



Setting the Standard

Temporary Accommodation

Guidance Note for STS Inspection Officers
and
Local Authorities

October 2020

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INTRODUCTION

What is Setting the Standard (STS)?

Setting the Standard (STS) is a Pan-London centralized accommodation provision and inspection scheme used by Local Authority Homeless Persons Units, in London to secure accommodation for the temporary placement of homeless persons throughout the Capital.

The STS team's remit includes monitoring and regulating all the new and existing providers of nightly-rated temporary accommodation across all the London Boroughs, and ensuring that all accommodation used for Temporary Accommodation (TA) meet with STS standards and standards prescribed by statute.

Assuring the Quality of Temporary Accommodation

A Registration Portal and Fit and Proper Person check ensures that all providers meet the requirements for membership of the Approved Providers System.

A qualified and experienced team of Inspection Officers will undertake programmed annual inspections, of all nightly-rate TA, including bed and breakfast (B&B) with shared facilities and studio accommodation, on the STS Approved Providers List. Reactive inspections will also be undertaken where required.

All inspections will be carried out using an STS inspection app, linked to our central remote based STS web-based system, <https://www.commissioningalliance.co.uk/setting-the-standard-sts> and shared with all London Local Authority, Temporary Accommodation Units and Private Sector Housing Teams.

STS Inspection Officers will work to ensure improvement, quality provision, safe and secure accommodation is provided for all users.

Where identified, properties with category 1 and high category 2 hazards will be referred to the relevant local authority for enforcement action, where identified.

Accommodation Covered Under the STS

STS Standards only apply to accommodation secured by Local Housing Authorities (LHAs) on a nightly rate basis. These include "Bed and Breakfast establishments", Bedsit-type accommodation, Hostels and self-contained studio units. The Standards do not apply to permanent or long-stay accommodation or to emergency placements in commercial hotels.

Aim of the Standards

The Standards are not a replacement for those which have been adopted locally, by Local Housing Authorities (LHA) including Houses in Multiple Occupation (HMOs) Standards.

Legislation under the Housing Act 2004, Housing and Planning Act 2016 and any associated legislation, including those relevant to private sector dwellings, will always take precedence.

The Standards are intended to inform Local Authority Placements and Enforcement Teams on the suitability of a property, for use as Temporary Accommodation for the placement of homeless persons. Local Housing Authorities (LHA) should recognise that Temporary Accommodation covered by the STS Guidance cannot be considered as suitable for long term housing for homeless persons.

They also set a benchmark for temporary accommodation.

The grading system enables LHA Homeless Persons and Environmental Health Practitioners to view the overall suitability of accommodation in all London Boroughs with confidence, reducing the inspection burden on both providers and LHA Inspection Teams without the need for a physical inspection.

Intended Audience

This guide is aimed at STS Inspection Officers, LHA Environmental Health Practitioners in LHA Private Rented Sector Housing Services (PSHS) and Homeless Persons Officers, who place homeless persons in this type of accommodation.

Inspection framework

The **primary responsibility** for the inspection and grading of the accommodation rests with an STS Inspection Officer.

STS Inspection Officers will complete an on-line assessment for each property inspected and enter a grading, in accordance with this guidance.

The grading decision is based on a holistic assessment of compliance with these standards and should not primarily be reliant on each specific grading point. In some cases, a failure on one particular point may be outweighed by other provisions and factors.

Once a property has been loaded on the system, each property will be inspected annually. Placing officers can then view the assessment and grading on-line to decide the suitability of the accommodation.

Nightly-rate temporary accommodation used by LHAs can also be inspected whenever complaints are received.

Health and Safety Arrangements for Inspections during Coronavirus (Covid-19)

Risk assessments will take place before each inspection, in accordance with Government and Public Health England (PHE) guidance.

A Covid-19 Health and Safety risk assessment for StS Inspection Officers is also in place.

PART 1

PROPERTY CONDITIONS

The STS standards set a benchmark for minimum standards in temporary accommodation and so should also be used in conjunction with the Housing Health and Safety Rating System (HHSRS) Operating Guidance,¹ and Home Authority Licensing Scheme Conditions.

HHSRS Risk Assessments

Inspections Officers are expected to undertake all inspections using the HHSRS. Where Category 1 or serious Category 2 hazards (Band D) have been identified, cases should be referred to the relevant home authority Environmental Health /Private Sector Housing Team for enforcement action.

Addition to assessing risks under the HHSRS Inspection Officers should also have regard to any conditions attached to any property Licence under Parts 2 or 3 of the Housing Act 2004 (Licensing).

Houses in Multiple Occupation (HMOs)

Licensed HMOs

Conditions imposed on HMOs are both mandatory and discretionary and are integral to the HMO Licence. There are also certain conditions which are specific to each property. These include occupancy limits, works and/restrictions, which are stipulated by the Local Housing Authority.

Where applicable Providers are required to upload a copy of their HMO Licence, on the provider app. Inspection Officers should ensure during their inspections of HMOs that there are no Licence breaches.

Where breaches of licensing conditions have been identified these should also be brought to the attention to the relevant home authority for enforcement action.

Exemptions to the Mandatory National Sleeping Conditions

New conditions included in the HMO Licensing Regulations² introduced new mandatory national minimum sleeping rooms sizes. Officers should note that this new requirement does not apply to night shelters used for temporary accommodation for people suffering or recovering from drug or alcohol abuse or mental disorders

¹ HHSRS Operating Guidance

² The Licensing of HMO (Mandatory Condition of Licences)(England) Regulations 2018 (The Mandatory Conditions Regulations 2018)

HMOs Not Eligible for Licensing

Inspection Officers need to be mindful and check whether the Local Housing Authority's Private Sector Housing Team have issued an overcrowding notice in respect of any properties occupied as TA under section 139 of the Housing Act.

Where a Notice breach under Section 139, has been identified by an StS Inspection Officer, the Local Housing Authority's Private Sector Housing Team should be notified.

The placement authority should also be notified to allow the status of the occupants to be reviewed, and re-housing to take place where there is no alternative solution available.

Overcrowding of a property/unit of accommodation may constitute a Cat 1 or 2 hazard under the HHSRS

Other Enforcement Action for Consideration

Inspection Officers should also be aware of other enforcement action taken by LHA, Environmental Health/Private Sector Housing Teams relating to properties in their areas. Officers should make enquiries where they have concerns to determine whether providers are being subject to enforcement action, under any other statute.

Action Taken by the London Fire Brigade

The London Fire Brigade (LFB) will have jurisdiction over some Temporary Accommodation properties, particularly those occupied as HMOs. These include large hotels and some hostel accommodation, where the Fire Safety Regulatory (Reform) Order 2005, takes precedence over the Housing Act 2004 & Housing and Planning Act 2016.

Details of Enforcement Notices and action taken by the LFB can be found on the LFB's website. This information is listed by Borough.

Housing Act Contraventions

Where STS Inspection Officers have identified that the conditions in a unit/property used for Temporary Accommodation poses an imminent risk to the health and safety and welfare of the occupants.

