






	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 are familiar with the content/conditions/terms of all documentation relevant to your ownership/lease of the building and know where all the documents are.</p> <p>Examples of evidence:</p> <p>Title deeds and or lease</p> <p>Wayleaves</p> <p>Planning conditions etc.</p>	<p>The title deeds to the Social Club have not yet been received from Register House in Edinburgh. Lawyers advised that it could take up to a year for them to be sent to us.</p> <p>N/A</p> <p>N/A</p>	Y	Y	

2	<p>Your building is maintained and serviced to make sure you are legally compliant and you keep necessary records. Examples of evidence:</p> <p>Appointment of responsible person</p> <p>Records of checks/inspections/services/maintenance</p> <p>Risk assessment</p> <p>Crosscheck section 6:1 and 6:2</p>	<p>The DADCA committee are responsible for the maintenance and servicing of the building. The building is cleaned every week under a contract (See Job Descriptions).</p> <p>Fire alarm and emergency lights are checked every month as logged in the Fire Book. Regular checks are done professionally of: Electrical risks See Appendix 4.3 PAT list Fire risk (See Risk Assessments: Social Club Fire Risk and Appendix 4.1) Fire extinguishers are checked professionally every 6 months as noted on each extinguisher The First Aid kit is regularly checked by the Secretary. There is a COSSH notice in the Kitchen cupboard and equipment manuals in the kitchen drawer. There is an accident book beside the Fire book and it has been used on the very rare occasions of an accident. DADCA arranged an Access Audit by a professional (Andy Dawson) (see Appendix 5.6) and regularly checks other aspects of DDA compliance eg. white strips on steps, Disabled parking space, Fire muster point. Emergency procedures are online, on display in the Hall and given to all hirers (see Appendix 5.2) See Risk Assessments Social Club Risk</p>	Y	Y	
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3	<p>You keep property records which provide a physical description of the premises and how to maintain and manage them. Examples of evidence:</p> <p>Architect plans</p> <p>Site plans</p> <p>Structural drawings</p> <p>Drainage plans</p> <p>Lighting and heating plans</p> <p>Records of construction methods and materials and hazardous materials such as asbestos</p> <p>Maintenance and servicing procedures and manuals (boilers, drains, water, lifts, alarms, flues, kitchen equipment)</p> <p>Details of location and nature of utilities and services including emergency and fire fighting systems</p>	<p>Appendix 4.2</p> <p>The building is over 150 years so there are few records but there is unlikely to be asbestos.</p> <p>Drains, water, alarms, flues are maintained by outside professionals so no manuals are kept on premises.. Fire alarms are checked monthly. Kitchen equipment manuals are kept in kitchen.</p> <p>See q5 below.</p> <p>See also Appendix 4.4 Inventory</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>	<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>	
4	<p>You understand your responsibilities for taking action on any reported incidents or damage, etc. Examples of evidence:</p> <p>There is a procedure for volunteers, staff and hirers to report injury / damage / broken equipment</p> <p>There is a person appointed to take the necessary action.</p> <p>Crosscheck section 5:5, 5:9 and 5:11</p>	<p>These are covered in Appendix 5.1 (Terms of use) and in our Health and Safety Policy</p>	<p>Y</p>	<p>Y</p>	

5	<p>You clearly communicate how to use equipment and resources effectively and safely, as appropriate. Examples of evidence:</p> <p>You have instruction manuals available to users or display notices (as appropriate) available explaining how to use various equipment items, (eg boiler, heating controls, lighting, security alarm, oven, microwave, dishwasher, etc)</p> <p>Crosscheck section 5:10</p>	<p>Each new user is shown around the hall and all items and appliances are explained. Also see: Appendix 5.2 Safety Instructions, Appendix 5.3 Checklist for hirers, Appendix 5.5 Youth Club Internet Access Appendix 5.7 Instructions</p>	Y	Y	
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