

Staff Rules for Equipment Loan

As a staff member, you are responsible for requesting and booking your own equipment loan using SISO.

Unless expressly agreed in writing in advance with the Faculty's Technical Support Team Manager, for example, where you will unavoidably be without access to BU IT for a relevant period:

- you may not delegate this to a third party; and
- the Faculty will not issue equipment where it appears you have not made your own booking.

1. Declaration and agreement

When you (or exceptionally, your authorised delegate) book equipment through the SISO service, BU treats you as confirming the following:

- You have considered any situation in which, linked to this booking, people or equipment may be put at risk.
- You have taken all appropriate measures, consistent with BU's health and safety policies and procedures, appropriately to manage any such risk, including taking all reasonable precautions to ensure the safety of those taking part.
- You have all necessary clearances for the use to which you are going to put the equipment.
- If applicable, you have lodged a Risk Assessment with the Faculty.
- When using the equipment you will work in a professional and responsible manner consistent with the safe, efficient and effective performance of your duties and responsibilities wherever they are carried out.
- You will also follow established procedures and the equipment instructions. (You will contact the Technical Support Team for further advice on how to use the equipment if unsure.)

All equipment BU lends you is subject to these Rules, with which you agree to comply by booking through the SISO service (or, exceptionally, having your authorised delegate do so). In particular, you understand and agree that:

- sanctions, including disciplinary procedures, may apply for late return, loss of or damage to equipment;
- you are not to transfer the equipment to anybody else; and
- you are not to use the equipment for personal, commercial or other purposes not connected to your employment with BU.

References to "we" or "us" in these Rules are to BU.

The Faculty's Technical Support Team is happy to help with any questions you may have around the practical aspects of equipment loan. You can ask them in person, by email or phone them. The email address is sgcounter@bournemouth.ac.uk; and the phone numbers are 01202 961358 and 01202 962263.

2. Risk assessment

You must undertake a Risk Assessment for projects using loan equipment, to comply with legal requirements for health and safety. Please follow the instructions through the booking process, including reviewing any relevant Help Sheets, in relation to this. If you need further help with this, please contact the Technical Support Team.

Often the "risk" will be minimal, but you must consider all aspects of your project. This may include matters such as misuse of equipment, lone working, electrical safety, terrain, and special clothing, and any risk to the general public or arising in public areas.

For further advice, please contact the Faculty's Health & Safety Co-ordinator who will be pleased to help.

3. Location

When recording on private property you must get the landowner's written permission and find out from them any safety hazards. You must not sign an indemnity form for the use of the property without consulting BU's Insurance Officer.

If you are recording in public spaces and, in particular, if the Risk Assessment raises concerns about public safety, you will need to check the local authority and police requirements. You must take care, and ensure that others working on your project take care, not to obstruct the highway, not to disturb farm animals or wildlife or to cause a nuisance or danger to any member of the public. Permission will usually be needed if you are going to obstruct a highway, film any scenes that might involve disturbance or violence or be described as an 'event', or film in a very busy or sensitive location. The relevant local authority can provide further guidance, normally through their events or communications teams.

Outside Great Britain

The Faculty's Technical Support Team Manager must approve all location recording outside Great Britain before you travel overseas. Please note that Great Britain does not include the Isle of Man, the Channel Islands or Northern Ireland.

Staff wishing to travel overseas on BU business must register on BU's All Risks travel insurance. You must complete a Risk Assessment before travelling abroad, which is signed-off by the Faculty office. Before the Technical Support Team Manager will approve equipment release, you will need to produce evidence to the Technical Support Team of the Faculty office's agreement for travel.

If you intend travelling outside the United Kingdom (Great Britain and Northern Ireland) with equipment, you will need to produce a Carnet. The Carnet request forms part of our booking arrangements. A Carnet is a document providing equipment details including make, model, serial number, and the approximate value of each item of equipment you will be carrying. You may be required to provide this on demand to HMRC officers or equivalent officers abroad.

For overseas travel you will normally be issued with our travel equipment, which may, but will not necessarily, incorporate ruggedized features. Unless directed otherwise by the travel operator, you must take any equipment overseas in the cabin, not as checked baggage, since the equipment is more liable to damage in the hold. (This also applies to any domestic flight.)

4. Late collection or return

Scheduling of equipment is critical, and the success of the loan system relies on you returning equipment on time. Failure to return borrowed equipment on time may mean other staff, or students, will not be able to complete their tasks.

Equipment booked for collection will only be available for 5 days from the booked time. After this we will cancel your booking and you will have to re-book.

If, for any reason, you cannot return equipment by the due date, please contact the Faculty Technical Support Team as soon as possible and let us know. (Contact details are on the item identification sticker applied to all our equipment and above.) We may be able to extend your booking, or make alternative arrangements for equipment to be made available to the next user.

Late return – potential disciplinary action

We buy equipment to try to meet academic need. We may need to buy more equipment to deal with unavailability due to late return. An overdue reminder will be sent by email to your BU email account, followed by two further reminders.

In accordance with the BU Disciplinary Procedure, BU will normally deal with minor infringement of these Rules outside the formal disciplinary procedure in first instance.