Officers should provide details of all the contraventions identified under the Housing Act 2004, Housing and Planning Act 2016 and other associated legislation to the relevant Local Housing Authority, Private Sector Housing Team.

These include those contraventions identified under Part 1 (Housing Conditions) Parts 2 & 3 (Licensing) and photographic evidence which may assist LHA with their investigations and enforcement action where taken.

Inspection Officers will consider all of the 29 potential hazards and should use powers under Parts 1 and 2 (HHSRS enforcement and HMO licensing) of the Housing Act 2004 and associated legislation as appropriate to protect the health, safety and welfare of occupiers.

Officers must assess whether individual rooms are unsuitable to be occupied. A room should be designated as a 'Nil occupancy' room if it contains a Category 1 hazard under

HHSRS. This can be re-assessed when the works necessary to remove the hazard have been completed satisfactorily.

The presence of Category 1 or serious (Band D) Category 2 hazards, or a proliferation of lower banded hazards would justify a coding of “major deficiency”.

The presence of a smaller number of Category 2 Hazards (Bands E to F) would justify a coding of “minor deficiency”.

The Hazards under the HHSRS are summarized below. Where hazards have been identified, Inspection Officers should identify and rate the hazard using the STS Inspection App.

The host borough will be notified of the hazard and will have the power to undertake enforcement action., where the StS Inspection Officer’s report does not bring about a timely remedy. The presence of the hazard will affect the grading awarded to the unit/ property.

STS Inspection Officers, are certified to identify deficiencies, undertake risk assessments and identify Hazards, under Part 1 of the Housing Act 2004, Housing Health & Safety Rating System (HHSRS). StS Inspection Officers are not authorised to carry out enforcement action, i.e. the service of Enforcement Notices or to issue Fixed Penalty Notices in respect of any Housing Act, etc., contraventions identified during inspections.

1.0 Housing Health and Safety Rating System (HHSRS) Hazards

1.1 Damp and Mould Growth (HHSRS Hazard 1)

Dwellings should be warm and dry and well ventilated. The relative humidity should be between 40% and 60% to limit mould growth and avoid conditions favourable to House Dust Mites.

The structure and finishes should be free from rising and penetrating dampness and from persistent condensation. There should be sufficient and appropriate means of ventilation to deal with moisture generated by normal domestic activities and there should be provision for the removal of moisture-laden air from kitchens and bathrooms. If there is any evidence of excessive condensation or mould growth kitchens and bathrooms may require (humidistat) extractor fans.

1.2 Excess Cold (HHSRS Hazard 2)

The premises should be capable of being heated to and maintained at a temperature of 21°C when the outside temperature is -1°C. The heating must be controllable within each room and it must be available at all times. Heating systems and/or heating appliances should be regularly maintained. Windows and doors should be maintained in good repair to prevent excessive draughts from entering the premises.

1.3 Excess Heat (HHSRS Hazard 3)

The premises should be ventilated, insulated, and screened so that the occupants do not suffer from exposure to excess heat during summer. Windows should be kept in good repair, so they open and allow rooms to be provided with natural ventilation. The heating must be controllable within each room.

1.4 Asbestos (HHSRS Hazard 4)

Asbestos should not be present. However, if it is found, as removal is likely to result in an increase in airborne fibre levels, it should be managed in situ if it is undamaged, in good condition, in a location where it is not likely to be damaged, worked upon or disturbed. Where existing asbestos is damaged or is likely to be damaged or disturbed, an assessment should be made and action taken to repair, seal, enclose or remove it.

Work on asbestos insulation, asbestos insulating board and lagging, including sealing and removal, must only be done by a contractor licensed by the Health and Safety Executive (HSE). If in doubt inspecting officers should seek specialist advice from the LHA's health and safety officer. See Para. 3.7.

1.5 Biocides (HHSRS Hazard 5)

This hazard concerns threats to health from chemicals used to treat timber and mould growth. If such a scenario is encountered, it will be necessary to identify the biocide(s) used and determine whether the precautionary procedures and recommendations for use of the product have been followed. If not, a risk assessment should be carried out and the appropriate action taken. If in doubt inspecting officers should seek specialist advice from the LHA's health and safety officer.

1.6 Carbon Monoxide & Fuel Combustion products, Uncommuted fuel gas (HHSRS Hazards 6 & 9)

Gas appliances must be serviced annually, and a gas safety check must be carried out by a Gas Safe registered engineer. A copy of the most recent gas safety certificate should be available for inspection. (See Para. 3.5)

1.7 Lead (HHSRS Hazard 7)

Lead was widely used in paintwork up until the 1960's. The main hazard arises from paintwork which has deteriorated and is flaking or damaged. All paintwork should be in good condition.

1.8 Radiation (HHSRS Hazard 8)

This hazard is unlikely to be encountered in this type of accommodation.

1.9 Volatile Organic Compounds (VOCs) (HHSRS Hazard 10)

VOCs include formaldehyde. They produce vapours at room temperatures. Sources typically within buildings include urea formaldehyde foam insulation (UFFI), particleboard, chipboard, plywood, paints, glues, solvents etc.

There are many other (non-building) sources of VOCs, such as cleaning products, tobacco smoke, furnishings and wall and floor coverings. Typical levels of VOCs found in UK buildings do not present a risk to health. However, exposure to higher levels may be found, for example, during painting for extended periods of time. If any concerns are noted inspecting officers should seek specialist advice from the LHA's health and safety officer.

1.10 Crowding and Space (HHSRS Hazard 11)

This is of particular concern in this type of accommodation and is considered separately and in detail in Appendix 1: Space Standards.

1.11 Entry by Intruders (HHSRS Hazard 12)

The premises should be secure so as to prevent unauthorised entry by intruders. Secure locks must be fitted to the main access door, individual room doors and on all accessible windows including those in communal areas. Locks should be kept in good working order.

1.12 Lighting (HHSRS Hazard 13)

All habitable rooms and common areas should be provided with adequate natural and artificial lighting. Lighting should also be provided on external staircases so that occupiers can enter and exit the property safely in the dark. Occupiers should be able to carry out domestic and recreational activities without suffering eyestrain. Lighting systems should be maintained.

1.13 Noise (HHSRS Hazard 14)

Noise from external sources such as roads, railways, aircraft, industrial or commercial premises may present a problem. Where a problem is encountered adequate insulation should be required.

Homeless persons may spend large amounts of time in the accommodation, and premises located close to excessive external noise sources may be unsuitable for this use. Excessive internal noise sources such as noisy plumbing, boilers, lifts, extract fans etc. should be attenuated and where this is not possible rooms may be deemed unsuitable for use.

1.14 Food Safety (HHSRS Hazard 16)

Kitchen facilities should be designed and laid out to allow for the safe and hygienic storage, preparation and cooking of food to reduce the risk of food poisoning. Food preparation surfaces, food storage areas, wall and floor coverings should be impervious and capable of being cleaned. Kitchen facilities should be maintained in good repair so that the risk of harbourage for pathogenic organisms is reduced.

