disciplinary.
- h. Scafftag are in place to ensure the equipment is being used correctly and checked every time when using it. The machinery must be recorded and tagged every time it is used, and issues are to be recorded on the relevant tag.
- i. 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, Scafftag and a up to date checklist form.
- j. All COSHH sheets are to be filed correctly and stored in the COSHH cabinet to comply with health and safety regulations.
- k. All damage must be reported to the Clerk/Deputy Clerk.
- l. 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 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.
- 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 brought to the office every Friday for inspection.
- g. All damage must be reported to the Clerk/Deputy Clerk.

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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.