

Internal Audit Document: Nightclub Compliance Checklist

Date: 5 Apr 2025

Auditor: Sonia de Leon

Nightclub Name: The Camden

. Health and Safety

- **Fire Safety Compliance:**

- Fire extinguishers accessible and functional:
 - Yes- No
 - Comments:
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- Emergency exits clearly marked and unobstructed:
 - Yes- No
 - Comments:
 - There was one small chair half covering the back fire door. This was removed straight away
- Regular fire drills conducted:
 - Yes- No
 - Comments: Aim to do one every 3 months

- **First Aid Kits Available:**

- Yes- No
- Comments: every shift we have a minimum of 2 for small capacity event and 6 for larger ones

- **Cleanliness and Sanitation:**

- Restrooms clean and stocked:
 - Yes- No
 - Comments:
- General cleanliness of premises:

- Yes- No
 - Comments: staff room bin not empty out
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2. Security

- **Security Personnel:**

- Adequate number of security staff:

- Yes- No
- Comments:

- Staff trained in conflict resolution:

- Yes- No
- Comments:

- **Surveillance Systems:**

- Functional CCTV cameras:

- Yes- No
 - Comments:
 - Regular monitoring of surveillance footage:
 - Yes- No
 - Comments:
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3. Employee Compliance

- **Staff Training:**

- Regular training on health and safety:

- Yes- No
- Comments:

- Training on alcohol service regulations:

- Yes- No
- Comments:
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- **Employee Records:**

- Up-to-date employee records:

- **Yes**- No
 - Comments:
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4. Customer Service

- **Customer Feedback:**

- System in place for collecting customer feedback:

- **Yes**- No
- Comments:
- **Handling Complaints:** all complaints- feedback up to date

- Procedures for handling customer complaints:

- **Yes**- No
- Comments:
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5. Local Authority Complaints and Actions Taken

- **Complaints Received:**

- **Yes**- **No**
- Comments:

- **Actions Taken:**

- Yes- No
- Comments:

Auditor's Signature:  _____

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