



SoLO
Life
Opportunities

38 Walnut Close
Chelmsley Wood
Birmingham
B37 7PU

Charity No. 1102297
England Company No.
5025939

POLICY AND PROCEDURE

Management of Resources

Category:

Staff and volunteers

Introduction

The purpose of this policy is to ensure that SoLO manages its resources well in a way that delivers good value to the organisation and funders. Resources, in context of this policy, are assets (buildings, vehicles, equipment) operational equipment and materials.

Scope

SoLO Life Opportunities (SoLO) recognises that it has a responsibility to its funders and members to be good stewards of any resources that are used in the administration or delivery of its services.

SoLO also recognises its responsibility to provide for workers, volunteers, members with a learning disability and visitors on any of our premises a safe environment.

SoLO understands that the sharing of resources requires commitment from all involved and good communication, but represents best value in the use of equipment and materials.

To achieve this it expects its staff and volunteers to act **responsibly** to ensure that all equipment is fit for purpose and safely stored when not in use.

Good management of SoLO resources saves money and time.

Policy

This policy addresses the following:

1. Electrical Equipment:

All staff and volunteers of SoLO are responsible for identifying any electrical equipment which has not been PAT Tested and ensuring that items are booked out in advance and stored away correctly on return.

2. General Resources:

All staff and volunteers have a responsibility to look after resources and report any breakages immediately. All staff and volunteers of SoLO are responsible for recording items which have been taken and logging back in when returned, ensuring that all resources are correctly stored away.

3. Perishable / Hazardous Resources:

All staff and volunteers of SoLO are responsible to ensure that no perishable or hazardous resources are to be stored in any of the general or electrical storage areas.

Business Support will conduct an annual stock check of equipment and maintain an inventory of items costing more than £50 which can be used for internal audit/assurance, and insurance purposes.

Procedures

1. Electrical or Large Equipment:

If any staff or volunteers require electrical or large equipment it must be booked in advance via the equipment booking log on the system. Collection and return dates must be clearly marked and the person booking must be identified.

Electrical equipment must be checked for a PAT testing sticker (which must be within last two years). A visual check must be made of the electrical equipment and, if it appears to be faulty, it must not be used and an immediate report must be made to the administrative team.

2. General Resources (consumables)

After the activity consideration should be given to replenishing the items if it is something regularly used e.g paint and paper, or notifying other Managers if it is a seasonal/one off item that may not be required again.

Upon return of consumables that have not been exhausted the following steps must be taken:

- **Return** straight back to the resource storage (do not store in general areas or on the floor of the storage cupboards)

- Check if any items are damaged / resources empty
- Place back into the correct storage box

3. Storage of Equipment and general resources

Staff must adhere to safe storage principles:

- Heavy items must not be put on high shelves
- Anything taken from a high shelf must be done using a safe step ladder
- Hazardous substances must not be stored in general areas and must be labelled
- There should be nothing on the walk ways in front of the shelves as this could constitute a trip hazard.
- Perishable items such as glue, paint etc. must be stored safely with lids firmly on and upright.

4. Project specific resources

From time to time, Project Managers will wish to purchase equipment or consumables for a particular purpose – e.g. an art session etc. For a time limited period (no longer than 4 weeks) these can be stored in a non-storage area, provided it is marked and the area is safe and the resources do not create a hazard. Once the session is completed, the resources must be put back into general use and stored appropriately.

Wherever possible, it is expected that resources will be shared.

5. Perishable / Hazardous Resources:

All perishable and / or hazardous goods are not to be stored in general or electrical equipment storage areas. Perishable goods should be placed in the kitchen areas and projects notified of any goods which they can use.

Hazardous resources such as nail varnish remover or cleaning products etc. are not to be stored anywhere other than in the cleaning cupboard. Please contact admin for further guidance.

Accountability

Any requests to use equipment for external purposes must be authorised by a Senior Manager. The item(s) must be returned in agreed timeframe and in the same condition it was in before being taken.

Any concerns staff may have relating to the misappropriation of resources should be referred to their line manager.

Any significant anomalies identified at annual audit will be investigated further by the Business Support Manager in the first instance and discussed with a Senior Manager.