



Scouts

1st Ince and Elton

HQ & Equipment Management Policy

Ref number:	1STIEGP05	Date of issue:	08/06/2025	Prepared by:	Ashley Proctor
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HQ & Equipment Management Policy

1. Purpose

This policy sets out how the 1st Ince and Elton Scout Group manages, maintains, and uses its Headquarters (HQ) premises and Group equipment. It ensures safe, responsible, and fair access to shared resources.

2. Roles and Responsibilities

- The Group Trustee Board holds overall responsibility for HQ and equipment.
- A dedicated Headquarters Sub-Committee (HQSC) should oversee the day-to-day HQ maintenance and health & safety. In the absence of a HQSC, this will fall back to the Group Trustee Board.
- Unless the role is vacant, the Group Quartermaster (QM) is responsible for equipment tracking, condition, and booking.

3. Use and Care of Headquarters

3.1 Building Use and Cleanliness

- All members and visitors are expected to treat the HQ respectfully.
- Each section must follow the cleaning rota and remove their rubbish after meetings.
- Personal items left in HQ are at the owner's risk.

3.2 Maintenance and Reporting

- Issues should be recorded in the HQ maintenance log book.
- The HQSC will prioritise, assign, and sign off completed jobs.
- Sundry supplies and replacements will be managed by the HQSC.

3.3 Access and Security

- Most locks used at the HQ are now either Smart Locks or Combination Locks.
- Codes for the Smart Locks are issued to current Group members and regular hirers/maintenance users only (plus any combination lock codes that are necessary to gain entry).
- Smart Lock codes will be invalidated when membership ends.
- CCTV is in operation in accordance with the Group's Data Protection & Security Policy.

3.4 Hire of Premises

- HQ hire must be approved by the Group Trustee Board.

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- A written hire agreement must be in place.

4. Equipment Management

4.1 Booking and Usage

- All equipment must be booked out via the Quartermaster and logged in OSM.
- Equipment should be returned clean, dry, and in good condition.

4.2 Maintenance and Checks

- Annual checks must be completed before the busy spring/summer period.
- Faults or damage must be reported to the QM immediately.
- The QM will keep an up-to-date inventory and condition record.

4.3 Long-Term Planning

- Leaders and the QM should notify the GEC of major future equipment needs.
- This allows time for budgeting or fundraising to meet those needs.

5. Health and Safety

- HQSC is responsible for ensuring all legal checks are completed (e.g. fire extinguishers, PAT testing).
- A Health & Safety Policy and Fire Risk Assessment will be maintained and displayed in the HQ.

6. Review

This policy will be reviewed every three years or sooner if required.

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