

# ***Housing Health and Safety Rating System Landlord's Self Assessment Form***

## **Why use this form?**

The Housing Health and Safety Rating System is the method now used to assess the condition of private rented properties. It replaces the Housing Fitness Standard and involves the assessment of 29 hazards that may be found in domestic dwellings and their potential to cause injury or ill health to occupiers or visitors.

This form will enable you, as owner or landlord of a rented property to carry out a self-assessment to identify whether or not there are any faults that could contribute to any one of the hazards and so cause a risk to the health and safety of your tenants. The form can also be used to identify any improvements or changes required to a property to reduce these risks. It is recommended that assessments be reviewed on a regular basis and corrective action taken before serious problems arise.

## **How do I carry out a self assessment?**

It is recommended that the following stages be followed:

### **1. Inspect the property**

Inspect the interior and exterior of the property including all letting rooms, shared kitchens, bathrooms, stairs, passageways, front and rear gardens, paths, boundary walls and outbuildings.

Record any deficiencies, faults or other factors that could be hazardous.

### **2. Identify hazards**

Assess whether the deficiency could contribute to any of the 29 hazards listed on pages 2 and 3, and if so, is the likelihood of a harmful occurrence or the severity of the harm occurring increased?

### **3. Identify remedial action / work**

Identify the work that needs to be done to remedy the deficiencies or faults so as to reduce the risks as low as is reasonably practicable.

Prioritise the work to deal with immediate risks first.

### **4. Keep records**

Use this form to identify the work required and the timeframe over which it will be carried out. An example of how to complete the form is shown on page 4 and blank forms for further copying are also attached.

### **5. Review**

Organise the necessary work and when completed check that the hazards have been removed or minimised. Re-inspect the property

### ***The 29 Hazards***

<b>1. Damp and mould growth</b>	Rising and penetrating dampness from the exterior. Condensation dampness caused by inadequate heating, insulation or ventilation. Leaking plumbing systems.
<b>2. Excess cold</b>	Amount of thermal insulation. Dampness affecting insulation. Type and adequacy of the heating system and heating controls. Excess ventilation Excessive draughts
<b>3. Excess Heat</b>	Amount of thermal insulation. Faulty or inadequate heating controls. Type and adequacy of ventilation and control

<p><b>4. Asbestos and manufactured mineral fibres</b></p>	<p>Date of construction – flats built between 1920 and 1979 are most at risk. Unsealed or damaged material in accessible locations.</p>
<p><b>5. Biocides</b></p>	<p>Use of chemicals to treat timber and mould growth in dwellings, particularly in living areas where use instructions and precautions have not been followed.</p>
<p><b>6. Carbon monoxide and fuel combustion products</b></p>	<p>Presence of flue-less appliances. Disrepair to appliances and flues. Adequacy of ventilation and the positioning of flue outlets.</p>
<p><b>7. Lead</b></p>	<p>Presence and disrepair of old paint, especially in pre 1970 dwellings and risk of dust release when redecorating. Water supply Lead pipe-work</p>

<p><b>8. Radiation</b></p>	<p>Consider presence of mobile phone masts although at present there is no evidence that low-level exposure to electromagnetic radiation presents a significant risk.</p>
<p><b>9. Un-combusted fuel gas</b></p>	<p>Threat of asphyxiation from the escape of gas in a dwelling. Defects to installation and poor maintenance of appliances. Presence of correctly sited gas detectors.</p>
<p><b>10. Volatile organic compounds</b></p>	<p>Levels typically found in dwellings do not present a risk. Consider use of low emission products and materials. Ensure adequate ventilation during decoration.</p>
<p><b>11. Crowding and Space</b></p>	<p>Living and kitchen areas of adequate size for the household. Adequate number of bedrooms. Adequate and appropriately sited bathrooms and WCs. Available recreational space.</p>

