



# Temporary Accommodation Guidance

Fourth edition – November 2021



## Introduction

In 2017 FPC the Fresh Produce Consortium published the first edition of 'FPC Guidance on provision of caravan accommodation for temporary workers in the UK', having recognised the need to provide guidance for members and others. Since then this guidance has been reviewed and updated. This is the fourth edition of the guidance and is published following an appraisal carried out by the Review Group.

Previously guidance has focused solely on caravan accommodation. The Review Group recognises that there is a range of accommodation available in the UK and has decided to include in this edition guidance not just on caravans but also on other types of temporary accommodation units, such as portacabins, bunkabins and pods. Much of the guidance is generic and relevant to all types of units, and any specific differences will be highlighted in the guidance and its checklist where appropriate.

Whilst some aspects of temporary worker accommodation may be covered adequately by legislative requirements, there are significant elements which are not, and where the industry could benefit from sharing good practice to ensure that workers employed in our industry live not only in a safe environment, but in one which is acceptable in terms of comfort and security. Improving conditions of accommodation for temporary workers will encourage retention in a changing environment for UK horticulture post-Brexit.

The period of continuous occupancy for a temporary worker is considered normally to be up to ten months.

This guidance is intended to cover England, Northern Ireland, Scotland and Wales. Any legislation specific to the devolved administrations is included and should be taken account of where appropriate.

**The site owner will need to check with the local planning authority to ensure that he or she complies with all relevant planning legislation and site licensing if required. This can also apply where units are replaced and where different types of units are installed.**

This guidance has been developed with advice and input from FPC members, the Gangmasters and Labour Abuse Authority, the UK Accommodation Working Group and the Ethical Trading Initiative's Retailer Group.

This guidance is not intended to be interpreted as being an industry standard for temporary accommodation units and we welcome comments from FPC members and other organisations on developing this guidance further on behalf of the UK fresh produce industry. Our intention is that this guidance should set out what is legally required, what makes good practice and identify aspects where the industry can work together to improve conditions for temporary workers.

The guidance includes a self-assessment checklist which is intended to be used by growers to assess the status of their accommodation against the benchmark indicators which include regulatory requirements and recommendations of good practice. The checklist is available from the FPC website as a downloadable separate Excel document. Growers should put in place a plan for making improvements to their accommodation, for example, where older units are in use. The aim of the

guidance is to enable the industry to work together over time to improve conditions where **necessary**.

**This edition includes an additional column in the self-assessment checklist where site operators can record an initial response before coming back to complete the full assessment. The Review Group decided that this inclusion is NOT appropriate for any items which are regulatory requirements and/or relate to fire, health and safety. The additional column is blanked off on the checklist to indicate those items where a full assessment must be completed.**

If you would like to provide feedback please email: [sian@freshproduce.org.uk](mailto:sian@freshproduce.org.uk).

*Supported by:*

*ASDA; Berry Gardens; Black Hat Compliance; Chingford; Co-op; Ethical Trading Initiative; Gangmasters and Labour Abuse Authority; HOPS Labour Solutions; International Procurement and Logistics; Marks and Spencer; Morrisons; Poupart; Sainsbury's; Tesco; Waitrose; Worldwide Fruit.*

**For ease of reference, here is a summary of changes made to this edition:**

Page no.	Section	Comment
6	Section 1: Legal requirements	Guidance extended to cover other types of temporary accommodation units as well as caravans such as portacabins, bunkabins and pods.
6 & 7  20 47	Section 1: Legal requirements - Planning Permission and requirements  Section 2: 2.7 Potable water References, sources of further information and websites	Reinforced extent of geographical coverage of guidance: England, Northern Ireland, Scotland and Wales.  Scottish planning permissions and exemption
6 7	Section 1: Legal requirements - Planning Permission and requirements Site with multiple units	Replacement of units and installation of different type of units.
8	Assurance schemes and standards	Updated Red Tractor Fresh Produce assurance scheme with Fresh Produce Standards November 2021 Version 5
11  11  22	Site risk assessment - fire risk  Site with multiple units – positioning of units, and qualification of requirements for existing sites and for new-build sites or where a site is completely overhauled or re-designed  2.11 Health and safety, fire and other hazards	Reinforced that advice should be taken from a suitably qualified and experienced fire risk assessor or fire safety practitioner.  Fire alarms rotary hand bells and electric howler fire alarms.
24	2.12 Provision of first aid and medical facilities	Incident book
25  38	2.13 Leisure, social and telecommunication facilities  Section 5: Self-assessment checklist	Many growers are providing outdoor facilities – this is included in the guidance and checklist.
26	Section 3: Site management	Suggestions for aspects of site manager training Covid-19 and other outbreaks
29	Section 5: Self-assessment checklist	Additional column for initial assessment of non regulatory/ health and safety items.
47	Additional references and sources of information	Inclusion of national regulations for Northern Ireland, Scotland and Wales Worker welfare Updated links

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## Section 1: Legal requirements, assurance schemes and standards

### Legal requirements

This guidance focuses on the provision of temporary accommodation for seasonal workers, including **caravans, bunkabins, caravans, pods and portacabins**. These accommodation units may be self-contained with sleeping, sanitary and cooking facilities, or there may be separate communal facilities provided such as a kitchen or toilet block.

A caravan is defined under legislation as "*any structure designed or adapted for human habitation which is capable of being moved from one place to another (whether by being towed, or by being transported on a motor vehicle or trailer) and any motor vehicle so designed or adapted*".