If you have not returned the equipment within 25 working days after the date the first overdue reminder email was sent, the matter will be referred for disciplinary action under the BU Disciplinary Procedure. In this case, we may also seek to recover the full cost of replacement equipment from you. Where we don't order new equipment, you will still be liable to us for the market value of the asset (as we may reasonably assess) of which your non-return has deprived us. We reserve our right to treat non-return as theft and refer the matter to the police, as well as taking civil action against you.

Except for keys, BU will consider transferring title to non-returned equipment to you once you have paid for replacement equipment. As far as the law allows, we will not, however, warrant the state of the equipment given it will have been out of our hands and subject to unknown treatment for an extended period.

Unreturned equipment – restriction of further borrowing

Subject to consideration of mitigating circumstances, **you will not be able to borrow** any further equipment while any equipment overdue by more than 10 working days remains unreturned. We will consider, in particular, the potential impact on students, other staff and commitments to third parties.

5. Equipment loss or damage

You are responsible for the equipment you borrow. You must do all that you reasonably can to ensure the safe return, undamaged of equipment.

Faulty or damaged equipment issued to you

The Faculty checks equipment in the store for condition and usability before issue. So, it is unusual for there to be any problem with equipment issued to you. Our working assumption is that equipment issued is in good condition and fully functional.

You must check the equipment as soon as you practically can after we issue it to you (this includes visually inspecting it when issued). We appreciate that to test certain features you may need to set the equipment up away from the loan desk.

You must let the Technical Support Team in the Faculty know as soon as you notice a problem with the equipment. Contact details are on the item identification sticker and in section 1 above. You should be prepared to return the equipment immediately for repair or replacement.

Care of equipment

You must at all times take reasonable care when using BU equipment. Never leave equipment unattended when in use and always store equipment away safely and securely at other times.

Please take particular care with food and drink, and for loan equipment extreme weather conditions and difficult environments, for example beaches where both salt and sand risk damaging equipment.

You must not loan, sub-let or otherwise transfer possession of loan equipment to any other person, even if that person has booked the equipment. Passing equipment directly to another colleague or a student is not a proper handover of responsibility and you will remain fully responsible for proper and timely return of the equipment. Even if equipment is returned on time in these circumstances, we may take action under the Disciplinary Procedure if you have breached this requirement. This is because your action will, potentially, have put BU's equipment at risk.

Please tell the Faculty Technical Support Team Manager as soon as possible if you lose (which includes the item being stolen from you) or damage equipment on loan to you. You must then provide a written report, providing full details of the incident.

You must report any theft of equipment to the police in the area where the theft is thought to have occurred. You should normally report online or use the non-emergency 101 number. If the police

give you a report, please provide it as part of your written report to the Faculty Technical Support Team Manager.

Following equipment return, the Faculty School Technical Support Team will check it for serviceability and maintenance prior to re-issue. Return does not imply our acceptance that there has been no damage to the equipment issued to you.

Lost items

You may have to pay for a replacement if you lose an item of equipment (which includes the item being stolen from you) and you have fallen significantly short of the standards we expect. If equipment is no longer available, replacement equipment will be that with a specification as near as may be reasonably practicable, bearing in mind the intended function.

We will consider all the relevant circumstances before deciding whether you need to pay for a replacement item. We will not ask you to pay for equipment covered by BU's insurance. We may, however, ask you to pay all or part of the insurance excess. The current excess is £2750.00. We will also consider action under BU's normal Disciplinary Procedures as part of this assessment. We may consider action under those procedures as an alternative to, or combined with, a requirement to pay.

Damaged items

The same basic position applies to damaged items. Up to our prevailing insurance excess of £2750.00, you may have to pay for repair, or replacement if repair is not practicable, which will include circumstances where:

- repair would cost more than replacement;
- we reasonably consider repair is unlikely to be satisfactory to future users, including any increased likelihood of future failure of equipment; and
- parts availability would lead to the equipment being out of service for what we reasonably consider to be an excessive time.

We will consider all the relevant circumstances, as above, before deciding whether you need to pay for a repair or replacement item.

Where you are to be charged, if the Faculty's Technical Support Team can undertake repair work, we will charge you £25.00 per hour for labour and parts at cost to BU. Third-party repair will be charged to you at cost to BU (including diagnostic costs), plus a £50.00 administration charge. The administration charge is for the initial assessment; identification of third-party repairer; administration in getting item to and from the third party; and paying the third-party invoice.

In certain exceptional cases, it may be that a third-party repairer to whom we have sent an item of equipment determines it is not repairable. In those cases, you are still potentially liable for the cost of replacement, up to the cap. If we determine this is to be charged to you, in whole or part, we will not seek to recharge the third-party diagnostic costs or the administration charge.

6. Using your personal data and communicating with you about your loan, including any fees

Data that you input into the SISO system may be shared with SISO (TechEthika Limited, company number 5994955) to enable provision of this service. We may also share your personal data with any third party to whom, for non-payment of charges, we refer debt collection.

For more information on use of your personal data please see the BU information on data protection, available here: <https://www1.bournemouth.ac.uk/about/governance/access-information/data-protection-act-1998-dpa-and-privacy-policies>.