

	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>Your users are aware of their responsibilities. Your liability for accidents and incidents over which you have no control are protected. Your right to terminate a hire agreement is protected. Examples of evidence:</p> <p>Hiring (letting) agreement used for all bookings</p> <p>Instructions to hirers on use of hall (facilities information sheet) and the location of key items eg fire doors, extinguishers, first aid kits</p> <p>Copies of insurance policies for for-profit groups/people</p>	<p>Hiring agreement used for all bookings Appendix 5.1</p> <p>Appendices 5.2, 5.3, <del>5.1</del> 5.6 and <del>5.6</del> 5.7</p> <p>See Car Boot Sale Policy and Appendix 6.2</p>	<p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p>	
2	<p>You keep personal information about individual users confidentially and meet data protection requirements Examples of evidence:</p> <p>Data protection policy</p> <p>Secure data handling</p>	<p>See Data Protection Policy And Disclosure Information Policy</p>	<p>Y</p>	<p>Y</p>	
3	<p>Notices in hall displayed as appropriate Examples of evidence:</p> <p>Employers liability insurance</p> <p>No smoking signs</p> <p>Alcohol licences</p> <p>Health and safety poster</p> <p>Hygiene notices</p> <p>General notices for users</p> <p>Crosscheck section 2:1</p>	<p>n/a</p> <p>yes</p> <p>n/a</p> <p>yes</p> <p>yes</p> <p>yes</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>Your premises are accessible and welcoming and you are aware of your duties under the Equality Act 2010</p> <p>Examples of evidence:</p> <p>Building accessible and welcoming</p> <p>Accessibility audit report</p> <p>Crosscheck section 6:9</p>	<p>Appendix <del>5.8</del> 5.7</p> <p>See Access Policy</p> <p>We have implemented all the recommendations of the Access Audit Report</p> <p>Appendix <del>5.8</del> 5.5</p>	Y	Y	
5	<p>Your policies for hiring the hall are clear, open and fair</p> <p>Examples of evidence:</p> <p>Letting policy</p> <p>List of charges</p> <p>Crosscheck section 4:3</p>	<p>See Appendix 5.1</p> <p>See Website</p>	Y	Y	
6	<p>Your hall bookings are well managed</p> <p>Examples of evidence:</p> <p>Tidy and organised booking diary</p> <p>Contact details for bookings widely available</p> <p>Facilities usage calendar</p>	<p>See Calendar on website</p> <p>See website</p> <p>As above</p>	Y	Y	
7	<p>You deal with complaints openly, promptly and fairly</p> <p>Examples of evidence:</p> <p>Complaint policy and form</p> <p>Someone appointed to deal with complaints</p>	<p>See Complaints Policy</p> <p>The Chair</p>	Y	Y	

8	<p>You have clear arrangements for access to the hall Examples of evidence:</p> <p>Register of key holders</p> <p>Procedure for key collection and return</p> <p>Procedure for opening and closing the hall</p>	<p>See Keyholders</p> <p>See booking form on website</p> <p>See booking form on website and Appendix 5.1</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p>	
9	<p>Your users are aware of how to report damage Examples of evidence:</p> <p>There is procedure for hirers to report damage/broken equipment and someone appointed to take the necessary action</p>	<p>See Appendix 5.1 and Accident book in Social Club</p>	<p>Y</p>	<p>Y</p>	
10	<p>Your users know how to operate and use equipment and resources effectively and safely Examples of evidence:</p> <p>Notices on how to operate and use equipment</p> <p>Briefings to new users</p> <p>User information sheets</p> <p>Crosscheck section 4:5</p>	<p>See Appendices 5.3, <del>5.5</del>, <del>5.7</del> and <del>5.8</del> <sup>5.4</sup> <del>5.7</del></p> <p>Youth Café Internet Access Manuals in Kitchen</p> <p>Notice for COSHH in Kitchen cupboard</p>	<p>Y</p>	<p>Y</p>	