A three-part test has been developed by the courts to determine what is a caravan for planning purposes: construction, mobility, and size. **Therefore for the purposes of planning the definition includes other types of temporary accommodation units such as bunkabins, pods and portacabins.**

There are no comprehensive national or international regulations relating specifically to workers' temporary accommodation or for units used as temporary accommodation. However, regulatory requirements including the following covering health and safety, water supply and fire safety must be met for all types of accommodation:

- First aid must always be available on site and should meet the requirements of [The Health and Safety \(First Aid\) Regulations 1981](#); [The Health and Safety \(First-Aid\) \(Amendment\) Regulations \(Northern Ireland\) 2017](#);
- Water supplies must meet the appropriate standards set under the [Water Supply \(Water Quality\) Regulations 2000](#). (for England); or [The Water Supply \(Water Quality\) Regulations 2018](#) (for Wales); or [The Water Supply \(Water Quality\) Regulations \(Northern Ireland\) 2017](#); and [The Public Water Supplies \(Scotland\) Regulations 2014](#). Where private drinking water supplies are used, these must meet the requirements of the [Private Water Supplies Regulations 2009](#) (in England); [The Private Water Supplies \(Wales\) Regulations 2017](#); [The Private Water Supplies Regulations \(Northern Ireland\) 2017](#) and [The Water Intended for Human Consumption \(Private Supplies\) \(Scotland\) Regulations 2017](#).
- The [Environmental Protection Act 1990](#) (in England, Wales Northern Ireland and Scotland); [Environment \(Wales\) Act 2016](#) ; and [Waste Management \(Scotland\) Regulations 2011](#) defines the fundamental structure and authority for waste management and control of emissions into the environment.
- A fire safety risk assessment should be carried out prior to occupancy in accordance with the [Regulatory Reform \(Fire Safety\) Order 2005](#) (England and Wales); [The Fire Safety Regulations \(Northern Ireland\) 2010](#) and [The Fire \(Scotland\) Act 2005](#) and [Fire Safety \(Scotland\) Regulations 2006](#).
- The [Furniture and Furnishings \(Fire\) \(Safety\) Regulations 1988](#) (as amended) sets levels of fire resistance for domestic upholstered furniture, furnishings and other products containing upholstery and responsibilities which apply to the supplier of the furniture, including a landlord letting property as a source of income.

## Planning Permission and requirements

Planning permission will usually be required to house caravans or other types of units on site for temporary workers. Under [The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#) (as amended); or [The Town and Country Planning \(General Permitted Development\) \(Amendment\) \(Wales\) Order 2021](#); [The Town and Country Planning \(General Permitted Development\) \(Scotland\) Order 1992](#) and [amendment in 2014](#), there are some permitted development rights for the stationing of accommodation units on nursery sites, if they are there for a short period of time and then removed. However, in practice, it is more likely that planning permission will be required.

Site owners should take account of any alterations made to their site, for example, changing the type of units and their locations, and where units such as pods are clipped together. This can also impact potentially on walkways, spacing, and require a new risk assessment (e.g. for fire safety, drainage and lighting).

Supporting facilities, such as communal rooms, separate kitchen, shower and toilet blocks may also require an application for planning permission.

Individual local authorities may attach conditions regarding their interpretation of requirements on the following:

- Density and space between caravans and other types of temporary accommodation units.
- Roads and footpaths.
- Hard standings.
- Drainage, sanitation and washing facilities.
- Water supply.
- Refuse disposal.
- Firefighting appliances: fire points; firefighting equipment; fire warning; maintenance; fire notices; fire hazards; note on fire hydrant; telephones.
- Storage of liquefied petroleum gas.
- Electric installations.
- Storage space.
- Car parking.
- Recreation space.

**Whilst this guidance provides advice and recommendations on the above elements in the following section, you must always ensure that primarily you meet the requirements of your local**

**planning authority. The legal requirements may differ case by case, depending on the characteristics of the use, the site's planning history and the law.**

**Site owners should check with their local authority whether or not they require any planning permission and a caravan site licence.**

**'The Caravan Sites and Control of Development Act 1960 – First Schedule – Cases where a caravan site licence is not required' includes an exemption for 'Agricultural and forestry workers' : Subject to the provisions of paragraph 13 of this Schedule, a site licence shall not be required for the use as a caravan site of agricultural land for the accommodation during a particular season of a person or persons employed in farming operations on land in the same occupation.'**

[The Town and Country Planning \(General Permitted Development\) \(Scotland\) Order 1992](#) also applies permitted development rights in Scotland in addition to Schedule 1 of the Caravan Sites and Control of Development Act 1960 as above.

**It should be noted that this exemption can be removed by a local authority and therefore site operators must contact their local authority to check if planning permission and/or a licence is required.** Angus Council has removed the seasonal worker caravan site licensing exemption and therefore all seasonal worker caravan sites in Angus must be licensed.

## **Assurance schemes and standards**

There are a number of different assurance schemes and standards which are used in the UK fresh produce industry. These include:

### **Gangmasters and Labour Abuse Authority Standards**

Accommodation may be provided by a licensed GLAA gangmaster. Certain Standards of [The Gangmasters and Labour Abuse Authority](#) apply to accommodation and the GLAA provides guidance on when a licence holder is considered as providing accommodation – see Appendix 3 for more details.

Whilst a company may not be directly providing temporary accommodation to workers Labour Users have a responsibility to ensure that temporary workers are housed in suitable accommodation which is safe and comfortable.

The [Ethical Trading Initiative \(ETI\) Base Code](#) is founded on the conventions of the [International Labour Organisation \(ILO\)](#) and is an internationally recognised code of labour practice. Assurance schemes and standards which use the ETI Base Code as a means of auditing or reviewing conditions in place can refer to ETI principle 3: Working conditions are safe and hygienic, which states '*Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers*'.

