









|   | Statement  | Use this space to record any actions you need to take and/or the locations of your evidence   | We do it                            | We can prove it                     | Complete (initialled and dated by assessor)  |
|---|--|---|-------------------------------------|-------------------------------------|--|
| 1 | <p>You understand your responsibilities for fire protection and do everything you can to prevent a fire.<br/>Examples of evidence:</p> <p>Fire Risk Assessment</p> <p>Emergency Fire Safety Action Plan</p> <p>Fire Safety Policy</p> <p>Records of fire drills</p> <p>Records of maintenance of fire safety measures</p> <p>Records of fire safety training</p> <p>Crosscheck section 4:2 and 5:1</p> | <p>See Risk Assessments: Social Club Fire Risk</p> <p>See Appendix 5.2 Safety Instructions</p> <p>See Health and Safety Policy</p> <p>See reference to fire drill in AGM minutes.</p> | <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> | <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> |  |

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|--|---|--|---|---|--|
| 2  | You are aware of your organisation's Health and Safety responsibilities and act to reduce risks.<br>Examples of evidence: |  |   |   |  |
|  | Written Health and Safety Policy statement.   | See Health and Safety Policy                                       | Y | Y |  |
|  | Hirers/Users of the facility aware of Health and Safety Procedures at the time of booking/on entering building            | See Appendix 5.2 Safety Instructions<br>Appendix 5.1a Booking Form | Y | Y |  |
|  | Person responsible for Health and Safety and carrying out risk assessments  | Chairman   | Y | Y |  |
|  | Risk Assessment   | See Risk Assessments   | Y | Y |  |
|  | Control of Substances   | See Policies and notice in Kitchen cupboard                        | Y | Y |  |
|  | Hazardous to Health (COSHH) assessment  | Ditto  | Y | Y |  |
| Crosscheck sections 4:2 and 5:1                          |   |  |   |   |  |
| 3  | You understand your food hygiene responsibilities.<br>Examples of evidence:   |  |   |   |  |
| Training on food handling if appropriate                 | See Appendix 2.2 Hygiene Certificates.<br>See above   | Y  | Y |   |  |
| The hall is registered as a food business if appropriate |   |  |   |   |  |
| Food hygiene notices                                     | N/A   |  |   |   |  |

|   |  |                              |   |   |   |
|---|--|------------------------------|---|---|---|
| 4   | You comply with your responsibilities for First Aid and recording of accidents and incidents.<br>Examples of evidence: |                              |   |   |   |
|   | You assess what first aid equipment and requirements are needed and provide them                                       | First Aid box in Hall.       | Y | Y   |   |
|   | Someone is responsible for keeping first aid kit well stocked  | Secretary                    | Y | Y   |  |
|   | Accidents and incidents are recorded   | See Accident book            | Y | Y   |   |
| Crosscheck section 2:1 and 5:1  |  |                              |   |   |   |
| 5   | You understand your vulnerable groups protection responsibilities.<br>Examples of evidence:                            |                              |   |   |   |
|   | Child protection policy in place, clearly displayed, read and understood by staff, volunteers and hirers               | See Vulnerable Groups Policy | Y | Y   |   |
|   | Staff/volunteer disclosures. Child protection co-ordinator appointed   | Chairman                     | Y | Y   |   |
| A clause is included in the hiring agreement confirming hall users have their own child protection policies and procedures in place | See Appendix 5.1 Terms of use  | Y                            | Y |  |   |
| Crosscheck section 2:1  |  |                              |   |   |   |

|   |   |  |  |  |   |
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| 6 | <p>You are aware of, and comply with, alcohol licensing regulations.<br/>Examples of evidence:</p> <p>We have a person responsible for licenses</p> <p>Premises, personal or occasional licenses held for events that involve the sale of alcohol</p> <p>Staff and volunteers are trained as appropriate</p> <p>Hirers (including regular users) are advised about the licence requirements for the sale of alcohol</p> | <p>Chairman</p> <p>See Appendix 5.1 Terms and Conditions of Use. Alcohol use very rare. Staff are told what to do by the organiser who is briefed by the Secretary/Chairman.</p> <p>See Appendix 5.1 Terms and Conditions of Use</p> | <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>       | <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>       |    |
| 7 | <p>You are aware of, and obtain, necessary premises licenses.<br/>Examples of evidence:</p> <p>Public entertainment license</p> <p>Theatre license</p> <p>Cinematographic license</p> <p>Gaming/lottery licenses</p> <p>Performing Rights Society (PRS)</p> <p>Phonographic Performance Ltd (PPL)</p>   | <p>See Appendix 6.1</p> <p>N/A</p> <p>Bought for each film. See Appendix 1.7</p> <p>N/A</p> <p>See Appendix 1.8</p> <p>Ditto</p>   | <p>Y</p> <p></p> <p>Y</p> <p></p> <p>Y</p> <p></p> | <p>Y</p> <p></p> <p>Y</p> <p></p> <p>Y</p> <p></p> |  |

|  |  |                                |   |   |   |
|--|--|--------------------------------|---|---|---|
| 8  | You ensure all relevant insurances are in place, review them regularly and comply with conditions<br>Examples of evidence: |                                |   |   |   |
|  | We have a person responsible for insurance   | Treasurer                      | Y | Y |    |
|  | Building and contents  | See Appendix 6.2               | Y | Y |   |
|  | Public Liability   | Ditto                          | Y | Y |   |
|  | Hirers' public liability   | Ditto                          | Y | Y |   |
| Employment liability (must be displayed) | Ditto and N/A anyway   | Y                              | Y |   |   |
| 9  | You are aware, and meet the requirements, of the Equality Act 2010<br>Examples of evidence:                                |                                |   |   |   |
|  | Accessibility audit report   | See Equal Opportunities Policy | Y | Y |   |
|  | Crosscheck section 5.4   | Appendix 5.6                   | Y | Y |   |
|  |  |                                |   |   |   |
| 10                                       | You are aware of, and meet the requirements, of the Data Protection Act 1998.<br>Examples of evidence:                     |                                |   |   |   |
|  | Data Protection Policy   | See Data Protection Policy     | Y | Y |  |
|  | Crosscheck section 2:1 and 5:2   |                                |   |   |   |