

Warm Spaces registration form



SECTION 1

These are the details we will publish to the residents of Huntingdonshire about your Warm Space

Name of Organisation:

Click or tap here to enter text.

Location of your Warm Space (please include postcode to help people to find you):

Click or tap here to enter text.

Email address for enquiries:

Click or tap here to enter text.

Phone number for enquiries:

Choose an item.

Social media links for updates on Warm Spaces:

Click or tap here to enter text.

List of facilities available:

- Accessible toilets
- Accessible access in and out of the building
- Fully accessible access throughout the building
- Changing facilities
- Car park
- Free wi-fi access
- Available power sockets for people to use
- Kitchen
- Facilities to make hot food/ drink eg: kettle/ microwave
- Secure building
- Hearing loop
- Screen or television
- Access to free activities eg: board games, jigsaws, drawing and colouring resources

Other (please specify)

Click or tap here to enter text.

Will your Warm Space be staffed?

Choose an item.

How many people can you accommodate in your Warm Space (including volunteers)

Click or tap here to enter text.

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SECTION 2

Please tick to confirm you have these in place to ensure the safety of those attending you Warm Space. *By ticking the box your organisation is accountable for ensuring these can be presented if requested:*

ESSENTIAL – these must be in place for HDC to publicise your Warm Space on their website

- Public liability insurance
- Gas testing for the facility - in date certification
- Fixed wire test records - in date certificate(s)
- Fire Risk Assessment - in date certificate
- First aid kit - available and in date
- Buildings risk assessment - in date

If you are an organisation that currently provides food, we will display your Food Hygiene Rating as published on the Scores on the Doors website [Scores on the Doors : Huntingdon](#)

DESIRABLE – these do not need to be in place for HDC to publicise your Warm Space on their website, but are recommended good practice

- Employers Liability Insurance
- Legionella risk assessment - in date (where appropriate)
- Asbestos risk assessment - in date (where appropriate)
- DBS Checked staff (where staff have regular unsupervised contact with children or vulnerable adults)
- Safeguarding trained staff (where staff have regular contact with children or vulnerable adults)
- First Aid trained staff

Information useful for organisations offering Warm Spaces

- You can check where the nearest defibrillator is located on the Defib finder website [Defib finder – find the defibrillators nearest you.](#)
- You should make sure there are no personal details for individuals displayed in your Warm Space unless you have consent to do so
- the priority services register for UKPN this allows users that are at risk to receive priority service in the event of a powercut <https://www.ukpowernetworks.co.uk/power-cut/priority-services/about-the-priority-services-register>
- If you are needing additional funding to cover **costs up to £500** for setting up or running your Warm Space you can check your [eligibility here](#) and then apply for a grant here [Community Chest Fund – Application Form \(huntingdonshire.gov.uk\)](#)

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SECTION 3

Please provide details of your Warm Space opening times along with any organised activities you are running

Day	Time	Activity	Costs
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

SECTION 4

Please confirm contact details for communication between HDC and your organisation (**these details will not be published on the website to residents**)

Contact name:

Click or tap here to enter text.

Contact email address:

Click or tap here to enter text.

Contact phone number:

Click or tap here to enter text.

Many thanks for completing and returning your registration form. Once we have received your details we will publish your Warm Space on the district map here [Warm Spaces - Huntingdonshire.gov.uk](https://www.huntingdonshire.gov.uk) and add to the list of locations here [Warm Spaces Locations - Huntingdonshire.gov.uk](https://www.huntingdonshire.gov.uk)

Please allow 5 working days for your details to be live on the HDC website.

Thank you again for offering support to our residents at such a challenging time and we will use the contact details listed under Section 4 to provide updates and ideas to support your local community over the coming months.