1.15 Water Supply (HHSRS Hazard 18)

All occupiers should always have ready access to a cold potable supply of water for drinking and cooking purposes .

1.16 Domestic Hygiene, Pests and Refuse, Personal Hygiene, Sanitation and Drainage, Falls associated with baths (HHSRS Hazards 15, 17 & 19)

There should be suitable and sufficient personal washing, and clothes washing facilities available to the occupiers. There should be adequate drainage and sanitation at the premises. Sanitary ware should be maintained in a good condition to reduce the risk of infection to the occupiers.

These hazards are considered separately and under Amenities Part 4, Pest Control Para. 5.3, and Standards of Management Para. 5.1.

1.21 Falls on level surfaces, Falls associated with stairs and steps (HHSRS Hazards 20 & 21)

All internal flooring, external yards and paths should be level, unobstructed and free of projections. Internal floor coverings must be in good repair and securely fixed. There should be adequate artificial lighting throughout. External yards and paths should be effectively drained.

Staircases should not be excessively steep or winding. They should be maintained in good repair and there should be no projections, such as nosings and no loose elements. Adequate handrails should be fitted and should be securely fastened. There should be a secure balustrade on the open side. There should be adequate artificial lighting provision and in vulnerable areas safety glazing should be fitted.

1.22 Falls between levels (HHSRS Hazard 22)

Occupants should be protected from falling between one level and another. Windows should be kept in a good state of repair including the frames, catches, hinges and opening limiters. Guarding to balconies and accessible roofs should be of adequate strength and securely fixed.

Low windows, balconies or balustrades present a risk that young children may sustain injuries and so must be adequately guarded. Where window cill height is less than 1100mm, the window should be guarded and fitted with safety glass. In habitable rooms, physical guards should be used rather than casement stay locks.

Guards should be constructed using a robust material (preferably mild steel or similar) and the vertical bars should be not more than 100mm apart. The guarding should not extend to a height that would impede rescue in case of fire but should be not less than 1100mm from floor level.

Balustrades/edge protection should be provided to all accessible balconies, roofs and landings. Guarding should be at least 1100mm high and there should be no openings to the guarding which would allow a 100mm sphere to pass through.

All guarding must be designed so as not to encourage children to climb on it (i.e. no horizontal rails) and it must be strong enough to support the weight of people leaning against it.

1.23 Electrical Hazards (HHSRS Hazard 23)

The electrical system should be free from disrepair and installed in such a way so as to protect the occupiers from electric shocks or burns. All parts of the installation, such as meters, fuses, wiring, sockets, light fittings and switches should be in good repair. The system should meet current standards and there should be an adequate number of sockets and outlets suitably located.

All exposed metal parts of the electrical installation must be earthed as should gas and water pipes. A periodic electrical inspection and test should be carried out at least every five years and the test certificate in accordance with the IEE Wiring Regulations (BS 7671) should be available for inspection.

1.24 Fire (HHSRS Hazard 24)

This is of particular concern in this type of accommodation and is considered separately and in detail in Part 2 of this guidance.

1.25 Flames, Hot surfaces etc. (HHSRS Hazard 25)

There should be adequate guarding of any open flame to space or water heating appliances. The temperature of exposed surfaces of radiators, pipework and storage heaters should be no more than 43°C.

1.26 Collision and Entrapment (HHSRS Hazard 26)

The design and construction of architectural parts of the premises should be such that occupiers are not at risk of physical injury through collision or entrapment. Doors and windows should be maintained in good repair, with particular attention to sash cords. Door closers should not be excessively powerful. Safety glazing should be provided in doors and windows in vulnerable positions.

1.27 Explosion (HHSRS Hazard 27)

Gas appliances must be serviced annually, and a gas safety check must be carried out by a Gas Safe registered engineer. A copy of the most recent gas safety certificate should be available for inspection. Liquid Petroleum Gas (LPG) should not be used. Hot water systems should be correctly installed to meet the requirements of safety regulations.

Hot water storage tanks of more than 15 litres (3 gallon) capacity should not be connected directly to the mains water supply. For ventilated hot water systems, there should be an adequately sized vent pipe sufficient to allow steam to escape in case of thermostat failure. Unvented systems should be provided with both a non self-resetting thermal cut-out and one or more temperature relief valves. These safety devices should be regularly tested.

1.28 Position and Operability of Amenities (HHSRS Hazard 28)

The design, positioning and location of amenities, fittings and equipment has an effect on convenience and safety of use. Inappropriate positioning of amenities and equipment may cause physical strains and inadequate functional space such as low headroom, inadequate space around bathroom or kitchen facilities, or inappropriate siting of facilities can present hazards.

The layout of kitchens and bathrooms should be such as to make use convenient and easy, as well as safe, and should facilitate cleaning. Wash hand basins, sinks, worktops, sanitary basins, baths and showers should be located at an appropriate height, and with sufficient free user space to facilitate use without strain.

Cupboards and shelves should be sited where they can be easily reached, but without posing collision hazards.

Refer to Para.4: Amenities.

1.29 Structural Collapse and Falling Elements (HHSRS Hazard 29)

The property both internally and externally should be maintained in such a condition so that occupants are not at risk from being struck by falling elements, such as chimney pots, roof coverings, rainwater goods, cracked eaves, collapsing ceiling plaster, defective internal walls etc.

PART 2.

FIRE SAFETY STANDARDS

Where there are more than 5 or more persons employed by the company or where an HMO Licence is in force property providers and managers have a duty to carry out a fire safety risk assessment. It is good practice to have a written risk assessment in all cases. Inspection Officers should audit the risk assessment and inspect the premises against the findings of the risk assessment.

The level of fire precautions required will depend on the type of accommodation and the risk it presents. Temporary accommodation for homeless persons will generally be considered higher than normal risk due to the mode of occupation. The fire precautions considered necessary and appropriate will vary with accommodation type.

Bed and Breakfast Hotels & HMOs

The standards expected are generally those recommended in the following publications:

- The LACORS : Housing - Fire Safety Guide
<https://www.londonpropertylicensing.co.uk/sites/default/files/pdfs/Lacors%20Fire%20Safety%20Guide.pdf>
- For Commercial bed and breakfast hotels (B&B) the appropriate guidance is the Home Office: Sleeping Accommodation Guide.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/422192/9281_Sleeping_Accommodation_v2.pdf
- A useful concise guide for proprietors of small bed and breakfast accommodation is HM Government : Do you have paying guests?
<http://www.communities.gov.uk/publications/fire/payingguests>

Inspection Officers should always refer to the above guidance documents when considering the adequacy of fire precautions in TA properties.

The Fire and Rescue Authority are the lead enforcement authority for commercial bed and breakfast premises generally but where exclusively used for homeless persons placements, premises will likely constitute a House in Multiple Occupation (HMO) and may require a Licence in which case LHAs will be the lead authority.

