



POLICY/PROCEDURE INFORMATION (Policy no HR0009)	
Subject	Use of Nottinghamshire Hospice Equipment Policy <i>(This policy is non-contractual and is subject to periodic review and will be amended according to service development needs).</i>
Applicable to	All staff and volunteers of Nottinghamshire Hospice
Target Audience	Others such as agents, consultants and other representatives of Nottinghamshire Hospice may be required to comply with the policy as a condition of appointment.
Date issued	Sept 2020
Next review date	Sept 2023
Lead responsible for Policy	Director of People Services
Policy reviewed by	Freeths Solicitors
Notified to (when)	Donna Roberts, Human Resources Manager
Authorised by (when)	Donna Roberts, Human Resources Manager
CQC Standard if applicable	
Links to other Hospice Policies	
Links to external policies	
Summary	Always check with your Line Manager before taking equipment belonging to Nottinghamshire Hospice out of the building. All equipment should be booked out, signed for and appropriately labelled as the property of Nottinghamshire Hospice.
This policy replaces	

VERSION CONTROL		
Status	Date	Reviewed date
Original policy written by Angela Fallon, Head of HR	April 2011	April 2015
Policy reviewed by Beverley Brookes MBE, Chief Executive	April 2011	
Policy ratified by Corporate Management Team		
Policy reviewed by Donna Roberts, HR Manager	Nov 2017	Nov 2019
Updated control sheet and published on Policy Doc App	Dec 2018	
Updated staff and volunteer throughout policy	June 2020	
Policy reviewed by Donna Roberts, HR Manager	Sept 2020	Sept 2023
Logo updated and uploaded to website	March 2021	

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UNDER REVIEW

1. Use of Nottinghamshire Hospice's Equipment

Always check with your Line Manager before taking equipment belonging to Nottinghamshire Hospice out of the building. All equipment should be booked out, signed for and appropriately labelled as the property of Nottinghamshire Hospice. If you are issued with equipment, e.g. a laptop computer, a mobile phone, in the course of your work it is your responsibility to ensure that it is kept safe and secure at all times. Any damage or loss must be reported to your Line Manager and the Finance Manager (for insurance purposes) as soon as it occurs.

If any of Nottinghamshire Hospices equipment is damaged due to your carelessness or negligence, it may result in disciplinary action being taken by Nottinghamshire Hospice under its formal Disciplinary Procedure. In addition, you may be asked for payment towards the cost of repair or replacement of the equipment.

To satisfy Nottinghamshire Hospice's insurance requirements, equipment should not be left in unattended vehicles, and if you must do so, it must be placed out of sight and the vehicle must be securely locked.

2. Minibus

The Hospice Minibus is no longer available for the personal use of the Hospice staff and volunteers.