The [Red Tractor Fresh Produce Standards](#) include the standard (PL.6 – revised November 2021) that *'Any temporary, on site accommodation provided must be habitable and have basic services'*. This is measured on the following basis:

- Accommodation, as provided, is sanitary and fit for purpose (e.g. sound roof, windows and doors).
- A clean and functioning refrigerator is available for food storage.
- Potable water is available for drinking and hot water for washing.
- Sanitary washing and toilet facilities are available.
- Heating facilities are present if accommodation is used between 1 October and 31 March.
- Fire safety precautions are in place (e.g. smoke alarm, fire extinguisher).
- Electrical installations are inspected annually (for every 3 years if underground) by a qualified electrician.
- Gas installations must be maintained at least annually by a qualified gas engineer.

## Section 2: Benchmark indicators

Good and best practice is continually evolving and we have set out to capture and share those elements which we believe should be common practice among providers of temporary accommodation in the UK.

The following benchmark indicators are based on regulatory requirements, recommendations from a number of sources, including the [Association of Labour Providers](#) (ALP), local authority guidance on caravan sites, fire safety advice, and the [International Finance Corporation and the European Bank for Reconstruction and Development \(IFPC/EBRD\) guidance note 'Workers' accommodation: processes and standards'](#). Where a reference to a source is not given, recommendations are based on the advice and experience of the FPC Industry and Stakeholder Review Group.

**It is recognised that not all accommodation may meet each recommendation for good practice at this stage, and in some cases alternative suggestions are given to make short-term improvements. The self-help checklist will help growers identify those areas which they wish to prioritise in order to phase in improvements over time.**

A series of visuals are included within some of the following sections to support the guidance and the checklist. These visuals indicate some, but not all of the benchmark indicators, and should be used with the guidance, not as a stand-alone tool.

### Carrying out a specific risk assessment for your site

It is vital that a fire safety risk assessment is carried out for your site which will take into account the specific features of your site and temporary accommodation units. There are many types of sites and temporary accommodation units and this guidance recognises that your site may have its own unique set of features which will need to be taken into account. You will see several references in the following sections (in particular relating to fire safety, flooding, parking, access for emergency vehicles, provision of facilities), to carrying out a risk assessment and you can find advice and information from the [Health and Safety Executive](#).

#### 2.1 External site

Benchmark:

- The location of accommodation should avoid safety hazards such as machinery, ideally away from flooding and other natural hazards. The [Environment Agency's Flood Risk Map](#) will indicate if the site is in an area for potential flooding.
- The site should be adequately drained to avoid accumulation of stagnant water.
- Water pipes and site drainage should be approved by the local authority as compliant with relevant Building Regulations.
- Where possible, accommodation should be located within a reasonable distance from the place of work, otherwise consideration should be made to provide transport from the accommodation to the place of work.

- Refer to the requirements of your local authority planning authority and expert advice from a fire safety officer/consultant with regard to what is appropriate for your site. It is recognised that planning permission requirements may change over time.

### Fire Risk Assessors

Advice should be obtained from a suitably qualified and experienced fire risk assessor or fire safety practitioner. A number of bodies including the Institution of Fire Engineers and Fire Industry Association maintain a [register of persons and companies who are competent to carry out fire risk assessments](#).

### Site with multiple units

- Any gateway to the site should have a minimum 3.2 metres wide with a 3.7 metres height clearance\*.
- Emergency vehicle routes should be visible and clear of obstruction.
- Carriageways should be at least 3.7 metres wide\*, to enable access for emergency vehicles.
- Warning notices should be displayed about overhead electric lines displayed at site entrance and on line supports.
- Overhead cables across roads should be at least 4.5 metres high\*.
- Where trees are present on site they should be maintained, particularly where trees are close to units and branches could overhang units.
- Pedestrian and traffic routes should be safe for residents.
- Carriageways should be within 45 metres\* of all units and toilet blocks.
- Each unit and toilet block should be connected to the main carriageway by a footpath at least 0.75 metres wide\*, and surfaced with a suitable material.
- Site boundaries should be delineated on the ground by fencing or other means.
- Parking may be permitted next to a unit and consideration should be given to the proximity to other units (**refer to your local authority's guidance and advice from fire safety expert specific to your site**). Good practice is not to park next to a unit, however, you should carry out a risk assessment of your site and identify appropriate measures to mitigate any risk where it is not possible to avoid parking next to a unit.
- Designated parking areas should be sufficient (<11 cars minimum 10 metres away from any unit/>10 cars minimum 18 metres).
- The positioning of units in relation to any public road and spacing between units should be based upon consultation with a qualified fire safety professional and evidenced with the appropriate risk assessment.

**For new-build sites or where a site is completely overhauled or re-designed**, no unit shall be stationed within 6 metres of any public road, or within 6 metres of another unit (3.5 metres corner to corner if units are staggered). \*

**It is recognised that existing sites will have been designed to comply with previous fire safety requirements for distances and for this reason may therefore not meet a spacing of**