Where the fire brigade has been identified as the lead authority for hotels and hostels used for TA purposes. Officers should consider joint inspections, with officers from LFB, Fire Safety Officers.

The Lead Authority role is contained within the agreed Fire Safety Protocol this sits with Local Authority Private Sector Housing Teams.

Summary Guide to Fire Prevention Measures in Shared and Converted Properties

To assist Inspection Officers when undertaking fire safety inspections, a simple summary guide to the type of fire precautions required has been provided in the table below. (Table 1)

Officers should note this summary reflects well managed accommodation where there no unusual or additional risks.

	Accommodation Type	Recommended Fire Prevention Measures
1	Commercial B&B. HMO accommodation, <u>with shared kitchen facilities</u> and no cooking within rooms.	<ul style="list-style-type: none"> ▪ Full 30-minute protected escape route to an ultimate place of safety. ▪ Grade A, LD2 system of AFD. ▪ Emergency lighting throughout escape route ▪ Emergency Fire Exit signs throughout escape route ▪ Fire blankets in shared kitchens ▪ Fire instruction notices (in appropriate languages)
2.	HMO accommodation with cooking <u>facilities within bedrooms.</u>	<ul style="list-style-type: none"> ▪ Full 30-minute protected escape route to an ultimate place of safety. ▪ Mixed AFD system, (Grade A, LD2 system with smoke detectors throughout except sleeping rooms containing cooking facilities which will have heat detectors plus a Grade D, non-interlinked smoke alarm). ▪ Emergency lighting throughout escape route ▪ Emergency Fire Exit signs throughout escape route ▪ Fire blankets inside bedrooms and any shared kitchens.
3.	House converted into self-contained flats <u>with a separate kitchen.</u> (Single household occupancy).	<ul style="list-style-type: none"> ▪ Full 30-minute protected escape route to an ultimate place of safety. ▪ Grade A, LD2 AFD system – no detection required in bedroom. ▪ Emergency lighting throughout common escape route ▪ Emergency Fire Exit signs throughout common escape route ▪ Fire blankets in kitchens ▪ Fire instruction notices (in appropriate languages)
4.	Buildings of 3 or more storeys converted into self-contained studio flats with cooking facilities within living/bedrooms	<ul style="list-style-type: none"> ▪ Full 30-minute protected escape route to an ultimate place of safety. ▪ Mixed AFD system, (Grade A, LD2 system with smoke detectors throughout except sleeping rooms containing cooking facilities which will have heat detectors plus a Grade D, non-interlinked smoke alarm). ▪ Emergency lighting throughout escape route ▪ Emergency Fire Exit signs throughout escape route ▪ Fire blankets inside living/bedrooms and any shared kitchens.

5.	Buildings with no more than 2 storeys high, converted to self-contained studio flats with <u>cooking facilities within living/bedrooms.</u>	<ul style="list-style-type: none"> ▪ Full 30-minute protected escape route to an ultimate place of safety. ▪ Mixed AFD system, (Grade D, LD2 system with smoke detectors throughout except sleeping rooms containing cooking facilities which will have heat detectors plus a Grade D, non-interlinked smoke alarm). ▪ Fire blankets inside bedrooms and any shared kitchens.
6.	Self-contained flat in a building which is more than 3 storeys high, <u>with a separate kitchen.</u> (Single household occupancy).	<ul style="list-style-type: none"> ▪ Full 30-minute protected escape route to an ultimate place of safety. ▪ Mixed AFD system: Grade A: LD2 coverage in the common areas and a heat detector in each flat in the room/lobby opening onto the escape route (interlinked); plus Grade D: LD3 coverage in each flat (non-interlinked smoke alarm in the room/lobby opening onto the escape route) ▪ Emergency lighting throughout common escape route ▪ Emergency Fire Exit signs throughout common escape route ▪ Fire blanket in kitchen
7.	Self-contained flat in a building which is no more than 2 storeys high, <u>with a separate kitchen.</u> (Single household occupancy).	<ul style="list-style-type: none"> ▪ Full 30-minute protected escape route to an ultimate place of safety. ▪ Mixed AFD system: Grade D: LD2 coverage in the common areas and a heat detector in each flat in the room/lobby opening onto the escape route (interlinked); plus Grade D: LD3 coverage in each flat (non-interlinked smoke alarm in the room/lobby opening onto the escape route) ▪ Fire blanket in kitchen
8.	House occupied by a single household which is no more than 3 storeys in high.	<ul style="list-style-type: none"> ▪ No requirement for full 30-minute protected route but the escape route should have sound, traditional construction and should not pass through risk rooms. No requirement for fire doors but sound, well-constructed and close-fitting conventional doors are required. ▪ Grade D, LD3 AFD system: interlinked mains wired smoke alarms with integral battery back-up located in the escape route at all floor levels; additional interlinked heat alarm with integral battery back-up located in the kitchen; additional interlinked smoke alarm with integral battery back-up located in the lounge. ▪ Fire blanket in kitchen
<p>AFD=Automatic Fire Detection and Warning System (Fire Alarm)</p> <p>NB. In all cases where cooking facilities are located in rooms used for sleeping a mixed AFD system is required to avoid nuisance alarms and protect sleeping occupants.</p>		

PART 3.

HEALTH, SAFETY AND WELFARE

This section concentrates on health and safety issues arising from the Health and Safety at Work, etc. Act 1974 and associated regulations however, officers should be aware that some risks may already be covered under the HHSRS.

Inspection Officers are required to audit the property's health and safety documentation to ensure that owners and managers are not putting their staff, residents and visitors at risk from poor health and safety practices.

3.1 Health and Safety Documents

Accommodation providers are required to submit the following documents via the STS Providers App, where applicable, to support and provide evidence that they are complying with health and safety statute and relevant guidance.

Officers should inspect health and safety documentation to ensure that providers and managers are not putting their staff, residents and visitors at risk from poor health and safety practices.

Building Components Related:

- Gas Safety Certificate
- Electrical Appliance Testing Record (PAT)
- Electrical Inspection Condition Report (EICR)
- Energy Performance Certificate (EPC)
- Fire Risk Assessment
- Fire Alarm System Test Certificate (BS:5839 Part 1/Part 6)
- Emergency Lighting Test Certificate (BS: 5266-8)
- Fire Extinguishers where provided: (BS 5306-3)

Health and Safety Documentation:

- Health and Safety Policy
- Health and Safety Notice for Employees
- Health and Safety Risk Assessment
- Legionella Risk Assessment
- Control of Substances Hazardous to Health (COSHH) Assessment
- Report of Injuries, Diseases & Dangerous Occurrence Regulations (RIDDOR) Accident Book
- Asbestos Survey Report
- Lifts and Hoists

Management and Food Safety Related:

- HMO Licence (where applicable)
- Membership of Landlord Accreditation Scheme
- Food Safety Certificate (Scores on Doors)
- Food Hygiene Inspection Certificate

3.2 Health and Safety Policy

Owners/managers must provide a Safety Policy to safeguard the health and safety of employees and visitors to the premises if there are 5 or more persons employed by the company. An individual hotel premises may have less than 5 staff but the requirement to provide a Safety Policy relates to the company as a whole, not individual premises. The absence of a suitable safety policy may be indicative of other health and safety problems. It would justify a coding of “major deficiency”.

