

University Policy on equipment or machinery taken out with the University

It is University policy that no University equipment or machinery is taken off campus and used for non-university purposes.

The only circumstances where equipment or machinery can be taken out of the University are as follows:

- 1 To support a student on their enrolled course of study
- 2 To support a member of staff on University business

In the above circumstances the individual Deans of School, Directors of Service or equivalent must personally approve* and sign off any such use of equipment or machinery and ensure a record of such is maintained.

In addition all Deans of School, Directors of Service or equivalent have a duty of care to ensure a risk assessment is carried out prior to the release of any such equipment or machinery.

Please also ensure all staff or students take note of the University Electronic Information Security policy when accessing University systems and ensure that staff or students borrowing any equipment have been adequately trained in its use in conformance with any risk assessment.

* Except where a device such as a mobile phone, laptop or similar mobile device has been issued to an individual member of staff or where a University wide scheme has been approved such as:

- 1 Approved library lending administered by Information Services
- 2 Approved laptop student hiring out scheme administered by Information Services
- 3 Approved photographic equipment student lending scheme administered by the School of Arts and Creative Services

David Cloy
University Secretary