**Host Families Home Visit**

**Property and Host Checklist and risk assessment**

**Guidance – Completing the Health and Safety Checklist**

This guidance is for staff undertaking a health and safety check of hosts and homes as part of the offer to provide a home for families fleeing the war in Ukraine. Homes for Ukraine scheme: frequently asked questions - GOV.UK (www.gov.uk)

It is acknowledged that staff are not trained health and safety experts. Therefore, information to assist in the completion of the checklist is provided within this guidance. This, together with a respectful and curious approach, should be all that is needed to make appropriate judgements about suitability to provide somewhere safe to live for a family or individuals.

Alongside the checklist staff will engage in open curious conversations to begin to encourage a reflective and considered preparation with the host, the worries they might have, their own support network, the community, any rules/boundaries they would wish to set in advance. The sponsor you may want to draw up an agreement with guests that sets a few ground rules. There is guidance on sharing a home with a lodger, and whilst it is written for those living in rented homes, it also covers many of the points that any sponsor will want to think about. [Rent a room in your home: Your lodger's tenancy type - GOV.UK (www.gov.uk)](https://www.gov.uk/rent-room-in-your-home/your-lodgers-tenancy-type)

**Ideas for conversations to draw out an assessment of the resources and arrangements and safeguards.**

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| **Home** | * *How many people will the host have as guests, are there any spaces out of bounds?* * *What will be the cooking and relaxing facilities? Are these private or shared?* * *Is there adequate bedroom space and privacy respected, eg; locks on bathroom door?* |
| **Household** | * *Who is in the household and who are frequent visitors? (Household members need enhanced DBS and consideration given to frequent visitors)* * *Children, ages and any additional needs that need to be considered? How you have spoken to them, will keep them safe?* * *Any additional needs to be aware of generally?* * *Any specific issues to be aware of, mental health, conflict, drug and alcohol issues etc.?* * *Who are you expecting - check not unaccompanied young people?* |
| **Pets** | * *Pets or happy to take people with pets?* |
| **Expectations** | * *Living together agreements – What thoughts have been given to this and what challenges might come up that can be thought about ahead?* * *Child care and chores need to be clearly defined? (Not a good plan to share childcare).* * *Privacy and keeping self and others safe. Including what to do if you are worried?.* |
| **Community** | * *Local setting. For example, rural, village, town, city location?* * *Local facilities, shops doctors, parks etc?* * *Public transport access – eg; how will children get to school?* * *Churches etc* * *Local hot spots/any risks to be alert to. Rivers etc.?* * *Personal safety in the community?* |
| **Anticipated needs/challenges and support** | * *Experiences of trauma and what anticipating?* * *Personal/community networks to call upon?* * *What if something goes wrong or something gets damaged?* |

The risks will have to be considered in the context of the age and needs of members joining the household. Due regard should also be given to any abilities/disabilities. There is inevitably some degree of judgement that must be exercised when completing this checklist. In making judgements it should also be recognised that any attempt to create a totally risk-free environment is unrealistic. It should be emphasised that whilst safety devices and barriers may help, these are not a substitute for proper supervision.

The checklist completion and guiding conversation will lead you to make a judgement of;

* **Red** – Where basic accommodation requirements/health and safety/safeguarding requirements cannot be met.
* **Amber** – Where there is a need to improve/resource a gap in requirements that could be met through additional support/items/changes/agreements.
* **Green** – Where the basic standards have been met and the Host able to proceed.

[Child Protection Resources for Ukraine | The Alliance for Child Protection in Humanitarian Action (alliancecpha.org)](https://alliancecpha.org/en/ukraine_resources)

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| **PRIMARY SPONSOR NAME:** |  | | | |
| **ADDRESS:** |  | | | |
| **CONTACT DETAILS;** | **Email** |  | **Tel** |  |
| **INSPECTOR** |  | | **DATE** |  |
| **REF** |  | | | |
| **DATE OF ARRIVAL** |  | | **PRESENT** | **Y / N** |

