

Temporary Accommodation - Landlord Health and Safety Compliance Policy

August 2025

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1. Intent

This policy defines the Councils approach on how it will protect residents, staff, contractors and visitors from health and safety risk associated with landlord compliance risks in our temporary accommodation properties.

The policy will also ensure compliance with the respective legislation, guidance, best practice and standards.

2. Purpose and scope

This Policy applies to all Council owned and managed temporary accommodation and details the Councils arrangements to manage landlord health and safety compliance. The Council is responsible for the safe condition of all temporary accommodation and will proactively manage compliance safety to ensure it complies with its legal duties.

In achieving compliance, the Councils aim is to:

- Provide safe properties.
- Comply with statutory obligations

3. Areas of Risk

Asbestos

The control of Asbestos Regulations is associated codes of practice and guidance are intended to protect against the risks from exposure to asbestos.

The Council will achieve and maintain effective management systems relating to the risks posed by asbestos and will comply with all relevant legislation and regulatory requirements.

The Councils legal duties require us to: -

- Manage communal areas of housing properties
- Identify the presence of asbestos.
- Assess work which could potentially expose residents, employees, contractors and visitors to asbestos.
- Plan works involving asbestos.
- Notify work with asbestos where applicable.
- Provide relevant information, instruction, and training.
- Prevent exposure to asbestos.
- Ensure colleagues and contractors use control measures as defined in the relevant risk assessments.
- Have arrangements in place to deal with accidents, incidents, and emergencies.

To achieve this the Council will: -

Maintain an Asbestos Management Plan.

The Council will ensure an asbestos survey is undertaken on all temporary accommodation

The Council will address all the findings of the asbestos surveys including the removal of asbestos where required.

Maintain an up-to-date register listing the whereabouts of all known asbestos for each of its temporary accommodation properties.

Water Management

The Council will fulfil its duty of care under The Approved Code of Practice L8: "Legionnaires' disease: The control of legionella bacteria in water systems" and Guidance Note HS(G)274 Part 2: "The control of legionella bacteria in hot and cold-water systems"

The Councils legal duties require us to: -

- Identify and assess the risk of harm from water borne bacteria and scalding.
- Carry out a risk assessment.
- Manage the risks and identify management responsibilities, training, and competence.
- Prevent or control the risk from exposure to legionella bacteria.
- Keep relevant records.

To achieve this the Council will: -

Maintain a Water (legionella) Management Plan

Have a water hygiene risk assessment

Ensure that arrangements are in place for relet and vacant properties.

Identify and implement reasonable measures to prevent/reduce the risk of scalding.

Electrical Safety

The Electricity at Work Regulations (EAW), The Requirements for Electrical Installations (BS 7671), Electrical standards, Approved Codes of Practice and Guidance are intended to protect against risks arising from exposure to electrical hazards.

The Councils legal duties require us to: -

- Ensure that all temporary accommodation properties, and any electrical equipment provided is safe before a new resident/s take up occupancy and throughout any period they remain in the accommodation.
- Maintaining the electrical installation.
- Inspecting the electrical installations periodically.
- Keeping records of inspections and certified installations.

To achieve this the Council will: -

Maintain an Electric Safety Management Plan

Ensure all inspections are timely and undertaken by a qualified electrical engineer

Remedial works are undertaken through the electrical condition report or testing programme.

Fire

The Fire Safety Act and Regulatory Reform (Fire Safety) Order places duties on the Council and any occupiers of temporary accommodation and is intended to protect against risks arising from fire safety.

The Councils legal duties require us to: -

- Carry out Fire Risk Assessments of all temporary accommodation properties to identify fire risks and implement measures to reduce or remove the risk of fire.
- Consider who may be especially at risk.
- Provide and maintain arrangements for safe and effective means of escape, firefighting facilities and detection and warning arrangements.
- Provide appropriate information relating to fire safety for all residents, staff members, contractors and visitors
- Keep records of all such measures.

To achieve this the Council will: -

Maintain a Fire Safety Management Plan

Ensure a fire risk-based assessment is in place

Prioritise fire risk assessment remedial work.

Maintain all firefighting equipment, fire detection and fire safety features including fire doors.

Maintain on site fire safety and emergency plans.

Gas and Other Heating Fuel Systems

The Gas Safety (Installation and Use) Regulations require the Council to ensure that all gas systems and appliances within their temporary accommodation properties are maintained in safe condition.

The Council will comply with all relevant legislative and regulatory requirements relating to the management of gas and other heating fuel systems.

The Council's legal duties require us to: -

- Identify gas and other heating services and appliances which require regular testing or inspection.
- Conduct a programme of gas and other heating testing and inspections.
- Identify and assess sources of risk.

To achieve this the Council will: -

Maintain a Gas and Other Fuel Management Plan

Maintain a heating servicing and inspection programme in accordance with relevant regulations and industry practice.

Conduct remedial works through maintenance or service visits.

Damp, mould and Condensation

The Council has a duty of care to ensure all residents, staff, contractors and visitors stay safe, healthy and well. Therefore, it must comply with all relevant legislative and regulatory requirements relating to damp, mould and condensation.

The Council is responsible for making sure our temporary accommodation properties including communal areas are free from damp, mould and condensation which could have a serious impact on the health and wellbeing and cause damage to properties.

The Council has a duty to manage and minimise damp, mould and condensation, to prevent it becoming a health hazard for residents and to stop properties becoming damaged and deteriorating.

The Council's legal duties require us to: -

- To ensure all temporary accommodation is free from damp, mould and condensation and is fit for human habitation
- To be proactive and respond promptly to reports of damp, mould and condensation
- Ensuring adequate ventilation systems are in place to minimise the risk of damp, mould and condensation.

To achieve this the Council will: -

Maintain a Damp, Mould and Condensation Management Plan

Ensure communication detailing how to prevent/ minimise damp, mould and condensation is available to all new residents prior to them taking up occupancy

Visits to the property to ensure the residents are complying with the guidance given to them.

4. Resident responsibilities

All licensees are expected to:

- Comply with the conditions set out in the Licence Agreements.
- Allow the Council access to the property for any health and safety inspection and service or repair.
- Not to carry out any works to the fabric of the building including painting and decorating.
- Report any defects or health and safety matters immediately.

5. Contractor Approval process

The council recognises that it has a responsibility to take all reasonably practicable steps to ensure that contractors appointed or other such persons they engage work in a manner which minimises risks to the health and safety of employees or other persons affected by their undertaking.

Only competent contractors will be permitted to undertake services for the Council

The Council will ensure that contractors or other such persons they engage have the skills, knowledge, and competency to carry out the service to the required standards without risks to health and safety.

Contractors are required to conform to all relevant health and safety legislation or Council policy, procedure or instructions that are applicable.

Contractors are responsible for any sub-contractors they use.

No Contractor or other such person shall work for the Council unless their health and safety competency assessment has been reviewed and approved.

6. Compliance Reporting

Maintenance compliance monitoring is the ongoing, systematic process of checking that the Council's maintenance practices, procedures, and activities adhere to all relevant regulations, standards, and internal policies to manage risks and ensure safety.

Maintenance metrics are quantifiable measurements that assess the performance and efficiency of maintenance operations, helping the Council monitor and manage costs, identify areas for improvement and enhance the planning and scheduling.

The Council will carry out compliance reporting through a set of compliance performance indicators which will be regularly tracked through the Council's Budget and Performance Board.

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