3.3 Health and Safety Risk Assessments

Owners/managers also have a duty to carry out health and safety risk assessments which must be written down if there are 5 or more persons employed by the company. These should cover all activities which take place on the premises. An assessment under violence at work and/or lone working may be appropriate for receptionists or night staff.

3.4 Gas Safety

Owners/managers are required to service all gas appliances annually. Only competent installers are allowed to fit or work on gas appliances. They must be Gas Safe registered. The manager is required to keep a record of all contractors who work on the gas installations.

The failure of a manager to keep proper records and/or the presence of unsafe gas appliances in the property would normally be classified as a “major deficiency”.

3.5 Hazardous Substances

Owners/managers are required to assess and control any hazardous substances at their workplace (COSHH Regulations).

Any hazardous substance cannot be used without first making an assessment of its risk and necessary control measures to eliminate or minimise that risk. These requirements apply to substances classified as “harmful”, “irritant”, “toxic/very toxic” or “corrosive”. Consideration should be given particularly to cleaning materials and pesticides used on site.

The absence of a suitable COSHH assessment and the use of hazardous substances in an unsafe manner would normally be classified as a “major deficiency”. It is important that all hazardous substances such as cleaning chemicals are stored securely to prevent access to them by occupiers.

Note: some hazardous substances may also feature in the Fire Safety Risk Assessment (Refer to Part 2 of this guidance).

3.6 Asbestos

Owners/managers are required to undertake a survey to detect the presence of asbestos within the premises. If any asbestos is present, the potential risk to occupiers should be assessed and if necessary, remedial works undertaken. Any asbestos removal must only be undertaken by a specialist contractor licensed by the Health and Safety Executive. The presence of asbestos which constitutes a risk to occupiers would normally be classified as a “major deficiency”.

3.7 Legionella

Owners/managers are required to undertake a risk assessment for legionella.

This should:

- Identify and assess sources of risk;
- Prepare a scheme (or course of action) for preventing or controlling the risk;
- Implement and manage the scheme – appointing a person to be managerially responsible, sometimes referred to as the 'responsible person';
- Keep records and check that what has been done is effective; and
- If appropriate, notify the local authority that you have a cooling tower(s) on site

3.8 Safeguarding for Children and Adults

In addition to physical health and safety risks, Inspection Officers should be alert to safeguarding. Safeguarding means protecting the health, wellbeing and human rights of adults and children at risk, enabling them to live safely, free from abuse and neglect. Safeguarding is everyone's responsibility; however, Inspections Officers should be particularly alert given their environment often includes vulnerable individuals. Those most in need of protection include:

- Children and young people
- Adults at risk, such as those receiving care in their own home, people with physical, sensory and mental impairments, and those with learning disabilities.

Various scenarios can amount to significant harm and all Inspection Officers should be aware of how it can be recognised. An appropriate level of advice/training should be sought from the Local Authority's safeguarding service. This should cover, but not be limited to: physical abuse, domestic abuse, sexual abuse, psychological abuse, financial or material abuse, modern slavery, discriminatory abuse, organisational abuse, neglect and acts of omission and self-neglect.

3.9 Safeguarding for Children and Young People

The Children Act 1989 created the threshold of Significant Harm to mark the point at which compulsory state intervention in private family life can be justified.

Where an Inspection Officer has reasonable cause for concern that a child in temporary accommodation may be at risk of significant physical, emotional or mental harm s/he has a duty under The Children Act 2004 to share this information with Children's Social Care services.

3.10 Safeguarding for Adults

Local Authorities have a responsibility to train frontline practitioners such as Inspections Officers who work with adults who have care and support needs who may be at risk of abuse or neglect. This is in line with the Care Act 2014 which details duties and responsibilities on local authorities about care and support for adults.

3.11 General Health and Safety

Health and safety legislation place a number of other responsibilities on employers, such as the reporting of certain injuries or dangerous occurrences (RIDDOR) and the provision of information for employees.

A fire risk assessment should be available and also electrical safety certification. Whilst the list above attempts to address the main considerations which are likely to affect the health and safety of residents and employees, the Inspection Officer should record the presence of, and identify the nature of any health and safety issues which they encounter.

Part 4.

AMENITIES

A suitable number of amenities must be provided to meet the minimum standards and the number of occupants. They must be safe and readily available for residents' use at all times.

The standards below provide a guide to the minimum standards required in Temporary Accommodation. They should not be regarded as an absolute prescriptive standard. Where standards fall below the minimum basic requirements these should be reflected in the final grading of the property.

4.1 Kitchen Facilities

4.1.1 Kitchens for Exclusive Use

Where kitchens are provided for the exclusive use of each household the following standards apply: -

A separate kitchen should have a minimum floor area of 4.5m².

Each set of kitchen facilities should comprise:

- Cooker with 4 burners, oven and grill (an appliance with 2 burners, oven and grill is acceptable in a single person letting)
- Sink and drainer set on a base unit (1000mm x 600mm)
- Worktop (minimum 1000mm x 600mm)
- Storage cupboard (minimum capacity 0.14m³)
- Refrigerator (minimum capacity 0.14m³)
- Two double 13-amp electrical power sockets

Refer to Appendix 1, for space standards for kitchens provided within a bedroom.

4.1.2 Shared Kitchens

Under ideal circumstances kitchens should be provided for the exclusive use of each household, however, in practice this is not always possible.

Where kitchens will be shared with other households the following standards apply:-

- Minimum of one set of kitchen facilities for every 5 households or single residents.
- Must be reasonably located- not more than one floor distance from the rooms they serve.
- However, for smaller premises containing less than 30 bed spaces and are more than 3 storeys in height, cooking facilities/kitchens may be provided in single area, providing kitchens are associated with adjacent dining facilities.

Floor Areas for Shared Kitchens

- Each set of shared kitchen facilities is required to have a minimum floor area of 6.0m.
- A maximum of 2 sets of cooking facilities should be provided in a kitchen, with a minimum floor area of 11.0m².

Where 2 sets of cooking facilities are provided the design and layout of the kitchen should be such that each set of facilities are separate from each other. This will provide users exclusive use during food preparation and avoid any conflicts during use.

A set of shared cooking facilities should comprise:

- Gas/electric cooker with 4 burners, oven and grill
- Stainless steel sink/drainage reasonably located (minimum size 1000mm x 600mm) with hot and cold water and a tiled splashback.
- 2 double 13-amp power sockets
- A suitable worktop (minimum area 1000mm x 600mm)
- Lockable storage cupboards within the kitchen

In addition to the above, each household shall be provided with the following within their letting:

- Worktop (1000mm x 600mm)
- Refrigerator (minimum capacity 0.14m³)
- Storage cupboard (minimum capacity 0.4m³)
- 2 double 13-amp power sockets above the worktop

General Requirements

It is important that kitchens should be properly designed and laid out to avoid the presence or creation of a Category 1 hazard under HHSRS.

