



# Standards for Houses in Multiple Occupation

A guide to understanding the basic  
standards for Houses in Multiple  
Occupation

September 2018

## Introduction

This document has been produced by Portsmouth City Council to assist owners and tenants who manage and reside in Houses in Multiple Occupation (HMO) within the City. It will detail legal responsibilities and obligations whilst providing guidance of what amenities and facilities are required to meet the Management of Houses in Multiple Occupation (England) Regulations 2006.

It has been written to comply with the Licensing and Management of Houses in Multiple Occupation (Additional provisions) (England) Regulations 2007 in addition to the requirement of the 2006 Regulation and other parts of the Housing Act 2004.

For further information visit the [UK legislation website](#).

## Definitions

### House in Multiple Occupation (HMO)

A HMO is a property which houses 3 or more unrelated persons forming 2 or more households that share an amenity (bathroom, toilet or cooking facilities).

### A Section 257 HMO

The Licensing and Management of Houses in Multiple Occupation (Additional provisions) (England) Regulations 2007 came into force on 1<sup>st</sup> October 2007. These regulations apply to Section 257 Houses in Multiple Occupation (HMO's). A Section 257 HMO criteria is as follows:

- A building converted prior to 1991 where the standard of conversion does not comply with the Building Regulations 1991, that consists entirely of self-contained flats and less than two-thirds of the flats are owner occupied

For further information visit [www.gov.uk](http://www.gov.uk) and search HMO.

## Licences

There is one type of licence for HMO properties in Portsmouth.

### 1. Mandatory

The current legislation requires landlords of large houses in multiple occupation (HMOs) to obtain a mandatory licence from the Council. This applies to properties with five or more unrelated occupiers who share an amenity (bathroom, toilet or cooking facilities).

If your property falls within this criteria then you have a duty to license the property. A licence is valid for 5 years, after which time a renewal is required.

Note: Purpose Built Student Accommodation does not necessarily require a mandatory licence, for further information on student accommodation licence requirements visit [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk) , search PBSA and refer to the 'Standards for Purpose Built Student Accommodation, September 2017 document.

Properties that do not require a licence are as follows:

- Houses occupied by single households
- Households that act as host families for foreign students studying for short periods in these areas
- Tenants of Housing Associations or registered providers
- Student accommodation operated or owned by an approved educational establishment
- Airbandb

For further information on licensing requirements, making an application and fees visit [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk) and search HMO

## Space

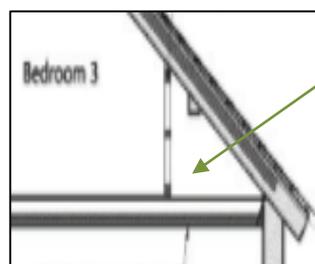
It is important to ensure that all HMO's in the city offer a good standard of accommodation and provide a safe living environment. All rooms shall be of a convenient, accessible and a usable shape for their intended purpose.

When ascertaining the size of any room attention must be paid to the 'usability' of the space, along with the height and shape of the room.

All rooms should have a minimum floor to ceiling height of 2.3m over 75% of the room and any areas under a ceiling height of 1.5m is unusable space. Where a room has beams the height from the floor to the beam must be a minimum of 2m.

Unusable space also include chimney breasts, circulation spaces behind doorways and around staircases.

For example, where rooms are located in the loft area.



## Sky lights and windows

Limited and restrictive natural light can negatively impact the living environment and restrict the usability of a room. Consideration needs to be given to the amount of actual natural sunlight that is radiated into a room throughout daylight hours.

The levels of light required differs based on the type of behavioural activity and detail of task expected within the room, for example a kitchen will require more light than a bedroom.

The following are required light levels in specific rooms:

- Bedrooms - 150Lux
- Kitchens - serving 300Lux
- Food preparation 500Lux
- Corridor / walkway 50Lux

Where standard windows are installed there size must be a minimum 10% of the floor space. For further information visit the [Health & safety Executive website](#).