<p><b>12. Entry by intruders</b></p>	<p>Construction of and disrepair to doors and windows.  Presence of locks and door viewers.  Secure locks to letting rooms in multiply occupied dwellings (without deadlocks that could compromise means of escape)</p>
<p><b>13. Lighting</b></p>	<p>Size, position and obstruction of windows to habitable rooms.  Positioning and control of artificial lighting to habitable rooms and circulation space.</p>
<p><b>14. Noise</b></p>	<p>Overall environment is not in control of the landlord but consider insulation and repair of doors and windows and the careful positioning of noisy equipment, facilities and appliances. Door closers should be adjusted to ensure closure without excessive banging.</p>
<p><b>15. Domestic Hygiene, Pests and Refuse</b></p>	<p>Condition of walls and ceilings and ability of the structure to be kept clean and hygienic.  Damage to roof, floors, walls, pipe-work and drains allowing entry by pests.  Lack of, or disrepair to, refuse storage.</p>

<p><b>16. Food Safety</b></p>	<p>The adequacy and condition of food storage, preparation and cooking facilities. The adequacy of hot and cold water supplies to the kitchen sink.  Kitchen floor in good repair with water resistant covering.  Adequate lighting and ventilation where food prepared.</p>
<p><b>17. Personal hygiene, sanitation and drainage</b></p>	<p>Sufficient number of appropriately sited baths/showers, basins and WCs. Hot and cold water supplied to washing facilities.  Adequate natural and artificial lighting and ventilation.  Condition of walls, floors and ceilings and ability to be kept clean.  Adequacy of foul and surface water drainage.  Waste pipes in good repair and free from leaks.</p>
<p><b>18. Water supply</b></p>	<p>Supply of wholesome water supply within the dwelling.  Intermittent supply and low-pressure problems.  Contamination of water stored in tanks.</p>

<p><b>19. Falls associated with baths, etc</b></p>	<p>Friction quality of amenity.  Positioning of taps and light switches.  Presence of handles and grab rails.  Adequate space adjacent to appliances.  Presence of sharp edges and projections.</p>
<p><b>20. Falls on level surfaces</b></p> <p>Where the change of level is less than 300mm</p>	<p>Disrepair to floors, ramps, paths and yards.  Presence of trip steps and thresholds.  Slip resistance of surfaces (including when wet).  Adequacy of surface water drainage and lighting.</p>
<p><b>21. Falls on steps and stairs</b></p> <p>Where the change of level is more than 300mm</p>	<p>Tread and riser length.  Openings in staircase or guarding exceed 100mm.  Lack of adequate handrails or guarding.  Adequacy of lighting.  Disrepair to stairs. Steepness of stairs. Slip resistance of treads.  Presence of hard surfaces and projections.</p>

<p><b>22. Falls between levels</b></p> <p>Where the difference in level is more than 300mm</p>	<p>Consider where risk of falling between levels, either inside or outside the dwelling.  Low window cill heights.  Presence or adequacy of safety catches and guarding to balconies.  Distance of fall. Disrepair to windows.  Presence of safety glass.</p>
<p><b>23. Electrical Wiring</b></p>	<p>Disrepair or obsolete of electrical installation.  Inadequate number of sockets.  Lack of earthing.  Presence of dampness.</p>
<p><b>24. Fire</b></p>	<p>Condition of electrical installation. Adequacy of space heating that might encourage use of inappropriate supplemental heaters.  Adequacy of means of escape from fire (fire doors) and other fire precautions (alarm and detection system).  Test certificate for alarm and emergency lighting systems. Heater and cooker position in relation to flammable materials.</p>



<p><b>25. Hot surfaces</b></p>	<p>Kitchen Layout. Unguarded Open Flames and Unprotected Hot Surfaces. Excessively Hot Water to Sink and Washing Facilities.</p>
<p><b>26. Collision and entrapment</b></p>	<p>Door and Window Design Defects and Disrepair. Gaps in Ballustrading. Low Headroom to Doors. Restricted Ceiling Height.</p>
<p><b>27. Explosion</b></p>	<p>Defects to gas appliances and installations. Adequacy of venting arrangements for hot water system. Gas Safe landlord gas certificate required annually.</p>
<p><b>28. Position and Operability of Amenities</b></p>	<p>Inappropriate positioning of bath/shower/WC/cooker/ worktop/sink or inadequate functional space for use with these facilities. Poor positioning of electrical switches and sockets.</p>