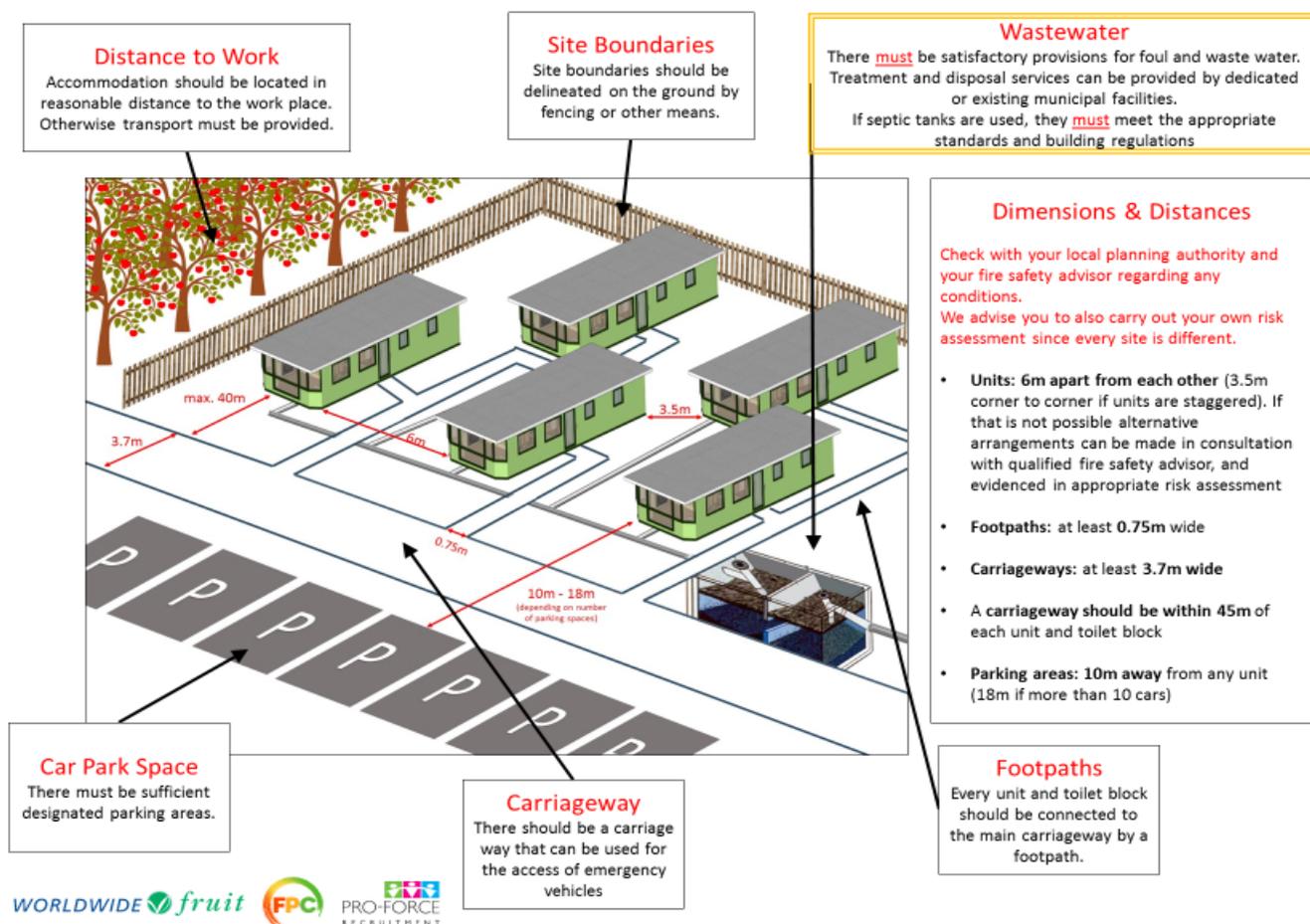
**6 metres. In these cases other arrangements may be made, in consultation with a qualified fire safety professional and evidenced with the appropriate risk assessment.**

*\*This follows advice provided by [the British Holiday & Home Parks Association](#) and the [Caravan and Motorhome Club](#).*

### ‘Summer camps’

Temporary accommodation which will only be occupied for a few weeks over the summer period may be covered by temporary planning permission. You may not be permitted to put in place more permanent structures, e.g. paths. Check with your local authority for its requirements.

### External Site (section 2.1)



## 2.2 Room space

Temporary accommodation units should be able to be kept clean and be provided in a good condition, with sufficient space to allow workers to rest properly and maintain good standards of hygiene. It remains the responsibility of the provider of the accommodation to ensure that units and sanitary facilities are in good condition. Adequate numbers of beds and of an appropriate size are essential. There should be sufficient living space for the number of persons accommodated within the unit such that a comfortable level of personal space is provided.

In accordance with [BSI Standard: 'Leisure accommodation vehicles – caravan holiday homes – habitation requirements relating to health and safety'](#), caravan manufacturers set the level of occupancy based on the number of berths provided. However, some caravans may have a bedroom with a small bed intended for use by a child which would not be suitable for an adult. In this case, the bed would need to be changed or if this was not possible, then the room should not be used as a bedroom for an adult.

Bedroom sizes must be assessed to determine suitable occupancy numbers e.g. twin room sizes may not prove suitable for two adults. The following criteria are proposed for use to define the minimum requirements when determining whether a room is suitable as a bedroom for one or more adults:

