



Equipment policy

Club Name: Blackwood Community Recreation Association Inc. –

Address: 1 Northcote Road

CITY: Eden Hills **Postcode:** 5050

Approved by BCRA Inc.: MARGOT STEACHAW

Position held: President.

Signed: [Signature]

Date of Approval: 15 / 2 / 2018

Last Date of Review: _____ / _____ / _____

Next Date of Review: _____ / _____ / _____

1. STATEMENT OF COMMITMENT

Blackwood Community Recreation Association Inc. (BCRAI) is responsible for ensuring a safe environment is provided for all involved in the activities that the Centre offers. In carrying out our duty of care, one of the key areas that attention is given to is the area of facilities and equipment.

BCRAI is committed to providing a safe environment through ensuring all facilities and equipment utilised are safe, well maintained and used according to their design purpose and manufacture specifications. This will be achieved through:

- Carrying out regular equipment safety checks
- Implementation of an annual equipment acquisition, maintenance, replacement scheme
- Providing appropriate training to staff, volunteers and members with respect to the set-up use and storage of equipment

Please note that all equipment purchases by sub-committees with sub-committee funds belong to the BCRAI and if a sub-committee leaves the Association, the equipment stays with the Association.

2. DEFINITIONS

Equipment; refers to all equipment used during normal programs conducted by the Recreation Centre.

Acquisitions; refers to the identification and taking possession of (either through purchase, loan or donation) equipment required for the conduct of Centre programs.

Maintenance; refers to the inspection, repairing, altering or cleaning equipment required for the conduct of the Centre programs.

Replacement; refers to the provision of new or alternative equipment that is identified as unsafe, is damaged or is identified as old equipment that requires replacement, for the conduct of Centre programs.

3. POLICY APPLICATION

This policy applies to all equipment and facilities utilised by BCRAI programs for any of its activities including general class training, conduct of competitions/events, and promotion of the Centre & its programs or associated administrative tasks.

4. POLICY COVERAGE

This policy covers all equipment and facilities that are owned, leased, hired or borrowed by the Centre to carry out its activities regardless of the program, participant level and location of equipment or whether those involved are staff, members, volunteers or visitors.

5. ROLES & RESPONSIBILITIES

This section specifies the roles and responsibilities of all parties involved in BCRAI activities:

5.1 Board of Management

- Ensure that appropriate equipment safety procedures are implemented
- Ensure that all staff/volunteers are provided with appropriate training
- Ensure that equipment maintenance/ replacement is considered within the annual budget

5.2 Centre Manager

- Ensure that regular equipment safety checks (see Equipment Safety Checklist) are carried out at least once per year.
- Alert the Board of Management of any equipment requiring maintenance/replacement at next meeting
- Monitor the day to day use of equipment by all staff, members and visitors
- Provide appropriate induction on appropriate usage of equipment and Centre facilities.

5.3 Program Coordinators/Head Coaches

- Monitor the day to day use of equipment by coaching staff, members and participants.
- Undertake monthly equipment safety checks and provide report to Centre Manager.
- Alert the Centre Manager of any equipment requiring maintenance/replacement

5.4 All staff

- Monitor the day to day use of equipment by all members, participants and visitors
- Alert the Program Coordinator/Head Coach of any equipment requiring maintenance/replacement
- Educate and empower participants to utilise equipment in an appropriate manner.

6. MAINTENANCE & CLEANING SCHEDULES

Equipment Inspections – minimum of monthly for Gymsport and fitness equipment
Cleaning

- Kindergym – all play equipment annually
- Gymnastics – all equipment annually, including deep clean of the blue sprung floor
- Fitness – weekly cleaning of all equipment

Note – The Centre is cleaned on a daily basis including regular vacuuming of the Gymsports hall and fitness studio. No equipment is moved.

7. EQUIPMENT STORED IN RECREATION CENTRE

- Some external user groups have equipment stored in the Centre; this is done so at the risk of those user groups and the Recreation Centre holds not responsibility for any loss or damage to such equipment.