Space - Minimum requirements (based on 6.51m <sup>2</sup> sized bedrooms)						
Number of people	Sleeping	*Kitchen	*Dining	*Living	Open plan/ combined into a single room	Shower/Bathroom
3 - 5	6.51m <sup>2</sup>	7m <sup>2</sup>	11m <sup>2</sup>	11m <sup>2</sup>	24m <sup>2</sup>	2.74m <sup>2</sup> / 3.74m <sup>2</sup>
6 - 10		11m <sup>2</sup>	14m <sup>2</sup>	14m <sup>2</sup>	34m <sup>2</sup>	

Space - Minimum requirements (based on 10m <sup>2</sup> sized bedrooms )						
Number of people	Sleeping	*Kitchen	*Dining	Living	Open plan/ combined into a single room	Shower/Bathroom
3 - 5	10m <sup>2</sup>	7m <sup>2</sup>	11m <sup>2</sup>	-	15.5m <sup>2</sup>	2.74m <sup>2</sup> / 3.74m <sup>2</sup>
6 - 10		11m <sup>2</sup>	14m <sup>2</sup>		22.5m <sup>2</sup>	

*\*These are the room space sizes expected where individual rooms are proposed, rather than open plan.*

Space - Minimum requirements for a couple sharing						
Number of people	Sleeping	*Kitchen	*Dining	Living	Open plan/ combined into a single room	Shower/Bathroom
2 - Couple	11m <sup>2</sup>	Based on number of tenants in property (see above)				2.74m <sup>2</sup> / 3.74m <sup>2</sup>
	14m <sup>2</sup>					2.74m <sup>2</sup> / 3.74m <sup>2</sup>

Rooms that do not meet the minimum space requirement must not be occupied and can only be used for storage purposes. No staircase, hallway, landing, kitchen or bath/shower room can be used for sleeping purposes.

*Please note: The above standards relate to available floor area, after deductions are made for unusable space. If there is additional storage located elsewhere in the property for exclusive use of the room's occupant a space tolerance can be considered by the inspecting officer.*

### Open plan living

Open plan living is becoming more popular and kitchen, lounges and dining rooms are often combined into a single communal area. Careful consideration needs to be given to the location of those areas and how they work with other areas of the property, specifically,

- The proximity to bedrooms - no bedroom should be more than 1 storey from a kitchen/dining area.
- Any bedrooms with exclusive access from a kitchen must have a separate 'means of escape'. This will often be a means of escape window/door leading into a garden area with independent low level exit points for example: a gate or low level walls.

For further information on fire safety requirements visit [Fire safety risk assessment: sleeping accommodation](#) or [LACoRS<sup>1</sup> Housing fire safety](#) the national definitive guide for fire safety in residential accommodation.

### Kitchen, lounge and dining area that is integrated into a single room (open planned) and the bedrooms are 6.5m<sup>2</sup>

To calculate the combined/open plan space required a simple calculation is required:

- Add the 3 individual room sizes together and deduct 5m<sup>2</sup>.

For example, total kitchen, lounge and dining space required based on 6 - 10 individuals sharing

$11 + 14 + 14 = 39 - 5 = 34\text{m}^2$  total open planned area required.

*Please note the kitchen size must be the minimum size defined in the space standards. In this example the kitchen size must be 11m<sup>2</sup>.*

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<sup>1</sup> LACoRS - Local Authorities Co-ordinators of Regulatory Services, 2008

## Kitchen, lounge and dining area that is integrated (open planned) into a single room, and all the bedrooms are 10m<sup>2</sup>

No designated communal lounge area is required, and only kitchen/dining area is required.

To calculate the combined/open plan space required a simple calculation is required:

- Add the 2 individual room sizes together and deduct 2.5m<sup>2</sup>.

For example, total kitchen/dining space required based on 6 - 10 individuals sharing  
(11 + 14) - 2.5 = 22.5m<sup>2</sup> total combined kitchen/dining area required.

*Please note the kitchen size must be the minimum size defined in the space standards, in this example 11m<sup>2</sup>.*

However, the outcome of these calculations must not be used exclusively to determine the required space size.

Consideration needs to be given to the shape of the room and utility layout. Where a separate utility area is used to house fixed equipment for example a washing machine, dryer or dishwasher and there is no restricted access this space can be considered as contributing to the available communal space.