<b>29. Structural Collapse</b>	Structural instability. Disrepair and loose building elements. Unstable stairs and steps. Defective floors, ceilings and walls
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***Housing Health and Safety Rating Self Assessment – (Example)***

<b>Address of Property</b>	10 High Street, Anytown	<b>Date of Assessment</b>	17 <sup>th</sup> April 2012
<b>Name of Person Completing Assessment</b>	John Jones (landlord)	<b>Date of Next Full Inspection</b>	17 <sup>th</sup> October 2012

<b>Stage 1</b>	<b>Stage 2A</b>	<b>Stage 2B</b>	<b>Stage 3</b>	<b>Stage 4</b>	<b>Stage 5</b>
Deficiencies Identified in Inspection	Hazard Identified	How Might Harm Be Caused	Remedial Work Identified	Timeframe for Remedial Work	Check Work Completed (Insert Date)

<p>Severe Rising Dampness in bedsitting rooms 1, 2 and 5 causing serious mould growth. Peeling wallpaper and perishing Plasterwork.</p> <p>Condensation dampness and Mould Growth in Shared Shower Room on Second Floor</p>	<p>Damp and Mould</p>	<p>Risk of Asthma and other Respiratory illness through Prolonged exposure. Also Psychological effect of these conditions may cause harm.</p>	<p>Damp Proofing works on ground floor and reinstatement of plaster and decorations on completion.</p> <p>Improvement of heating and ventilation in bathroom</p>	<p>Start works in Bathroom in 2 weeks and ready for letting rooms in 8 weeks, subject to temporary accommodation being found</p> <p>Complete 4 weeks thereafter</p>	<p>Bathroom completed 7<sup>th</sup> of May.</p> <p>Damp Proofing 21<sup>st</sup> of July</p>
<p>Missing Doorstop and furniture to Bedsitting Room 4</p> <p>Broken self-closers on the Fire Doors to bedsitting Rooms 2 and 3</p>	<p>Entry by Intruders</p> <p>Fire</p>	<p>Fear of burglary as the occupier of bedsit 4 is unable to secure it against unauthorised entry.</p> <p>Non self-closing fire doors increase the risk of fire and smoke spreading throughout the building.</p>	<p>Renew Bedsitting room 4 Doorstop and provide Lock</p> <p>Renew Self-Closers to other rooms</p>	<p>Commence works to Bedsitting room 4 within 48 hours and the remaining works within 7 days</p>	<p>All works completed 22<sup>nd</sup> of April</p>

Loose Staircase and Handrail and several missing spindles on the top floor landing.	Falls On Steps and Stairs. Falls Between Levels.	Risk of Falling on Stairs is Increased due to absence of artificial light. Disrepair to handrail and missing spindles may increase risk of falls on stairs or between floors.	Repair staircase handrail and replace missing spindles.	Commence works within 48 Hours.	All works completed April 22nd
Broken electrical light fitting on top floor landing	Electrical Wiring Fire	Electrical defect may increase fire risk	Renew light fitting and test installation	Complete works within 7 days	

***Housing Health and Safety Rating Self Assessment Template***

<b>Address of Property</b>		<b>Date of Assessment</b>	
<b>Name of Person Completing Assessment</b>		<b>Date of Next Full Inspection</b>	

Stage 1	Stage 2	Stage 2 B	Stage 3	Stage 4	Stage 5
Deficiencies Identified in Inspection	Hazard Identification	How Might Harm Be Caused	Remedial Work Identified	Timeframe for Remedial Work.	Check Work Complete (Insert Date)