

## **STORAGE POLICY FOR COUNCIL PAVILLIONS AND LEISURE CENTRES**

### **1. Overall Aim**

To provide guidance and clarity for staff in charge of storage areas giving proper notice to:

- Equality of Provision - to give fair and equal access to storage if available;
- Social and Ethical Responsibilities;
- Health and Safety - to ensure the items stored do not pose a danger to staff, members of the public or the building.

### **2. Context/Background**

Regular users of Council pavilions and leisure centres have need of storage space for items such as mats, bowling items, play equipment, etc. It has been recognised that there is a need to be aware of and give permission for storage of such items.

### **3. The Policy**

- The decision of the Council in relation to storage shall be final and binding.
- Users may apply for storage space in writing to the appropriate officer including a risk assessment for the items to be stored. The application must demonstrate that they hold a block booking. Making an application does not guarantee that storage space will be made available as only a limited amount of storage is available.
- At the moment, the Council does not charge users for storage but reserve the right to do so when deemed appropriate.
- Users must not leave their own belongings or equipment on the premises without written consent of the Council.
- Any belongings left in the premises without prior agreement will be treated as abandoned and may be disposed of by the Council.
- Any allocation of storage is entirely at the discretion of the Council.
- In respect of stored equipment - failure by the Hirer either to pay any storage charges due and payable or to remove the same within 7 days after the agreed storage period has ended will result in the Council disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.
- In respect of any other property brought on to the premises for the purposes of the hiring, failure by the Hirer to remove the same within 7 days will result in the Council disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.
- **Excluded Items**
  - Items considered to pose a health and safety risk to staff, members of the public and the building eg items that may produce harmful fumes when burning;
  - Items that the Council deem unsuitable for storage;
  - Items which cause the Council to incur excess expense in order to store the items.

- **Liability**

- The Council accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded.
- The Council does not provide indemnity to third party users. It will, however, cover its own legal liability for personal injury and damage to third party property.

- **The following areas are covered within this policy:**

- Leisure centres
- Council Pavilions

#### **4. Policy Responsibilities**

This policy in regard to leisure centres will be endorsed and overseen by the Leisure Committee, managed by the Leisure Services department's management team and implemented by Leisure Centres management.

This policy in regard to pavilions will be endorsed and overseen by the Development Committee, managed by the Development Services department's management team and implemented by its Business Support Manager with the assistance of Leisure Services.

#### **5. Implementation**

This policy will be implemented from 1 April 2007 by the relevant officers of the Leisure Services and Development Services departments.

#### **6. Evaluation and Review**

The following methods will be used for evaluation:

- User surveys
- Staff feedback
- Audits of storage
- Requests from users

#### **7. Consultation with Stakeholders**

The following consultation has been carried out:

- Visits and interviews with staff at pavilions
- Interviews with booking administration staff
- Health and Safety Officer, Newtownabbey Borough Council
- Feedback from customers
- Consultation with current storage users

#### **8. Screening and Equality Impact Assessment**

The Council will screen this policy in order to determine if it requires a fuller equality analysis in the form of an impact assessment.

#### **9. Policy Contacts**

The following are contacts for this policy:

- Margaret Lindsay, Parks and Cemeteries Manager
- Colin Meneely, Business Support Manager, Development Department
- Caroline Douglas, Business Support Manager, Leisure Services Department

#### **10. Publication of the Policy**

Following approval this policy will be available from the Council's office at Mossley Mill, Newtownabbey, BT36 5QA. It can also be accessed on the Council's website at [www.newtownabbey.gov.uk](http://www.newtownabbey.gov.uk).