**INFORMATION PRE-INSPECTION**

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| **Case record Check** | **Ref/Complete** | **Concern or proceed** |
| Any recorded EP/ ASB cases |  |  |
| DBS |  | You will need to ask to see their certificate if a concern arises. |
| Local Authority Checks  Adult and Child |  |  |
| Any recorded housing conditions concerns |  |  |

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| **Host family make up** | | | **Comments** |
| **Name and age** | **Identifies as** | **Room used** |  |
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| **Family to be matched make up** | | | **Comments** |
| **Name and age** | **Identifies as** | **Room to be used** |  |
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**INSPECTION REPORT:**

**ACCOMODATION**

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| **Rooms description and numbers** | **Comments** |
| Reception room |  |
| Kitchen |  |
| Bathroom |  |
| Shower room |  |
| WC with WHB |  |
| Bedrooms |  |
| Reception rooms for living/personal space |  |
| Safe outdoor space  *See also the H and S checklist*. |  |

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| **Item to check** | **Comments** | **Available** | **Recommended actions** |
| Gas inspection recent | If not within the last year recommend CO detector |  |  |
| Electrical installations | If not –any visible concerns |  |  |
| Smoke detection | If none – need to be provide on each level |  |  |
| Carbon monoxide detector | If solid fuel – need to be provided and recommend for all other fuel types. |  |  |
| Heating | FCGH/electric heating/other |  |  |
| Water Supply | If private is it treated? |  |  |

**Significant Hazards**

Officer to inspect property and detail any hazards that may give rise to defects that need to be addressed.

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| **EXAMPLE** | **ISSUE** | **SOLUTION** |
| *Damp* | *Bedroom 2 (FFRR) has a damp patch on the ceiling from a roof defect* | *Roof to be repaired and room dried out.* |
| *Falling between the levels* | *Bedroom 2(FFRR) window has a low sill and there are no restrictors* | *Restrictors to be fitted* |
| **OBSERVED** | **ISSUE** | **SOLUTION** |
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**SPACE AVAILABLE TO PREVENT OVERCROWDING.**

Household members requiring one bedroom

An adult couple

A person over 21

2 young persons 10-20 years of the same sex

1 child under 10 years and 1 young person under 20 of the same sex

1 or 2 children under 10 years (not necessarily of the same sex)

Any unpaired young person 10-20 years or unpaired children under 10

Using the room standard under the Housing Act 1985

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| **Bedroom** | **Size** | **Furnishing made available (including bedding curtains etc)** | **Number of people** |
| Bedroom 1 |  |  |  |
| Bedroom 2 |  |  |  |
| Bedroom 4 |  |  |  |
| Bedroom 5 |  |  |  |
| Other rooms available for use by family (please indicate if these are shared spaces) |  |  |  |

**CROWDING AND SPACE CONSIDERATION; DOES THE ACCOMODATION SPACE AND LIVING ARRANGEMENTS SUPPORT SAFE USE TAKING INTO ACCOUNT THE DETAIL PROVIDED IN HAZARD 11 OF THE HHSRS?**

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| **HHSRS RELEVANT MATTERS** |
| Living area – lack of living area of an adequate size for the household or potential household |
| Kitchen area – lack of a separate kitchen area of adequate size. |
| Personal washing area – lack of a separate, or an appropriately sited, or sized personal washing area. |
| Washing area door – no door to the personal washing area or lock on door or  glazed door. |
| Sanitary accommodation – lack of separate, or an appropriately sited or sized,  sanitary accommodation compartment. |
| Sanitary accommodation door – no door to the sanitary accommodation  compartment. |
| Number of bedrooms – inadequate number of bedrooms for the household or  potential household. |
| Bedroom size – inadequate size of bedrooms. |
| Bedroom location – inappropriately sited bedrooms. |
| Recreational space – lack of safely fenced or guarded recreational space,  readily visible from within the dwelling. |
| **CONSIDERATIONS.** |
| **SOLUTIONS/RECOMMENDATIONS** |

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| **General Observations about the property**  (i.e. cleanliness, smoking present in property, proximity to facilities) |

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| **Any safeguarding concerns.**  Comments:  Drugs/ASB history/weapons/ behaviour towards authority or family? |