Particular attention should be paid to the Position and Operability of Amenities (See Para. 1.28)

Kitchens should be restricted for residents' and staff use only. Guests are to be excluded.

Inspection Officers should take note that kitchens used by staff to prepare food for commercial purposes should not be available to residents and should not be counted in the grading calculations.

4.3 Bath/Shower Rooms

Under ideal circumstances personal washing facilities should be provided for the exclusive use of each household, however, in practice this is not always possible.

- A minimum of one set of personal washing/bathing facilities for every 5 residents.
- Must be reasonably located- not more than one floor distance from the rooms they serve.
- Minimum size for baths 1700mm x 700mm, housed in a bathroom with adequate drying space (2.3m)

- Minimum size for showers 800mmx 800mm housed in a shower room with adequate drying space (1.7m)
- Shared baths must be provided where the majority of lettings have en-suite showers, a bath must be provided to cater for children.
- Where only shared facilities are provided, at least half of the showers/baths should be baths.

4.4 Water Closets

WCs should be provided for the exclusive use of each household.

In practice, this will not always be practicable and in such cases the minimum standards below apply to shared facilities:

- A minimum of one WC for every 5 residents.
- WCs should not be located more than one floor distant from the rooms they serve.
- All WC compartments should be provided with a wash hand basin.
- WC compartments should be not less than 1.2m² in floor area.
- No more than half the WCs provided should be located in a bath/shower room.

4.5 Wash Hand Basins

- Wash hand basins should be provided in all bedrooms except where an en-suite bathroom containing a wash hand basin is provided.
- Wash hand basins must be provided in all shared WC compartments and in all shared bath/shower rooms containing a WC.

4.6 Accessibility Standards

Inspection Officers should note the degree of access that the accommodation offers for disabled persons.

This may consist of unrestricted access throughout the property, partial access to a room(s), associated amenities and common areas or no access. While this will not affect the grading of the hotel the information obtained will be required for the assessment of suitability for a disabled person.

4.7 Other Facilities

In addition to the health, safety and amenity requirements the premises may offer additional facilities these may include some or all of the following. A laundry room, children's play areas, doctors' visiting room etc.

Where present, and if to be included in the grading criteria, these facilities must meet all the requirements of this guide.

PART 5.

MANAGEMENT STANDARDS

5.1 Standard of Repair, Cleanliness and Decoration

A cleaning schedule should be in place for the entire property. The frequency of the cleaning should be appropriate to the type of accommodation and level of occupation.

Shared kitchens, bathrooms and WCs should be cleaned daily.

Individual room lettings should be cleaned at a frequency appropriate to need.

The cleaning schedule should be adequate to ensure that all parts of the property are maintained in good, clean decorative repair.

5.2 Management of Overcrowding

Providers/managers are required to ensure that the crowding and space standards (Refer to Appendix 1) are not contravened and to deal with any unauthorized occupancy as soon as it is noted. Failure to do so may result in enforcement action which may harm their “fit and proper person” status under any HMO Licence condition and if persistent may result in a lower grading.

5.3 Pest Control

Properties used for Temporary Accommodation should be free from pest infestations throughout.

Where an infestation is present the Inspection Officer should note the severity of the infestation and the effectiveness of any treatment measures being undertaken.

Where treatment is absent or inadequate, the provider/manager should be instructed to engage the services of a reputable pest control operator to eradicate the infestation at source and undertake periodic routine inspections.

A logbook containing pest control treatment should be kept on the premises, by the provider/manager. This should be made available for inspection by the Inspection Officer.

Where a property has a major pest problem, which is not under treatment this should be classified as a “major deficiency”, and referred to the Local Housing Authority, Private Sector Housing Team.

5.4 Food Safety (Catering)

Where staff prepare food for residents, the kitchen should comply with the Food Hygiene Regulations. Local Authority food safety officers will inspect the kitchen under the Food Hygiene (England) Regulations 2006 and the Food Safety Act 1990 and will take any necessary action.

For assessment of suitability and grading purposes, Inspection Officers are not required and may not be qualified to undertake a full food hygiene inspection.

Officers should undertake a visual check of the kitchen and note any obvious defects. Items to be assessed include:

- Structure and condition of the kitchen
- General cleanliness
- Waste disposal facilities
- Equipment i.e. provision of sinks, wash hand basin, refrigerators, food storage cupboards, etc.
- Hot and cold-water supplies
- Ventilation
- Design and layout e.g. too small, too cramped, poor access to wash hand basin etc.

Where serious deficiencies are noted, a referral should be made to the Local Authority Food Safety Team.

Kitchens used for catering for residents must not be made available for residents' use and should not be counted as kitchen provision for grading purposes.

5.5 Maintenance of Installations and Equipment

Providers/managers are required to ensure that the following are in place:-

Gas Safety

Gas safety checks should be carried out annually on all gas appliances, where present, by Gas Safe registered engineers.

Electrical Installation

Electrical Installations to properties should be inspected and tested every five years by suitably qualified and competent contractors. Registered as a Part P 'Competent Person' with a scheme approved by the Ministry of Housing Communities and Local Government (MHCLG).

Automatic Fire Alarm and Detection Systems

- Fire alarm systems should be serviced, maintained and tested in accordance with the BS5839: Part 1 (Hotels and hostels), or Part 6, (dwellings and HMOs).
- Grade A systems should be serviced every six months service by a 'competent person' and routine testing undertaken by the provider /manager.
- Grade D systems alarms should be cleaned annually and tested by the provider /manager monthly.

Inspection officers should ask to see the logbook and the six-monthly test certificate which must be provided by a "competent person".

Emergency Lighting

The emergency lighting system should be serviced, maintained and tested in accordance with the BS 5266-8.

In practice this will mean an annual discharge test by a 'competent person' and routine testing by the provider/manager.

Inspection officers should ask to see the logbook and annual test certificate which must be provided by a "competent person".

Fire Fighting Equipment

Fire extinguishers and Fire Blankets should be checked periodically by the provider/manager to ensure they are in place and extinguishers have not been discharged.

Extinguishers must be tested and maintained annually by a "competent person". Inspection officers should ask to see a record of testing which may simply be a sticker on the side of the extinguisher showing the last test date.

The provider/manager will be expected to have an on-going maintenance contract in place for the service and testing of equipment, by a 'competent person'.

5.6 Storage Facilities

The provider/manager must ensure that there is a suitable number of bins/receptacles provided to cater for the number of occupants and households occupying the property.

Satisfactory arrangements should be in place for the collection and disposal of domestic and bulky household waste with the Local Authority or a reputable commercial waste disposal contractor.