It is expected that the room retains its integrity and can fulfil its purpose.

## Kitchens

All kitchens and kitchen areas shall have a safe and practical layout, specifically

- Cooking appliances should have an adjacent work surface
- No soft furnishings are to be within 600mm of the cooker rings or hotplates
- The minimum clearance between the cooker rings or hotplates and any cupboard or extractor above must comply with the manufactures instructions.

Where bedrooms are accessed via a kitchen a suitable 'means of escape' (door or window) must be available to provide a safe and clear exit from the building. Where there is no practical exit from a court yard or rear garden the minimum distance of safety from the building should be no less than its height.

### Kitchen facilities

Number of people	Cooking appliances	Sinks	Cold storage	Dry goods storage	Work surfaces	Electrics
3 - 5	1 x conventional cooker (oven, grill and 4 hot plates)	1 x single sink and integral drainer	1 x under counter fridge and a separate freezer or 1 x equivalent combined fridge/freezer	2 x 500mm base units and 2 x 1000mm wall units with doors and or equivalent	2000mm(l) x 500mm (d)	2 x twin socket, located at least 150mm above the work surface.
6	2 x conventional cooker (a microwave may be used in lieu of a 2nd)	1 x double sink with integral drainer OR 1 x single sink and a dishwasher	2 x fridge/freezer or 2 x combined fridge/freezers	4 x 500mm base units and 2 x 1000mm wall units with doors or equivalent	2500mm(l) x 500mm(d)	3 x twin electrical sockets at work top level , 1 must be 1m away from sink
7						
8	2 conventional cooker (irrespective of a microwave oven being provided)	2 x double sink with integral drainer OR 1 double sink with integral drainer and a dishwasher				
9						
10						
11+	2 x conventional cookers and 2 combination microwaves	2 x double bowl sinks and integral drainer and a dishwasher		5 x 500mm base units and 3 x 1000mm wall units with doors or equivalent		

## Cooking appliances

- All appliances must be connected correctly by a professional to the gas or electricity suppliers.
- Electric cooking appliances must be connected as instructed by the manufacturer. This will often require equipment having their own fused spur.

## Sinks

- Space within the unit under the sink must not be included as storage space.
- Each sink must be set on a suitable base and provide hot and cold water and properly connected to the drainage system.

## Refrigerated storage

- Fridge dimension: 84cm(h) x 60cm(w) x 60cm(d) 100litre capacity
- Freezer dimension: 84cm(h) x 60cm(w) x 60cm(d) 100litre capacity
- Fridge/freezer dimension: Upright 175cm(h) x 60cm(w) x 65cm(d) - 150litre capacity fresh / 85litre frozen

## Worktops

- The requirements are in addition to space needed to house cooking appliances.

## Electrics

- The requirements are in addition to power needed to house cooking appliances.

## Bathrooms

All bath/showers and WC's must be in a separate lockable room and have a suitable layout, providing appropriate drying and changing space. As a minimum, a shower room should be 2.74m<sup>2</sup> and a full bathroom should be 3.74m<sup>2</sup>.

Separate WC units must be a minimum of 1300mm x 900mm, a total space of 1.17m<sup>2</sup> and include a wash hand basin (WHB).

A bath / shower room must include:

- Shower or bath - in purpose built cubicles , and where over a bath include a well fitted screen or curtain
- WC - with a secure suitable seat
- Wash Hand Basin (WHB)
- Ventilation
- Heating

All baths and WHB need to have a tile/or equivalent splash back at a minimum height of 450mm.

If bath/shower rooms do not fully meet the standards a usability test will be undertaken on completion to ensure the following activity and appliance space is available to serve the need of the occupant.

Appliance and activity space		
Appliance	Typical appliance space (mm)	Typical activity space (mm)
Bath	1700 x 800	1000 x 700
Shower	900 x 900	900 x 700 (nearby dressing space is presumed)
Wash basin	700 x 600	1000 x 700
WC suite (low level close coupled)	700 x 500	800 x 600

Wall finishes and flooring must be washable, well-fitted and non-absorbent. Baths, showers and wash hand basins must provide constant hot and cold water with suitable fittings and connected to a soil drainage system.