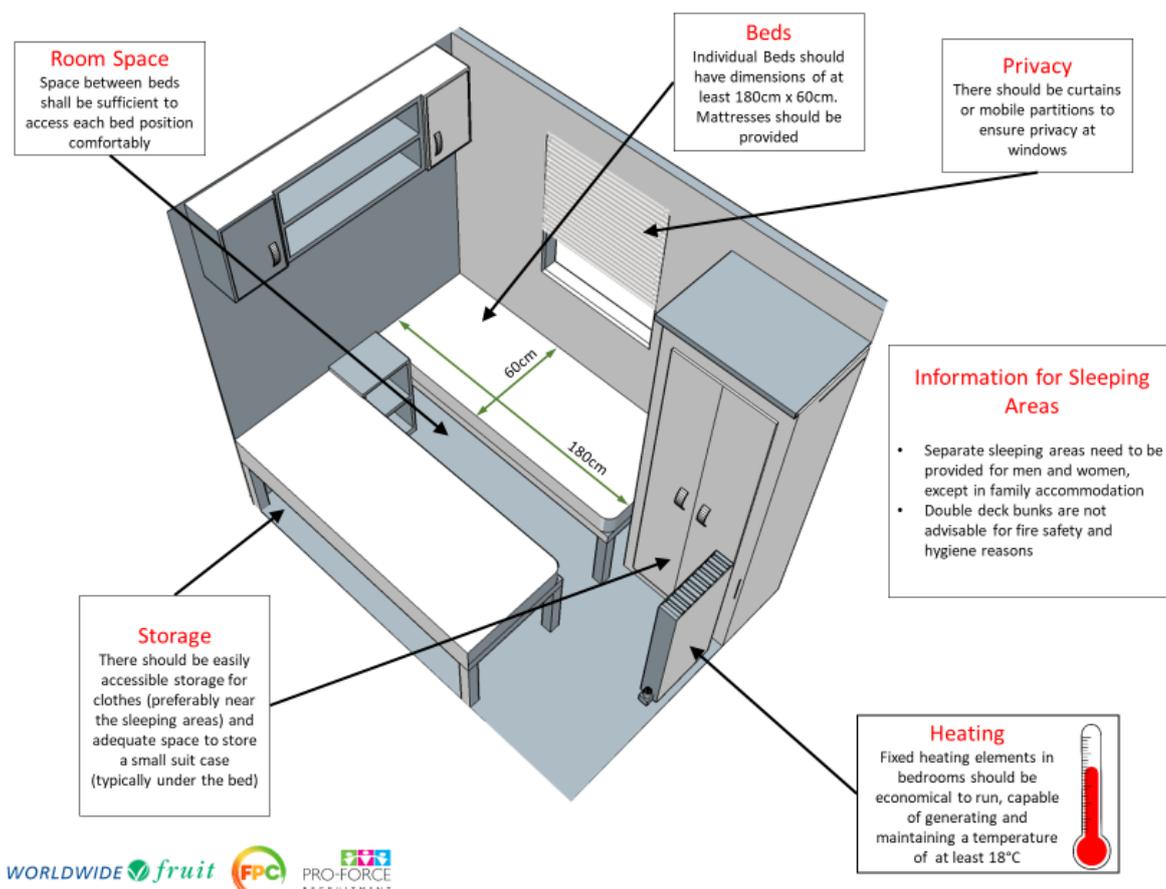
- The individual beds shall be a minimum of 1800 mm long.
- The individual beds shall be a minimum of 600 mm wide.
- The space between the beds shall be sufficient to access each bed position comfortably.

The number of residents should be checked frequently to ensure there is an acceptable level of occupancy and to avoid overcrowding and safety issues.

- Access doors to each unit should be lockable; it is good practice that unit locks can be opened from the inside without a key. Many units still have key locks and therefore a fire safety risk assessment will determine alternative measures (see section on health and safety, fire and other hazards).
- There should be mobile partitions or curtains to ensure privacy at windows.
- Every unit should be provided with adequate furniture such as table, chairs, a mirror and adequate illumination.
- Separate sleeping areas are provided for men and women, except in family accommodation.
- A separate bed for each worker is provided and the practice of 'hot bedding' is not permitted.
- Double deck bunks are not advisable for fire safety and hygiene reasons.
- Each worker is provided with a mattress as a minimum. Workers should be advised in their recruitment pack whether they should provide their own pillow, cover and clean bedding.
- Facilities for the storage of personal belongings for workers are provided. It is suggested that there should be adequate space to store a small suitcase (typically under the bed or in a central store) and to store clothes in an easily accessible location, preferably close to the sleeping areas. Separate storage for work boots and other personal protection equipment, as well as drying/airing areas may need to be provided depending on time of year/weather conditions.

- Floors should be of a material which is easily cleanable with domestic cleaning products/appliances.
- Secure non-slip steps with uniform rise should be provided where necessary to access an accommodation unit. In accordance with Building Regulations, a hand or rail grab should be fitted where the rise of the steps requires this or to prevent trips or falls between uneven surfaces.
- The structural integrity of the units must be checked frequently (monthly/quarterly checks) to identify and remedy any defects e.g. loose canopies/porches or damaged ceilings.
- The area underneath each unit should be kept clear at all times and no combustible material should be stored underneath.
- The site should be kept clear of pests.

## Room Space (section 2.2)



## 2.3 Heating, lighting and ventilation

Benchmark:

- The accommodation must be kept wind and watertight and in good repair.
- Precautions should be in place to protect against frost in the winter months to ensure that the unit is comfortable and that sanitary and toilet facilities function correctly.
- Heating and ventilation should be appropriate for the climatic conditions and time of year of occupancy. Units which are occupied for a few weeks in the summer will not have the same heating and ventilation requirements as for units occupied up to ten months.
- Heating must be adequate and economical to run. As a recommendation, appliances should be designed to be capable of raising and maintaining the temperature in areas when occupied by workers to the indoor temperature of at least 18°C (recommended by Public Health England '*The Cold Weather Plan for England: Protecting health and reducing harm from cold weather*' October 2018).
- Gas installations must be maintained at least annually by a suitably qualified person registered with the [Gas Safe Register](#) and records kept for at least two years. Tenants should be provided with a copy of the gas safety certificate, displayed on the wall in the unit. It is recommended that originals be kept in the office.
- Storage of LPG bottles should be at a safe distance from the units and replacement should be carried out by the site manager or a designated person. LPG cylinders should be stored in accordance with [UKLPG Code of Practice No. 7 'Storage of Full and Empty LPG Cylinders and Cartridges'](#). Separation distances vary depending on the quantities of LPG being stored.
- Adequate ventilation should be provided for all rooms by a window or mechanical ventilation.
- Permanent ventilation should be provided in rooms with gas heating appliances.
- Both natural and artificial lighting should be provided and maintained. It is best practice that the window area represents not less than 5% to 10% of the floor area.
- An adequate number of electrical sockets should be provided in each unit to discourage the inappropriate use of multi-adaptors.
- Approved electrical outlets should be installed in accordance with [British Standard 7671](#) (wiring regulations). Electrical installations must be inspected once every 12 months or every 3 years if underground by a qualified electrician who provides an inspection certificate to the site manager.
- Electrical appliances supplied should have a CE manufacturers' (European law compliance) marking.
- It is good practice to have a system in place to check all portable electrical appliances, including those brought on site by residents, at least every 12 months and have an in date PAT (portable appliance test) sticker/re-test date sticker on each plug. It is recommended that workers are advised as part of their induction of the importance of PAT testing for their own safety and that the site manager should facilitate periodic PAT testing for personal electrical appliances.
- Emergency lighting should be fitted in communal areas (e.g. kitchen, toilet and shower blocks).