5.7 Display of Ownership and Management Details

The name, address and contact number of the manager of the premises must be clearly displayed in a prominent position in the reception or entrance hall.

5.8 On-site Management

The Manager, in liaison with the placing Borough's Homeless Persons Unit, shall take such appropriate action where occupiers are acting or behaving in a way which creates hazards or frustrates the management of the property in accordance with these standards.

Larger premises of over 30 rooms should have 24-hour on-site management.

PART 6.
ADDITIONAL FACILITIES

6.1 Furniture and Fittings

Furniture and fittings should be of an acceptable standard and well maintained, and meet the standards required by the Furniture and Furnishing Regulations 1998 (amended 2010). Higher quality furniture and fittings may contribute to a higher grading.

6.2 Children's Cots

Cots should be readily available and safe and should meet the current European and British Standards for cots and mattresses.

6.3 Laundry Facilities

Laundry facilities should ideally be available within the premises. The level of provision will contribute to the overall grading of the property.

Grade A properties should have a washing machine and drying facilities comprising a tumble dryer and air-drying rack.

Grade B properties should have a washing machine and air-drying rack.

Grade C properties should have commercial launderette facilities in the locality.

There is no presumption that the establishment should bear residents' personal laundry costs and pay/slot machines are acceptable provided the rate is set only to cover costs and is not excessive in comparison with commercial establishments in the locality.

6.4 Internet Facilities

Internet facilities and access to Wi-Fi should be provided in all Grade A and B properties. This will give occupants the opportunity to complete necessary forms i.e. benefit applications, seek work and for children to complete their homework.

PART 7.

DESCRIPTIONS AND APPLICATIONS OF StS GRADES.

Grade A:

Premises Providing a High Standard of Accommodation

a.	Property conditions (HHSRS)	There are no significant hazards present.
b.	Fire Safety	Satisfactory – in compliance with LACORS fire safety guidance (Part 2, StS). Any defects are easily and quickly rectified by management.
c.	Health, Safety and Welfare	Satisfactory – any deficiencies are insignificant and quickly rectified by management.
d.	Repair and Cleanliness	Satisfactory – property is in a good state of repair and clean, evidence available of cleaning rotas and tasks. Repair issues resolved within 24 hours.
e.	Fittings / Furniture	Satisfactory – furniture and fittings are modern and well maintained. All upholstered furniture and furnishings, including beds and mattresses, comply with The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989, 1993 & 2019). No bunk beds and mattresses are of a high standard.
f.	Management	High standard of management, any issues resolved within 24 hours.
g.	Provision of Baths / Showers, WC's and Wash Hand Basins	Where practicable baths/ showers and WC's are provided for the exclusive use of each household. If shared, a maximum ratio of each of the above facilities of 1 set:5 persons, irrespective of age. Wash hand basins in all bedrooms.
h.	Provision of Cooking Facilities	Where practicable cooking facilities are provided for the exclusive use of each household. If shared, a maximum ratio of 1 set:5 households or single residents.
i.	Food Storage	Allocated or lockable dry food storage facilities are provided for the exclusive use of each household or single resident. Each bedroom contains a fridge.
j.	Cots	Readily available
k.	Laundry	Laundry facilities are available to residents on-site; comprising a washing machine, tumble dryer and air-drying rack.
l.	Premises with over 30 rooms	24-hour management is available on site.

Grade B:**Premises Providing A Good Standard of Accommodation**

a.	Property conditions (HHSRS)	There are no significant hazards present.
b.	Fire Safety	Satisfactory – in compliance with LACORS fire safety guidance (Part 2, StS). Any defects are easily and quickly rectified by management.
c.	Health, Safety and Welfare	Satisfactory – any deficiencies are insignificant and rectified by management.
d.	Repair and Cleanliness	Satisfactory – property is in a good state of repair and clean, evidence available of cleaning rotas and tasks. Minor issues are identified and easily rectified. Repairs completed within 48 hours.
e.	Fittings / Furniture	Satisfactory – furniture and fittings are well maintained. All upholstered furniture and furnishings, including beds and mattresses, comply with The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 and 1993). No bunk beds and mattresses are of a good standard.
f.	Management	Good standard of management, issues resolved within 48 hours.
g.	Provision of Baths / Showers, WC's and Wash Hand Basins	Where practicable baths / showers and WC's are provided for the exclusive use of each household. If shared, a maximum ratio of each of the above facilities of 1 set:5 persons, irrespective of age. Wash hand basins in all bedrooms.
h.	Provision of Cooking Facilities	Where practicable cooking facilities are provided for the exclusive use of each household. If shared, a maximum ratio of 1 set:5 households or single residents.
i.	Food Storage	Allocated dry food storage facilities are provided for the exclusive use of each household or single resident. Each bedroom contains a fridge.
j.	Cots	Readily available.
k.	Laundry	Laundry facilities are available to residents on-site; comprising a washing machine and air-drying rack.
l.	Premises with over 30 rooms	24-hour management available on site.

Grade C:

Premises Providing a Satisfactory Standard of Accommodation

a.	Property conditions (HHSRS)	There are no band A-D hazards present. Lesser Category 2 hazards may be present, but management have proposals in place to remedy.
b.	Fire Safety	Broadly in compliance with LACORS fire safety guidance (Part 2, StS) and adequate for size of property but some minor defects present.
c.	Health, Safety and Welfare	Minor deficiencies present.
d.	Repair and Cleanliness	Property is clean and in a good state of repair with minor defects. Repairs completed within 5 days.
e.	Fittings / Furniture	All upholstered furniture and furnishings, including beds and mattresses, comply with The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 and 1993). No bunk beds and mattresses are of an acceptable standard.
f.	Management	Good standard of management.
g.	Provision of Baths / Showers, WC's and Wash Hand Basins	Where practicable baths / showers, Wash Hand Basins and WC's are provided for the exclusive use of each household. If shared, a maximum ratio of each of the above facilities of 1 set:5 persons, irrespective of age.
h.	Provision of Cooking Facilities	Where practicable cooking facilities are provided for the exclusive use of each household. If shared, a maximum ratio of 1 set:5 households or single residents.
i.	Food Storage	Dry food storage facilities are provided for the exclusive use of each household or single resident. Each bedroom should contain a fridge.
j.	Cots	Are readily available.
k.	Laundry	Launderette facilities are available commercially in the locality.
l.	Premises with over 30 rooms	24-hour management available on site.

Grade D:

Premises where tenants should be re-housed as soon as possible, and no further placements made until issues have been resolved.

a.	Property conditions (HHSRS)	Category 1 HHSRS hazard(s) identified and/or numerous Category 2 hazards. Severe pest control issues identified works not carried out within timescales.
b.	Fire Safety	Not in compliance with LACORS fire safety guidance (Part 2, StS) and inadequate for size of property - major deficiencies.
c.	Health, Safety and Welfare	Major deficiencies present.
d.	Fittings / Furniture	Worn and inadequate.
e.	Management	Poor
f.	Provision of Baths / Showers, WC's and Wash Hand Basins	Baths / showers, Wash Hand Basins and WC's provided at a ratio of less than 1set:5 persons, irrespective of age.
g.	Provision of Cooking Facilities	Cooking facilities provided at a ratio of less than 1set:5 households or single residents.
h.	Food Storage	Food storage facilities unacceptable.
i.	Cots	Should be readily available.