**Health & safety / well-being/safeguarding**

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| **Question** | **Guidance** | **Notes** |
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| **General safety arrangements** | | |
| 1. Are beds/cots/mattresses suitable and maintained in a hygienic state? | *The mattresses should be clean and hygienic and should be renewed at regular intervals. Mattresses should fit any cot used. Beds and cots should be robust and safe. Travel cots are only to be used for short periods of time*. |  |
| 1. Is the accommodation free from clutter? | *Storing household items haphazardly and in quantities can increase the fire hazard and increase the likelihood of trips or falls. Cleaning will be harder. If rooms are reasonably tidy it is easier to identify potential hazardous items.* |  |
| 1. For rented properties, is the owner aware that the family is hosting? |  | Date of notification: |
| 1. Does the host hold current home building and contents insurance? |  | Expiry date of buildings insurance: |
| 1. Have you informed your household insurance company that you are hosting? |  | Date of notification: |
| 1. Is there a First Aid kit in the home? |  |  |
| **Indoor safety** | | |
| 1. Are fireguards fitted where appropriate? | House fire and the risks of burns can be avoided by using guards with all fires and heaters and keep clothing, furniture and curtains away from the vicinity of domestic fires. The guard should cover the whole of the fire and be fixed to the wall. |  |
| 1. Are there restrictors on all windows above ground level? | To minimise the risk of falls from windows, install and use restrictor catches on all upstairs windows and place furniture away from these windows. For reasons of fire safety, these restrictors must be opened via a child proof catch, not a key. |  |
| 1. Are blind chords secured away from children’s beds/cots? | Blind chords present a strangulation risk with 14 deaths since 2010. Beds, cots or any other unintended access point should never be located under a blind chord. If space prevents this, then the chords should be secured out of reach of the child or have a safety device that allows the chord to break under pressure. |  |
| 1. Safety gates (BS EN 1930: 2011) are competently and securely fitted at the bottom of stairs when needed?   Consideration has been given to the use of competently and securely fitted safety gates (BS EN 1930: 2011) upstairs/elsewhere | Stair gates should be securely fastened at the bottom of the stairs for children under 24 months  Pressure gates are not recommended for the top of the stairs as the bar at the base of the gate poses a trip hazard. Stair gates are not recommended for use once the child has reached 24 months or can climb well enough to get over the stair gate (ROSPA 2012) |  |
| **Pets** | | |
| 1. Do you have any pets? | List as appropriate: |  |
| 1. If you have a dog, has the dog questionnaire been completed? | A separate specific questionnaire for dogs will need to be competed. |  |
| 1. Is your pet confined or restricted to certain parts of the property | If your pet can go into all areas It is important that your pet is used to children; not all children will treat animals with respect.  Pets should not be allowed to contaminate any food preparation area and consideration should be given to any allergies that a child may suffer from (asthma, eczema). Cats should not have access to where a small child is sleeping. |  |
| 1. Are litter trays, feeding bowls and sleeping arrangements for pets hygienic? | Litter trays, feeding bowls and sleeping arrangements for pets should be kept in a hygienic condition and not be allowed to contaminate any human food preparation area. |  |
| 1. Are pets regularly treated for worms and fleas? | Worms from pets can infect humans with children being particularly at risk.  Pets may not show signs of ill-health when infected so cats and dogs should be regularly de-wormed. Similarly fleas from cats and dogs will lay eggs that will hatch into larvae that will live in soft furnishings and animal bedding.  Pets should receive appropriate flea protection. |  |
| **Fire risks** | | |
| 1. Is there a smoking management plan in place where applicable? | The clear preference is that no one in the household smokes. If they do, have a management plan to prevent harm to young people within the house. Smoking paraphernalia must be secured away from children. |  |
| 1. Are matches and lighters kept out of the range of young children? | Household matches, lighters and any smoking paraphernalia must be secured away from children. |  |
| **Kitchen risks** | | |
| 1. Are chip pans used? |  |  |
| 1. Are knives kept out of the reach of young children? |  |  |