- Alarms and detectors should be tested weekly, with records of inspection maintained on site for inspection.

## 2.4 Sanitary and toilet facilities

Sanitary facilities include toilets, urinals, washbasins and showers, all of which should be kept clean and in fully working condition.

- Facilities should be easily cleanable.
- Adequate privacy should be ensured, including lockable doors.
- Hand wash basins and showers must be provided, kept in good working condition and cleaned frequently.
- Hand wash facilities should consist of a tap providing hot water, a basin, soap (in communal areas) and a hygienic means of drying hands. Shower cubicles should have curtains or doors.
- Adequate drying/changing space should be available.
- Suitable light should be provided.
- Shower/bathroom facilities should be provided with a constant supply of cold and hot running water.
- Toilets must be ventilated by natural or mechanical means.
- Shower facilities and related plumbing must be designed, installed, cleaned, disinfected and managed. A testing regime should include flushing prior to the start of the season and during the season.
- Any non-mains stored water (non-potable) facility should be tested in accordance with the [Health and Safety Commission's Approved Code of Practice 'Legionnaires disease: the control of legionella bacteria in water systems'](#) ISBN 978 0717 617722. The management system and risk assessment should include obtaining satisfactory sample results from a UKAS accredited laboratory before the showers are first used or at the start of each season and thereafter in accordance with the requirements of the site risk assessment
- Toilets should be accessible without any individual having to pass through any sleeping room in a unit.

### Communal sanitary and toilet facilities

- An adequate number of hand wash facilities should be provided based on a risk assessment. The British Holiday & Home Parks Association (BHHPA) advises one unit to each 10 persons.
- An adequate number of shower/bathroom facilities should be provided to cover times of peak demand based on a risk assessment. In practice one unit to 10 persons is recommended by BHHPA.
- In communal areas there should be segregation of male/female showers.
- Flooring for showers should be of an anti-slip hard washable material.
- Unless adequate natural ventilation is provided, shower/bathrooms must be ventilated to prevent build-up of condensation and mould, in accordance with Building Regulations.
- An adequate number of toilets should be provided for workers to provide privacy based on a risk assessment. If toilets are shared by more than 5 people, then separate male and female facilities should be provided.

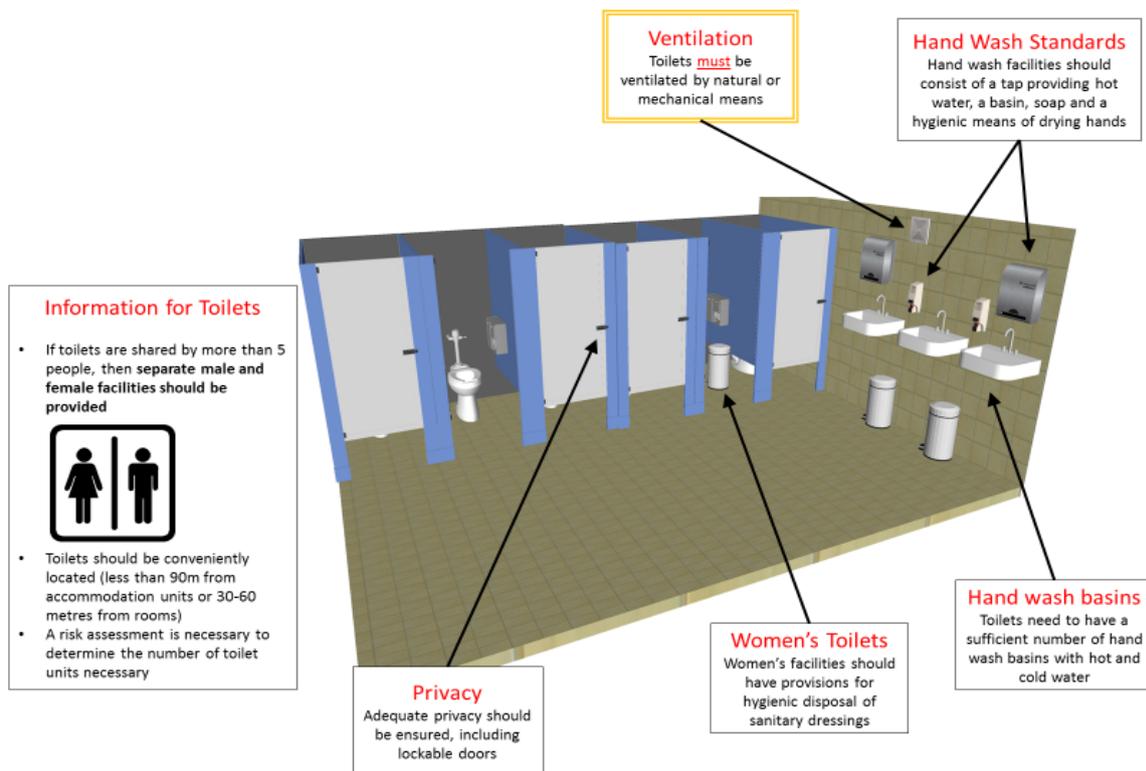
- Toilet facilities should be conveniently located and easily accessible. A recommendation is for the location of toilet facilities to be less than 90 metres\* from accommodation units where separate communal facilities are provided, and from 30 to 60 metres\* from rooms.
- Women's facilities should have provision for hygienic disposal of sanitary dressings.
- Facilities should meet the requirements of Building Regulations in terms of illumination, ventilation or external windows, and have sufficient hand wash basins with hot and cold water.