Where washing facilities are shared between residents a certain number of WC's, wash hand basin (WHB) and baths / showers are required. No bedroom should be more than 2 floors away from a bathroom or WC.

Quick guide - Personal hygiene facilities			
No of people	No. of bath / shower rooms	No. of WC's	Additional notes
1 - 4	1	1	At least 1 Bathroom and 1 WC ( <i>the bathroom and WC may be combined</i> )
5	1	1	1 Bathroom <u>and</u> 1 separate WC with wash hand basin ( <i>WC can be contained with a 2<sup>nd</sup> bathroom</i> )
6 - 10	2	2	2 Bathroom <u>and</u> 2 separate WC with wash hand basin ( <i>1 WC can be contained within 1 bathroom</i> )
11 - 15	3	3	3 Bathroom <u>and</u> 3 separate WC with wash hand basin ( <i>2 WC's can be contained within 2 bathrooms</i> )

Purpose built manufactured pod systems are acceptable as a personal hygiene provision. These systems must adhere to the appropriate [Building Regulations Act 2010](#) requirements.

## Basement spaces

Where rooms are proposed in basements consideration must be given in addition to the general room standards, particularly in regard to a 'means of escape' and suitable lighting.

## Bedrooms

- Lighting - a bedroom requires a minimum of 150lux. Each bedroom must have a standard window(s) that are 10% of the floor space.
- Means of escape - a window into a garden area with independent low level exit points for example: a gate or low level walls. Where there is no practical exit from a court yard or rear garden the minimum distance of safety from the building should be no less than its height.
- Minimum space standards apply

## Bathrooms / Shower rooms and WC's

- Lighting - a bathroom requires a minimum of 300lux. Where there are no windows in the rooms suitable lights are to be installed to ensure the required lighting levels are achieved.
- Heating and ventilation
- Minimum space standards apply

## Kitchen/dining and living area (open planned)

- Lighting - kitchens requires a minimum of 150lux, food preparation area 500lux. The room should have standard window(s) that are 10% of the floor space. Where necessary suitable lights are to be installed to ensure the required lighting levels are achieved.
- Means of escape - a window into a garden area with independent low level exit points for example: a gate or low level walls. Where there is no practical exit from a court yard or rear garden the minimum distance of safety from the building should be no less than its height.
- Usability - the floor plan and utility layout must ensure the room can be used in a safe manner, and where practical the cooking appliances to be located remote from the room door. Where it is not practical for cooking appliances to be located remote from the door a fire suppression system needs to be installed.
- Minimum space standards apply

## Heating

Wall mounted, fixed heating equipment must be provided in all rooms, including the bathroom and WC areas. The heating system must be capable of maintaining a constant temperature, and be available to all tenants at all times. The occupying tenant must be able to control the heating and the temperature within the premises. All heating apparatus must be efficient, practical and affordable.

Where central heating is provided, the fuel and common parts must be via a dedicated supply, and not a key or card meter. An exception is where a system is exclusive to an individual unit of accommodation.

Room	Temperature (minimum)
Living rooms	21°
Bedrooms	21°
Bathrooms	22°
All other rooms	18°

### Fire Safety and precautions

Landlords should be aware that the regulations do not contain all the fire safety requirements which their property may be subject to. There are fire safety requirements under other legislation which may be applicable, such as under Part 1 of the Housing Act 2004 and the Regulatory Reform (Fire Safety) Order 2005.

The regulations do not stipulate the type of alarm to be installed however the [Department for Communities and Local Government Q&A booklet for the private sector](#) - landlords and tenants states: *'Landlords should make an informed decision and choose the best alarms for their properties and tenant'*.

However, some basic fundamental principles can be applied, on the general assumption occupants are able-bodied and will be capable of using the means of escape unaided to reach safety. Where this is not the case other factors need to be considered, risk assessed and additional measures taken.

#### General principles

- In larger premises install emergency lighting and exit signs to show the way out
- Keep the route free of obstructions and flammable materials
- Install the appropriate smoke detectors/alarms
- Ensure windows provide a secondary escape route
- Install fire doors and a fire resisting construction
- Ensure the fire door is not operable using a key, install a thumb turn.