| 1. Are household chemicals kept out of reach of children and young people? | Hazardous household chemicals should be stored in a cupboard that is not accessible to young children either by height or by the use of a child lock on the cupboard door. |  |
| 1. Are chest freezers inaccessible to young children? | Chest freezers should either be located in an area that is not accessible to young children or should be locked. |  |
| 1. Are kettle cables suitably adjusted and kept away from surface edges? | Kettle chords should be kept back from the surface edge and should be adjusted where possible to be as short as possible. Pan handles should be turned in when the front hob rings are used. |  |
| **Bathroom risks** | | |
| 1. Is the risk of scalding to children appropriately controlled? | Water temperature not too hot |  |
| 1. Are medicines and razors kept out of the reach of young children? | Razors, medicines and any other hazardous items should be kept out of reach of young children. Consideration should be given to securing medicines razors for older children who present a specific risk in this area – particularly with any history of self-harm. |  |
| 1. Is there a lock on the bathroom door? | For the sake of privacy, bathroom doors should be equipped with locks.  However, for young or other vulnerable children, these locks should be able to be opened from the outside in the event of an emergency. |  |
| **Outside risks** | | |
| 1. Are ponds and water features appropriately controlled? |  |  |
| 1. Are hazardous garden chemicals kept out of reach of children? | Hazardous garden chemicals should be stored out of reach or in a locked cabinet that is not accessible to young children. *Never* store such chemicals in a container intended for something else. |  |
| 1. Is hazardous gardening equipment kept out of the reach of young children? | Sheers, mowers and any other hazardous equipment should be kept out of reach of young children.  If older children are permitted to assist in gardening activities, ensure that any electrical equipment is protected by a residual current device (RCD). If this is not hard-wired then a plug in RCD adapter should be used. |  |
| 1. Are ladders or other access equipment secured? | Ladders can be an allurement for inquisitive children.  These should be secured either in a locked store or padlocked to the building if stored outside. |  |
| 1. Is garden play equipment appropriate in its design and is it maintained in a safe condition? | New domestic play equipment must confirm to the BS EN 71 standard and should be kite marked to confirm this.  A judgment will have to be made about older equipment.  Whilst older equipment may be weather worn, the condition of the equipment must not give rise to danger such as splinters, significant wood rot/corrosion and frayed ropes.  Be vigilant for toggle entrapments around slides.  Trampolines should either have a support bar (smaller) or a safety net.  For reasons of hygiene sand pits should be covered when not in use. |  |
| 1. Is the garden area secure? | Whilst children should be supervised at play, the garden area should still be secure particularly if there is a road or other hazard beyond its confines. Gates should be secure and fences should be of a design that hinders climbing. |  |
| **Firearms** | | |
| 1. If there are firearms in the home, is the appropriate licence held? | Certificate expires: |  |
| 1. If there are firearms in the home, are they suitably secured? | When any fire arm is not in use, reasonable steps must be undertaken to ensure that the fire arm and its ammunition are stored securely subject to the conditions of the firearm or shotgun licence.  Ammunition and easily removable component parts – such as rifle bolts etc. – should be stored separately from the firearms they fit, although this could be achieved by a separate lockable component of a fire arms cabinet. |  |

**SUMMARY**

**DBS/LA Checks**

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| **Tick** | | **Details/Action** | **Decision/Signed dated** |
| **RED** |  |  |  |
| **AMBER** |  |  |  |
| **GREEN** |  |  |  |

**Housing assessment:**

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| --- | --- | --- | --- |
| **Tick** | | **Details/Action** | **Decision/Signed dated** |
| **RED** |  |  |  |
| **AMBER** |  |  |  |
| **GREEN** |  |  |  |

**H&S assessment:**

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| **Tick** | | **Details/Action** | **Decision/Signed dated** |
| **RED** |  |  |  |
| **AMBER** |  |  |  |
| **GREEN** |  |  |  |

**General Conversation – Safeguarding**

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| --- | --- | --- | --- |
| **Tick** | | **Details/Action** | **Decision/Signed dated** |
| **RED** |  |  |  |
| **AMBER** |  |  |  |
| **GREEN** |  |  |  |

**Worker completing the check signed**

**Date**

**Manager signed**

**Date**