Grade E:**Premises unacceptable and should not be used**

a.	Property conditions (HHSRS)	Category 1 HHSRS hazard(s) identified and/or numerous Category 2 hazards. Severe pest control issues. Imminent risk of serious harm to residents.
b.	Fire Safety	Severe fire safety deficiencies - imminent risk of serious harm to residents.
c.	Health, Safety and Welfare	Severe deficiencies - imminent risk of serious harm to residents.
d.	Fittings / Furniture	Worn, broken and soiled.
e.	Management	Severe management deficiencies.
f.	Provision of Baths / Showers, WC's and Wash Hand Basins	Baths / showers, WC's and Wash Hand Basins provided at a ratio of less than 1 set:7 persons, irrespective of age.
g.	Provision of Cooking Facilities	Cooking facilities provided at a ratio of less than 1 set:7 households or single residents.
h.	Food Storage	Food storage facilities severely deficient.

Grade U:

Premises not currently used for homeless persons accommodation and not inspected/graded within the last 12 months.

Grade W:

Awaiting Inspection and grading by STS Inspections Officer.

APPENDIX 1:

SPACE STANDARDS

- a. Nightly-rate temporary accommodation for homeless persons will usually be limited to sleeping rooms plus amenity rooms. Additional living rooms, dining rooms, store-rooms etc. are uncommon. It is essential, therefore, that there is adequate space within the allocated rooms and that the property overall is not overcrowded.

The following space standards are regarded as an absolute minimum for sleeping rooms and are based on the Statutory Overcrowding provisions in Part X of the Housing Act 1985. Where the property comprises a licensed HMO, the licensing standards adopted by the LHA in which it is situated will take precedence.

- b. LHA Homeless Persons placing officers should check existing levels of occupancy in a property before making new placements so as not to create or worsen overcrowding.

Table 1 : Sleeping rooms not containing cooking facilities

Floor Area of Sleeping Room	Maximum Number of Persons
Less than 6.5 m ²	Nil
Not less than 6.5 m ²	1
Not less than 10.2 m ²	2
Not less than 14.9 m ²	3
Not less than 19.6 m ²	4
Not less than 24.2 m ²	5
No more than 5 persons should be required to occupy any room	

Table 2 : Sleeping rooms containing cooking facilities

Floor Area of Sleeping Room	Maximum Number of Persons
Less than 10.2 m ²	Nil
Not less than 10.2 m ²	1
Not less than 13.9 m ²	2
Not less than 18.6 m ²	3
Not less than 23.2 m ²	4
Not less than 27.9 m ²	5
No more than 5 persons should be required to occupy any room	

- c. Rooms must have a minimum floor to ceiling height of at least 2.14m over not less than 75% of the room area. Any floor area where the ceiling height is less than 1.53m should be disregarded.
- d. In addition to measuring the gross floor area of rooms, the Inspection Officer must also consider the shape and usable living space to determine whether rooms are suitable for occupation and to what occupancy level.

- e. The space standards specified in this guide are low, reflecting the temporary nature of the accommodation. When making their assessments Inspection Officers should not allow the room size to be reduced further by including floor space which does not contribute practically towards the usable space.
- f. The floor area taken up by a solid chimney breast should be discounted.
- g. Built in storage space (i.e.cupboards, wardrobes) should be counted as this would occupy the room's main floor space if it were not present.
- h. Account should be taken of entrance lobbies/corridors within rooms. Inspecting officers should make an assessment of whether areas such as these contribute to usable space or simply give access to the room. Where the room door opens into a narrow space, the floor area covered by the swing of the door should be discounted. No deduction should be made where the door opens directly into the room itself or into a lobby area/corridor of more than 1800mm width.
- i. In addition to the net floor area consideration should be given to the shape of the room. Single rooms should have a minimum width of 1.8m. Rooms for two or more persons should have a minimum width of 2.3 m.

APPENDIX 2:

REFERENCES

Housing Act 1985 (Part X)
Housing Act 2004
Housing and Planning Act 2016
Health and Safety at Work Act 1974
Children's Act 1989 and 2004
Children's Act 2004

HHSRS Guidance Documents

- Housing Health & Safety Rating System Operating Guidance (HHSRS)
<https://www.gov.uk/government/publications/hhsrs-operating-guidance-housing-act-2004-guidance-about-inspections-and-assessment-of-hazards-given-under-section-9>
- CIEH Excess Cold Guidance 2019
<https://www.cieh.org/media/3762/cieh-excess-cold-enforcement-guidance.pdf>
- LACoRs Crowding and Space Guidance 2009
<https://www.newark-sherwooddc.gov.uk/media/newarkandsherwood/imagesandfiles/housing/privatehousing/LACoRs%20Guidance%20-%20Crowding%20and%20Space.pdf>

Fire Safety Documents

- British Standards 5839 2013 Parts 1 & 6
<https://www.fireangel.co.uk/for-professionals/standards-regulations/british-standard-bs-5839-6-2019>
- Fire Safety Regulatory Reform Order 2005
<https://www.legislation.gov.uk/ukxi/2005/1541/contents/made>
- LACoRs Fire Safety Guidance
<https://www.londonpropertylicensing.co.uk/sites/default/files/pdfs/Lacors%20Fire%20Safety%20Guide.pdf>
- Home Office Sleeping Accommodation Guide
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/422192/9281_Sleeping_Accommodation_v2.pdf
- Do you have paying guests?
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/11085/payingguests.pdf
- Smoke and Carbon Dioxide Regulations 2015
<https://www.legislation.gov.uk/ukdsi/2015/9780111133439/contents>

Electrical Safety

- The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020.

<https://www.gov.uk/government/publications/electrical-safety-standards-in-the-private-rented-sector-guidance-for-landlords-tenants-and-local-authorities>

Covid-19 Documents

- Guidance from MHCLG relating to Covid-19 for Landlords, Tenants and Local Authorities, published 23 July 2020.

<https://www.gov.uk/government/publications/covid-19-and-renting-guidance-for-landlords-tenants-and-local-authorities>

- Guidance from MHCLG regarding shielding and protecting vulnerable persons.
<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

- Working safely during Covid-19 in other people's homes.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes?fbclid=IwAR1fNSpN3ucTPn4-jzOOXZGSugXzDnKRHOFG6AaVadKI4JqPAMx-1anw3M>

ACKNOWLEDGEMENTS

Kevin Thompson, Hackney; Judith Harris, Camden, and all members of the StS Working Group the original authors of the StS Guidance & Standards, 2012.

STS Guidance & Standards revised and updated by Carlene M Thomas: 3 September 2020