### Alarms - Fire and carbon monoxide

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 will require private sector landlords to have at least one smoke alarm installed on every storey of their properties and a carbon monoxide alarm in any room containing a solid fuel burning appliance (e.g. a coal fire, wood burning stove etc.). The British Standard BS 5839-6:2013

cover specific recommendations for fire alarms systems in all dwellings for both new and existing properties.

### Types of alarm

#### Grade A

Separate detectors, sounders and central control with indicating equipment with back-up power supply.

#### Grade B

Separate detectors, sounders and central control and indicating equipment with back-up power supply

#### Grade C

Separate detectors and sounders (which can be combined in the form of alarms) that are mains powered with back-up power supply and central control equipment

#### Grade D

Mains powered alarms with an integral back-up power supply. These are designed to operate in the event of mains failure and therefore could be connected to the local lighting circuit rather than an independent circuit at the dwelling's main distribution board. There is no control panel.

#### Grade E

Mains powered alarms with no back-up supply

#### Grade F

Battery powered alarms

Please note equipment must conform to other British Standards (BS EN 54). The control panel must conform to current BS 5839: part 4 (or equivalent). The alarm signal must achieve sound levels of not less than 65dB (A) in all accessible parts of the building and not less than 75dB (A) at all bed-heads when all doors are shut, to arouse sleeping persons. Alarms should not be installed within WC's, bathrooms or shower rooms.

The landlord is responsible for ensuring the alarms are in working order at the start of each new tenancy.

### Levels of coverage

The level of protection needs to be directly related to the fire risk. Three categories describe the level of protection the system provides - generally the higher category of system the higher level of protection.

#### LD1 - High protection

A system installed **throughout the property** incorporating detectors in all circulation spaces that form part of the escape route from the property for example hallways, landings, living room, kitchen, bedrooms, airing cupboards and meter cupboards.

#### LD2 - Medium protection

A system incorporating detectors in all circulation spaces that form part of the escape route from the property and all rooms that are high risk areas, for example hallways, landings, living rooms and kitchens.

### LD3 - Minimum protection

A system incorporating detectors in all circulation spaces that form part of the escape route from the property.

## Basements

In properties with a functioning basement there must be a 30 minute fire protected route between the basement and the ground floor. A 30 minute fire resisting door should be fitted at the head of the basement entrance (top of the stairs).

In a large shared house, full 30 minutes fire separation between the basement and ground floor is expected with a self-closing 30 minute fire resisting door with intumescent strips and cold smoke seals are required. In some cases it may be necessary to have two FD30s doors - top and bottom of the basement staircase.

## Doors

As a minimum solid, well-fitting doors are required in every property to reduce the spread of fire. In a shared house with 3 or 4 storeys FD30 (30 minute) fire resisting doors are needed throughout, and storeys of 5 or 6 require FD60 doors with cold smoke seals throughout.

In large multi-occupied properties a self-closing FD30S (full 30 minute) fire resisting door with intumescent strips and cold smoke seals are required.

Final exit doors should be fitted with a lock/catch that are open-able from the inside without the use of a removable key, for example a thumb turn.

## Escape windows

Escape windows are only considered satisfactory and safe to use in an emergency if they serve a room where the floor level is no more than 4.5m from the ground. Any window provided as an emergency escape should have an unobstructed open-able area that is at least 0.33m<sup>2</sup> and have a minimum 450mm height and 450mm width. The bottom of the open-able area should not be more than 1,100mm above the floor. The window must be open-able from the inside without the use of a removable key, and the ground below is level and free of obstruction.

## Escape routes

The layout of the building needs to be considered, along with the complexity of the route and the travelling distance to a safe place. As a guide it is considered 7.5m is the maximum acceptable distance from a room exit door to a place of safety.

Escape routes must be maintained and free from obstruction. Signs indicating the escape routes must be provided in suitable positions for properties occupied by five or more individuals.

If in doubt a fire risk assessment should be conducted to determine the grade of category of system required.

