



STATUTORY OBLIGATION

MINIMUM REQUIREMENTS

1. **Proof of provincial registration** (if applicable)
2. **Business Registration:** This entitles the establishment to legally operate (including status)
3. **Public Liability Insurance**
4. **Licence:** compliance with liquor licences or any other regulations
5. **Compliance** with local, provincial and national regulations: occupation health and safety act and regulations. Emergency information procedures and after hours contacts for assistance should be clearly displayed in English, multilingual, if possible (dependant on the customer profile of the establishment)
- 5.1. **Fire Safety**
 - 5.1.1. Fire safety certificate.
 - 5.1.2. Fire precautions.
 - 5.1.3. Fire evacuation procedures plus emergency assembly areas.
 - 5.1.4. Fire safety equipment e.g. extinguishers, hoses and other (all in working order with updated service records)
 - 5.1.5. Fire safety personnel: trained staff on safety procedures with valid certification
 - 5.1.6. There should be a responsible person on site and or on call during all periods that the establishment is being utilized. The name, address and contact details of the responsible person must be prominently displayed.
 - 5.1.7. Kitchen; fire safety – all necessary precautions, procedures and equipment must be in place

5.2. Health Safety; Emergency Equipment and Procedures

- 5.2.1. First Aid; a suitably stocked first aid box or boxes should be available and accessible for the treatment of injured persons at the venue. A prominent notice or sign in a conspicuous place, should indicate where the first aid box is kept and the name of the person responsible
- 5.2.2. First Aid Certified Personnel; Trained staff with valid certification
- 5.2.3. A suitable “sick room”/ clinic should be available in venues, which accommodate more than 50 people at any one time. Indicate what the clinic provides e.g. equipment, certified personnel and procedures.

5.3. Building Accessibility Regulations:

- 5.3.1. Ensuring that all electrical installations and points have a certificate of compliance issued by an accredited person
- 5.3.2. Sanitation certificate
- 5.3.3. Lighting certificate
- 5.3.4. Ventilation certificate

5.4. Hygiene Regulations:

- 5.4.1. Certificate/s of compliance with local / provincial health / hygiene regulations.
- 5.4.2. Food hygiene and food safety audits
- 5.4.3. Audits: assessment should include:
 - 5.4.3.1. Staff hygiene, general, storage area, production area, scullery and cleaning, serving areas and documentation.
 - 5.4.3.2. Micro Analysis: surface and hand swabs and food samples.

5.5. Safety and Security & Risk Management Manual:

- 5.5.1. Ensuring that all venue supplies, clients, users, etc adhere to the safety and security regulations.

5.6. Indemnity

- 5.6.1. What is in place: regarding activities / services offered.



6. Meetings, Exhibitions and Special Events Venues

- 6.1. Access to sufficient drinking water (there should be sufficient, conveniently located water outlets relative to the capacity and layout of the establishment)