*\*This follows advice provided by [the British Holiday & Home Parks Association](#) and the [Caravan and Motorhome Club](#). If this is not achievable, then other arrangements may be made, in consultation with a qualified fire safety professional and evidenced with the appropriate risk assessment.*

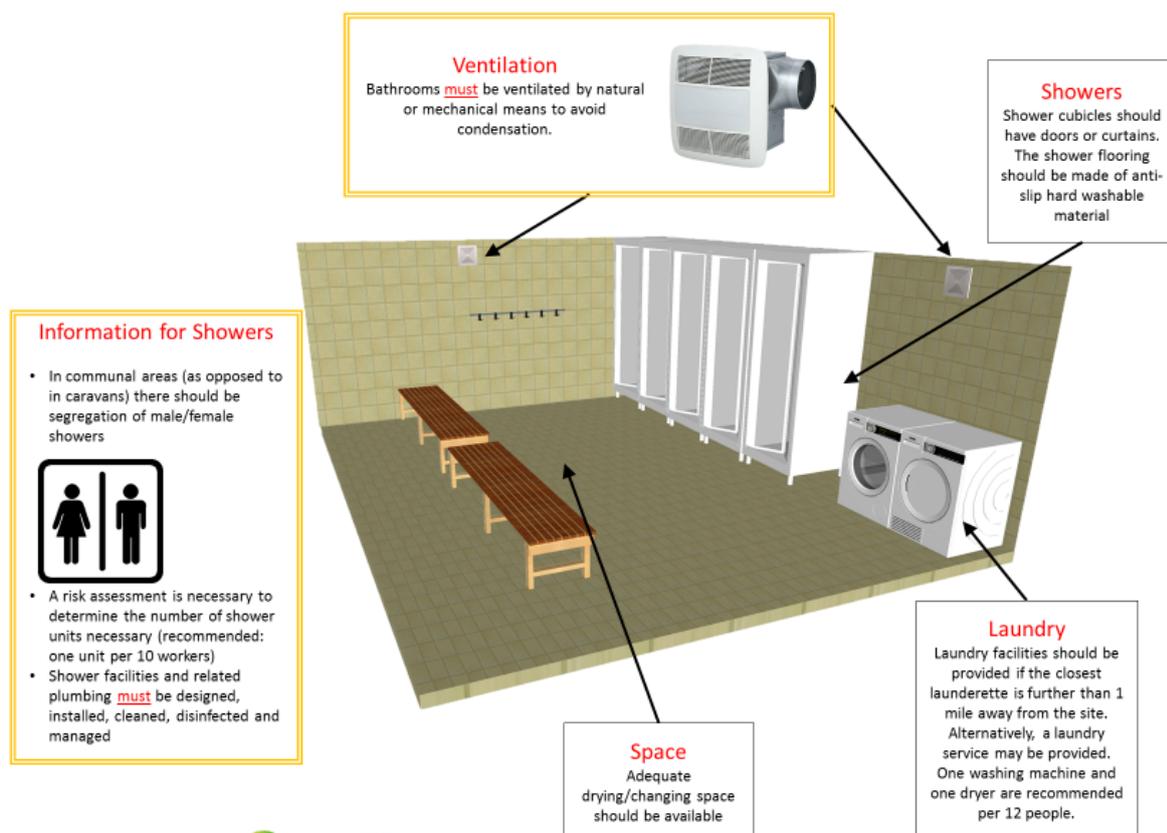
## **2.5 Laundry facilities**

Benchmark:

- If a launderette is further than one mile away from the site adequate facilities for washing and drying clothes should be provided based on a risk assessment or alternatively a laundry service may be provided.
- Adequate drying facilities will vary depending on the geographical location of the site and the time of year of occupancy.
- Facilities will need to be able to cope with demand at peak times, e.g. return of workers following completion of shifts.
- Facilities can range from providing sinks or tubs with hot and cold water, cleaning soap and drying rooms to providing washing machines (domestic or industrial) and dryers.
- If you provide washing machines and dryers, one washing machine and one tumble dryer per 12 people is good practice. However, it is recognised that this may not be achievable currently and it is recognised that the present ratio is on average one washing machine/tumble dryer per 20 people.



## Communal Area – Bathroom (section 2.4) – Laundry (section 2.5)



## 2.6 Cooking facilities

Benchmark:

- Gas installations must be maintained at least annually by a suitably qualified person registered with the [Gas Safe Register](#) and records kept for at least two years. Workers should be provided with a copy of the gas safety certificate, posted on a wall.
- Wall surfaces adjacent to cooking areas are made of fire-resistant materials.
- There should be adequate natural or mechanical ventilation.
- Adequate facilities for cleaning and storage of cooking utensils and equipment are provided.
- Sealable containers should be provided for kitchen/general waste and checks should be made to ensure that waste is not accumulating.
- Sufficient space for the preparation of food and eating should be provided, and should conform to hygiene and safety requirements, including protection against contamination between and during food preparation.
- There must be sufficient space for dry storage of food based on a risk assessment.
- There must be sufficient refrigerated space for food based on a risk assessment, with a maximum temperature of 5°C.