For further information on fire safety requirements visit [Fire safety risk assessment: sleeping accommodation](#) or [LACoRS<sup>2</sup> Housing fire safety](#) the national definitive guide for fire safety in residential accommodation.

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<sup>2</sup> LACoRS - Local Authorities Co-ordinators of Regulatory Services, 2008

### Fire safety, alarm warning systems and automated fire detection.

The following is based on all properties being of sound traditional construction. This table details what Portsmouth City Council will accept as a minimum in terms of fire detection to comply with both ['The Smoke and Carbon Monoxide Alarm \(England\) Regulations 2015 and Part 1 of the Housing Act 2004'](#).

Houses in Multiple Occupation	Alarms and coverage	Other requirements
<p><b>Shared house HMO of up to 2 storeys (shared cooking facilities)</b></p>	<p>Grade D: LD3 system</p> <ul style="list-style-type: none"> <li>• Interlinked mains wired smoke alarms with integral battery back-up located in the escape route at all floor levels</li> <li>• Interlinked heat alarm with integral battery pack back-up located in the kitchen</li> <li>• Interlinked smoke alarm with integral back-up located in the lounge</li> <li>• Interlinked smoke alarms with integral battery back-up located in the basement.</li> </ul>	<ul style="list-style-type: none"> <li>• Sound, solid constructed and close fitting doors to all rooms.</li> <li>• Fire blanket to be located in kitchen.</li> </ul>
<p><b>Shared house HMO of 3 or 4 storeys (shared cooking facilities)</b></p>	<p>Grade D: LD3 system</p> <ul style="list-style-type: none"> <li>• Interlinked mains wired smoke alarms with integral battery back-up located in the escape route at each floor levels</li> <li>• Interlinked heat alarm with integral battery pack back-up located in the kitchen</li> <li>• Interlinked smoke alarm with integral back-up located in the lounge</li> <li>• Interlinked smoke alarms with integral battery back-up located in the basement.</li> </ul>	<ul style="list-style-type: none"> <li>• FD30 (30 minute) fire resisting doors.</li> <li>• Fire blanket to be located in kitchen.</li> <li>• 30 minute protected route , including 30 minute fire resisting construction and FD30 doors to all risk rooms</li> </ul>

<b>Shared house HMO of 5 or 6 storeys (shared cooking facilities)</b>	Grade A: LD2 system <ul style="list-style-type: none"> <li>• Detection throughout escape route and all risk room including living rooms , kitchen (heat detection) and basement</li> </ul>	<ul style="list-style-type: none"> <li>• FD60 doors with cold smoke seals throughout</li> <li>• Fire blanket to be located in kitchen.</li> <li>• Emergency escape lighting</li> </ul>
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For fire safety advice and guidance on other property types please contact the Private Sector Housing Team on 023 92 688 369 or email [privatesectorhousing@portsmouthcc.gov.uk](mailto:privatesectorhousing@portsmouthcc.gov.uk)

## Legal requirements

There are management regulations that apply to all HMO's. The '[Management of Houses in Multiple Occupation \(England\) Regulations 2006](#)', apply to all HMO's except those consisting entirely of self-contained flats. For self HMO's consisting of contained flats the '[Licensing and Management of Houses in Multiple Occupation \(England\) Regulations 2007](#)' apply.

The regulations places a duty on the manager to,

- Provide and display the managers contact information to the occupiers
- Maintenance of common parts, fixtures, fittings and appliance
- Maintenance of living accommodation
- Safety measures, including fire safety
- Supply and maintenance of gas and electricity

The licence holder will provide the Council with copies of the following documents on, or within, 2 weeks of each anniversary of receiving a licence:

1. A current certificate certifying the safety of the landlord's gas appliances and installations (if present).
2. A current certificate of service demonstrating the proper operation of the fire alarm system(s) (If required).
3. Or details of visual inspection and testing of the fire alarm system by the landlord.
4. A current certificate of service demonstrating the proper operation of the emergency lighting system (if present).
5. A current PAT certificate (electrical appliance safety certificate) for appliances provided by the landlord (if required).
6. Or visual inspection of the portable appliances supplied by the landlord.
7. Produce a written copy of the Fire Risk Assessment.

