



Nova-Star Supported Living Health and Safety Policy

1. Introduction

Nova-Star Supported Living is committed to ensuring that all supported living schemes and HMO properties are safe, secure, and compliant. We take a proactive approach to managing health and safety risks across our portfolio, ensuring that all residents, staff, and visitors live and work in safe environments.

2. Purpose

This policy outlines Nova-Star's commitment to maintaining high standards of health and safety and ensuring compliance with all relevant legislation. It defines our approach to managing safety risks, inspections, and certification across our supported living and HMO accommodation.

3. Responsibilities

Nova-Star Supported Living has overall responsibility for ensuring compliance with health and safety legislation. The Director of Operations oversees compliance, while maintenance staff and contractors are responsible for carrying out inspections and remedial works safely and effectively. Residents must report any hazards immediately to ensure timely rectification.

4. Health and Safety Inspections

Nova-Star conducts quarterly HHSRS inspections to identify Category 1 hazards under the Housing Health and Safety Rating System. These inspections include assessments for damp and mould, ensuring properties are safe, well-ventilated, and maintained to a high standard.

5. Fire Safety

Fire safety is managed in accordance with the Regulatory Reform (Fire Safety) Order 2005. All fire alarms are tested weekly, and **Fire Risk Assessments (FRAs)** are conducted at least annually or following major property works. Emergency lighting and fire doors are checked regularly to ensure compliance.

6. Gas Safety

Gas appliances are tested and certified annually by Gas Safe engineers. All Gas Safety Certificates are logged and monitored to ensure continuous compliance with the Gas Safety (Installation and Use) Regulations 1998. At Nova Starr we have implemented a program of gas safety inspections on a rolling basis at least 2 months before certificates are to expire.

7. Electrical Safety and PAT Testing

Electrical Installation Condition Reports (EICR) are completed every five years or on change of tenancy, whichever occurs first. Portable Appliance Testing (PAT) is carried out annually for all portable electrical equipment supplied by Nova-Star.

8. Legionella Control

Legionella risk assessments are undertaken every two years or sooner if water systems are modified. Routine temperature checks and flushing regimes are implemented to prevent bacterial growth.

9. Property Standards and Energy Efficiency

All Nova-Star Supported Living properties are ****EPC-rated C or above****, fully refurbished, and maintained to ensure energy efficiency and resident comfort.

10. Frequency of Checks and Certification

Area / Inspection	Frequency	Requirement Type	Notes
Fire Alarm Testing	Weekly	Statutory / Good Practice	Tested weekly and logged to ensure compliance.
Fire Risk Assessment (FRA)	Annually	Statutory	Reviewed annually or after property alteration.
Gas Safety Check	Annually	Statutory	Gas Safety (Installation and Use) Regulations 1998.
Electrical Installation Condition Report (EICR)	Every 5 years	Statutory	Electrical Safety Standards 2020.

Portable Appliance Testing (PAT)	Annually	Good Practice	Ensures small electrical appliances are safe.
Legionella Risk Assessment	Every 2 years	Good Practice	Complies with HSE ACOP L8 guidance.
Quarterly HHSRS Inspection	Quarterly	Good Practice / Preventative	Includes checks for damp and mould.
Emergency Lighting Test	Monthly	Statutory	Confirms lighting works during power failure.
Smoke Alarm Check	Weekly	Good Practice	Ensures full operational safety.
EPC Review	At new tenancy	Statutory	All properties EPC C or above.

11. Monitoring and Review

Nova-Star maintains a compliance log to monitor all statutory checks and renewal dates. Health and safety audits are conducted annually, and findings are reported to the Board and other key stakeholders. This policy will be reviewed annually or following legislative or operational changes.

12. Legal Framework

Legislation	Application to Nova-Star Supported Living
Housing Act 2004	Establishes the Housing Health and Safety Rating System (HHSRS).
Regulatory Reform (Fire Safety) Order 2005	Requires fire safety risk assessments for all properties.
Gas Safety (Installation and Use) Regulations 1998	Mandates annual gas safety checks.
Electrical Safety Standards 2020	Requires EICR every 5 years for all rented properties.
Health and Safety at Work etc. Act 1974	Ensures safe working and living environments.

Management of Houses in Multiple
Occupation Regulations 2006

Defines landlord obligations for HMO
safety.

Control of Substances Hazardous to Health
Regulations 2002

Covers Legionella and damp control.

Energy Efficiency (Private Rented
Property) Regulations 2015

Requires EPC rating of C or above.

13. Impact and Equality Assessment

Nova-Star Supported Living ensures health and safety compliance is delivered fairly and inclusively. We make reasonable adjustments for residents with disabilities and provide accessible information on safety procedures.

Policy Information

Author	Version	Date Approved	Review Date
Head of Policy	1	Dec 2024	Dec 2026