

## Storage

All storage space should be well organised and if possible labelled so that, should staff be absent, the relief workers will be able to locate equipment and materials quickly. Every effort should be made to keep the storage area tidy.

Storage boxes should be used when possible, to ease moving equipment.

All equipment MUST be returned to the storage unit/cupboard when the Club finishes – equipment is costly and we cannot afford to lose any, also no school staff should find it necessary to clean up after a Club session.

An audit of equipment should be completed annually so that areas where new equipment needs to be purchased can be identified.

This Audit should be on display in the storage area.

Wherever possible, but certainly in the case of an outdoor store, the storage unit/ area should be locked after use.

The door to any storage area should be closed during Club time.

Reviewed November 2024