



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.

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 area where new equipment needs to be purchased can be identified. This Audit should be on display in the storage area.

Where ever 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.