

This leaflet is intended to explain to property owners, landlords and managers what they can expect before, during and after an HHSRS inspection has been carried out at their property.

The HHSRS came into force in April 2006, replacing the old fitness standard under the Housing Act 1985. The HHSRS applies to all residential dwellings and moves away from the bricks and mortar approach of the fitness standard and introduces a risk assessment approach to rate 29 potential health and safety hazards which may be found in the home. More information on the hazard rating system including a list of the hazards can be found at [www.gov.uk](http://www.gov.uk)

- If your property has been identified for a HHSRS inspection the Private Housing Team will contact you in writing; explaining the reasons and give a date and time for the inspection to take place. The inspection will be carried out by an Officer(s) from the Private Housing Team
- The Council will always give a minimum of 24 hours notice prior to the inspection.

The tenants will also be informed in writing of the inspection as access to all parts of the property

is required at this time. You are encouraged to inform us if you are unable to make the appointment as we will always try to arrange a mutually convenient time. However, if access is denied the Power of Entry provisions in the Housing Act 2004 may have to be invoked.

- During the inspection all parts of the property will be inspected including both internal and external areas. The Officer(s) will take written notes and very often photos to accompany these notes.
- Officers will always endeavour to explain their findings of their inspection whilst still at the property; it is also a good opportunity to put questions to the Officers or ask for advice and/or guidance.
- Any hazards identified will be rated taking into consideration the likelihood of an event occurring and the severity of harm from that event; in line with the HHSRS Operating Guidance. There are two categories of hazard; Category 1 and Category 2.
- **Category 1 hazards** are deemed the most serious and where these are present the Council

has a duty to take action. Should your property be found to have Category 1 hazards or a mixture of both Category 1 & 2 hazards the Council will adopt the procedure set out below.

- A letter will be sent to the person responsible for carrying out the works explaining the range of enforcement options available and the option preferred by the Council. Accompanying this will be a schedule of works itemising the hazards and the required remedial works to either remove the hazard completely or reduce it to an acceptable level. The letter will also state reasonable timescales for the works to be completed.
- The responsible person then has 28 days from the date of the letter to raise any concerns on the content of the accompanying schedule or the proposed timescales set out in the letter. **It is vital that the person responsible should contact the Council within this period if they wish to raise their concerns.**
- At the end of the 28 day period, and in the absence of any concerns being raised, the schedule of hazards identified and remedial works will

transposed into an Enforcement Notice, usually an Improvement Notice. The Notice will be entered onto the Local Land Charges Register as a charge against the property which will not be removed until satisfactory completion of all the works. All persons with an interest in the property will be notified; this will include mortgagees, tenants, freeholder and leaseholders.

- The minimum start date on the Notice will always allow for at least 21 days allowing the person served with time to appeal to the Residential Property Tribunal should they wish.
- The Council may choose to take further legal action should the terms of the Notice not be complied with.  
In certain circumstances it may also consider carrying out the works itself and charging the cost of the works and the administrative charges back to the person responsible.
- For properties where only **Category 2 hazards** and Management Regulation contraventions have been noted a letter and a schedule of works will be sent itemising the required remedial works to either remove the hazard completely or reduce

it to an acceptable level or bring the standard of management in the property up to an acceptable level. Category 2 hazards and Management Regulations contraventions will normally be given a timescale period of up to 2 months to complete. Should the works not be completed within the given timescale the Council can choose to proceed to an Enforcement Notice or prosecute for breach of Management Regulations.

- Emergency Remedial Action or Emergency Prohibition Orders will be used where a situation may pose an imminent risk to public health.



### What to expect from a Housing, Health and Safety Rating System (HHSRS) Inspection

**A brief guide for property owners, landlords and managers**