

The main hall will accommodate a maximum of 100 people and the small hall will accommodate a maximum of 50 people; this is in accordance with fire regulations. These figures cannot be exceeded.

HEALTH & SAFETY INSPECTION CHECKLIST		
1. Fire	Yes	No
Are all fire exit routes clearly signed?	X	
Do all doors on escape routes open easily?	X	
Are fire exit routes easily accessible and free of slip/trip hazards and combustible materials?	X	
Is there at least one 13A-rated extinguisher (for example, 9-litre water or foam) for every 200m ² of floor area and at least two such extinguishers per floor?	X	
Has every extinguisher been checked in the previous 12 months?	X	
Please refer to separate Fire Risk Assessment		
Copy of Maintenance Schedule for extinguishers available on website		
For Smoke & Heat detectors see NICEIC certificates on website		
2. Safety Hazards		
Have you assessed safety hazards (e.g. slips/trips/falls, contact with sharp edges/moving parts, electric shock)?	X	
3. Electricity		
Is the lighting sufficient	X	
Is there emergency lighting in case the mains power fails?	X	
Have any portable appliances been tested	X	
Are there any external lights and have they been tested	X	
Copy of NICEIC Test certificates and PAT testing available on website		
4. Gas		
Gas Boiler on site	X	
Landlords gas safety certificate available on website		
5. Covid 19		
Please see attached separate sheets		

6. Insurance		
Public Liability	X	
Hirers Liability	X	
Copy of schedule available on request.		
Certificate of Employers Liability displayed in hall and on website		
7. Mobility Impaired Access and Egress		
There is a full concrete ramp to gain access to the hall via the small Patricia Lawrence room	X	
There is an access ramp inside the hall to gain access and egress via the main door		
8. Defibrillator		
There is a fully functioning Defibrillator on site	X	
Unlock code for case C159X		
9. Location		
Ugley Village Hall, Cambridge Road, Ugley CM22 6HR		
What 3 words. bookings.sunk.drilling		
10. General		
Do people have access to suitable toilets and washing facilities?	X	
11. Contact Details		
Email info@ugleyvillage.org.uk		
Via Website. https://www.ugleyvillage.org.uk		
Tel 01279 814052		