With the exception of item (3), (6) and (7) above, all these documents are to be provided by a competent person (fully qualified Electrician who is a member of a recognised Electrical association such as NAPIT or other similar association). Or a member of Gas Safe association with regards to gas safety certificates.

- Maintenance of water supply and drainage
- Provision of waste disposal, to request recycling containers visit [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk) and search Refuse or Recycling

The [HHSRS \(Housing Health and Safety Rating System\)](#) is the legislation giving minimum standards for all homes, regardless of tenure. It is a risk based tool that is used by local authorities to identify and protect against potential risks and hazards for health and safety that may be caused by any deficiencies in the property.

The HHSRS system applies to all HMO's in addition to the regulations regarding licensing, standards and management. The most common hazards being:

### **Damp and mould growth (1)**

Properties should be warm, dry and well-ventilated, maintained free from rising, penetrating and persistent condensation. There should be adequate provision for the safe removal of moist air to prevent damp and mould growth.

### **Excess cold (2)**

Properties should be adequately insulated to prevent excessive heat loss; in particular roof/loft spaces should be insulated and windows and doors draft proofed. The property should have an efficient heating system capable of maintaining temperature.

### **Entry by intruders (12)**

Properties should be secure to deter against unauthorised entry. Windows and doors should be robust and fitted with adequate locks. Where necessary external fencing, gates and outbuildings should be maintained in good working order and be secure.

### **Lighting (13)**

All rooms should have an adequate level of natural lighting. Where practical all staircases, landings, passages, kitchens, bathrooms and toilets should have a window. All rooms within the property should have the provision for electric lighting.

### **Electrical (23)**

All electrical installations must be maintained in a safe condition. An annual inspection of all gas appliance must be conducted and a safety certificate issued by a member of the Gas Safety Register. All fixed electrical installations must be inspected and tested every five years by a suitably qualified person.

### **Flames, hot surfaces (24, 25)**

Heating and cooking appliances must be maintained in a safe condition and be suitably located so not to become a hazard and cause injury. Cooking appliances must be set on a level surface and heating appliances securely fixed within a safe and suitable portion within the room.

### **Falls (19, 20, 21, 22)**

Internal floors should be even and comprise of a non-slip finish and be maintained in a good condition. Floor coverings should be properly fixed, securely fitted and not be worn or loose. On stairs a handrail should be provided for the full length of the stairway. Balconies and basement light wells should have securely fixed guarding.

### **Personal hygiene, sanitation and drainage (17)**

Bathroom and kitchen surface finishes should be capable of being readily cleaned. All drainage pipes must be kept clean in good repair and must be kept clean and in proper working order.

*Please note: the numbers in brackets relate to the specific hazard reference number listed in the HHSRS.*

## **Glossary of terms and definitions**

**Accessibility** - the quality of being able to be reached or entered.

**Bathroom or shower room** - A room which contains a bath and/or shower, a water closet (WC) and wash hand basin (WHB).

**Communal** - An area for common use; shared by all members of a community.

**Compartmentation** - The sub-dividing of buildings or rooms into a number of compartments to restrict the spread of fire.

**Compartment walls and floors** - walls and floors are made of a fire-resisting construction to separate compartments from one another, which contains the spread of fire.

**En-suite** - A bathroom that is directly connected to a bedroom.

**Floor** - A level within a building for example, ground floor or first floor.

**Gas Safety Register** - Certified engineer, replaced CORGI

**House in Multiple Occupation (HMO)** - A property rented out by at least 3 people who are not from 1 household (e.g. a family) but share facilities like the bathroom and kitchen with other tenants. It is sometimes called a 'house share'.

**HHSRS (Housing Health and Safety Rating System)** - the legislation giving minimum standards for all homes, regardless of tenure.

**LACoRS** - Local Authorities Co-ordinators of Regulatory Services; guidance and regulations on fire safety.

**Open plan living** - Where a single area has been designated as the overall common area for the property forming the kitchen, dining and living space.

**Usability** - The degree to which something is able or fit to be used.

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