

MARYBURGH AMENITIES CENTRE

INDUCTION CHECKLIST & ACKNOWLEDGEMENT

Maryburgh Amenities Association recognises and accepts its responsibility for providing a safe and healthy environment for the public, as far as is reasonably practical.

To ensure this is achieved the Hall Keeper will use the undernoted check list to carry out an induction with each user group.

No	Function	Tick box
1	Fire Procedures	
2	Emergency procedures, assembly point etc.	
3	Operation of Fire Alarm and action	
4	Keeping escape routes and fire doors clear	
5	Operation of fire door push bars	
6	Location type and use of fire extinguishers	
7	Location of first aid facilities	
8	Maximum Attendances	
9	Any Licence Requirements	
10	Compliance with food safety regulations	
11	Smoking Policy and your responsibilities under the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006	
12	Excess cleaning charges	

Acknowledgement

I hereby certify that

- I have received a copy of the User Information Manual
- I accept the conditions of use
- I am aware of and understand the above procedures and regulations

Signed _____ Date _____