In the unit:

- Based on a risk assessment, adequate cooking facilities should be provided. In a unit cooking facilities may comprise an oven or microwave. The cooker should have a minimum of 2 burners/hobs, and be located in a safe position away from doorways.

For a single unit, a sink with hot and cold potable water, connected to a suitable drainage system, should be provided, with materials for hygienic drying.

In a communal kitchen:

- The cooking area for workers should be separate from sleeping areas. Toilets and bathrooms should not be accessed directly from a kitchen.
- In communal kitchens an appropriate combination of oven, grill and microwave) should be provided for up to 5 people, with double bowled sink and drainer, or single sink and drainer (up to 10 people).
- In communal areas a heat detector should be located in the cooking area.
- A fire blanket and fire door should be installed based on professional advice from Fire Service or advisor.
- Lighting should be of sufficient intensity to enable effective cleaning.
- There should be sufficient 13 amp electrical sockets above the work surface for appliances, with dedicated sockets for fridge/microwave/oven.
- Food preparation tables are equipped with a smooth durable non-corrosive washable surface made of non-toxic materials.
- To facilitate easy cleaning, it is good practice that stoves are not sealed against a wall, benches and fixtures are not built into the floor.
- Floor, ceilings and walls, cupboards and other fixtures should be made of easily cleanable materials e.g. laminated board. Provision of adequate freezer space should be considered.

## 2.7 Potable water

Workers should always have easy access to an adequate, constant supply of potable water.

- All water supplies must meet the standards set under the [Water Supply \(Water Quality\) Regulations 2000](#) (for England); or [The Water Supply \(Water Quality\) Regulations 2018](#) (for Wales); or [The Water Supply \(Water Quality\) Regulations \(Northern Ireland\) 2017](#); and [The Public Water Supplies \(Scotland\) Regulations 2014](#)
- Where water is supplied by private water supply, e.g. borehole, and is to be used for drinking or any other domestic purpose, the water supply must comply with relevant legislation ([Private Water Supplies Regulations 2016](#) – England); [The Private Water Supplies \(Wales\) Regulations 2017](#); [The Private Water Supplies Regulations \(Northern Ireland\) 2017](#) and [The Water Intended for Human Consumption \(Private Supplies\) \(Scotland\) Regulations 2017](#).
- Drinking water must meet UK drinking water standards and be monitored regularly.

- Tanks used for the storage of drinking water must be constructed and covered to prevent water becoming polluted or contaminated.
- All appliances conveying water for domestic uses should be of an appropriate standard (British Standards) and comply with the [Water Quality \(Water Fittings\) Regulations 1999](#) (England and Wales); [The Water Supply \(Water Fittings\) \(Scotland\) Byelaws 2014](#); [The Water Supply \(Water Fittings\) Regulations \(Northern Ireland\) 2009](#). Where such systems are connected to private water supplies the Water Quality (Water Fittings) Regulations should be used as a source of good practice.
- A water safety plan is recommended to identify any risks to the supply and contingency measures to maintain a supply to workers.

## 2.8 Wastewater and solid waste

Wastewater treatment and effluent discharge as well as solid waste treatment and disposal must comply with local effluent discharge standards and be adequately designed to prevent contamination of any water body, and without causing any significant impacts on site residents, the environment or local communities.

Benchmark:

- Treatment and disposal services can be either provided by dedicated or existing municipal facilities.
- Septic tanks must meet the appropriate standards and building regulations.
- [The Association of Labour Providers](#) recommends that units with their own plumbing system should be connected to the foul drainage system. The connection should be sealable when not in use.

### Drainage and sanitation

- There must be satisfactory provision for foul and waste water drainage from each caravan, either by connection to a public foul water sewer, where available, or sewage treatment works or by discharge to a properly constructed and installed septic tank or cesspool, approved by the local authority. Systems must comply with the [Environment Agency General Binding Rules and/or a permit from the Environment Agency](#) must be obtained where appropriate.
- Sewage systems including associated pipework and other appliances should be installed by a competent installer. All sewage treatment and containment units must meet approved standards of construction.
  - The foul water treatment or containment facility must be of sufficient capacity for the number of persons living in the units and for the type of effluent that it is intended to receive.

- Septic tanks and cesspools must be emptied/de-sludged and maintained as often as necessary to prevent the blockage of below ground drainage fields or the uncontrolled release of sewage.
- At no time must the foul and waste water systems pollute any land or watercourse or pose a risk to public health or cause a nuisance.
- Where units are occupied temporarily the sewage system must be sufficient to cope with the periodic loading of waste water/material.

#### **Solid waste**

- An adequate number of specific containers for rubbish collection should be provided and emptied regularly. Where possible, containers should be fire resistant.
- Rubbish containers should be located at a distance away from each accommodation unit in accordance with Building Regulations or advice from your Environmental Health Officer on a wooden, metal or concrete stand.

### **2.9 Pest control and extermination**

- Pest extermination, pest control and disinfection are carried out throughout the accommodation and site in compliance with a relevant risk assessment.
- Pest monitoring should be performed on a regular basis to prevent any infestation.

### **2.10 Security of accommodation**

Adequate security should be in place on site to protect workers' property against theft and any procedures should be communicated to residents. Provision of security for valuable personal items such as passports should be considered.

### **2.11 Health and safety, fire and other hazards**

A specific health and safety fire risk assessment must be completed prior to occupation and reviewed annually or when any changes are made on site. Professional advice from a suitably qualified and experienced fire risk assessor or fire safety practitioner will determine the necessary compliance which may include the provision of fire points, fire hoses, standpoints and means of communicating with emergency services. The company providing extinguishers will also provide a service to meet legal requirements.

- Fire extinguishers, as required by the risk assessment, should be clearly marked, easily accessible close to the exit of each unit, and within 30 metres\* at every unit.

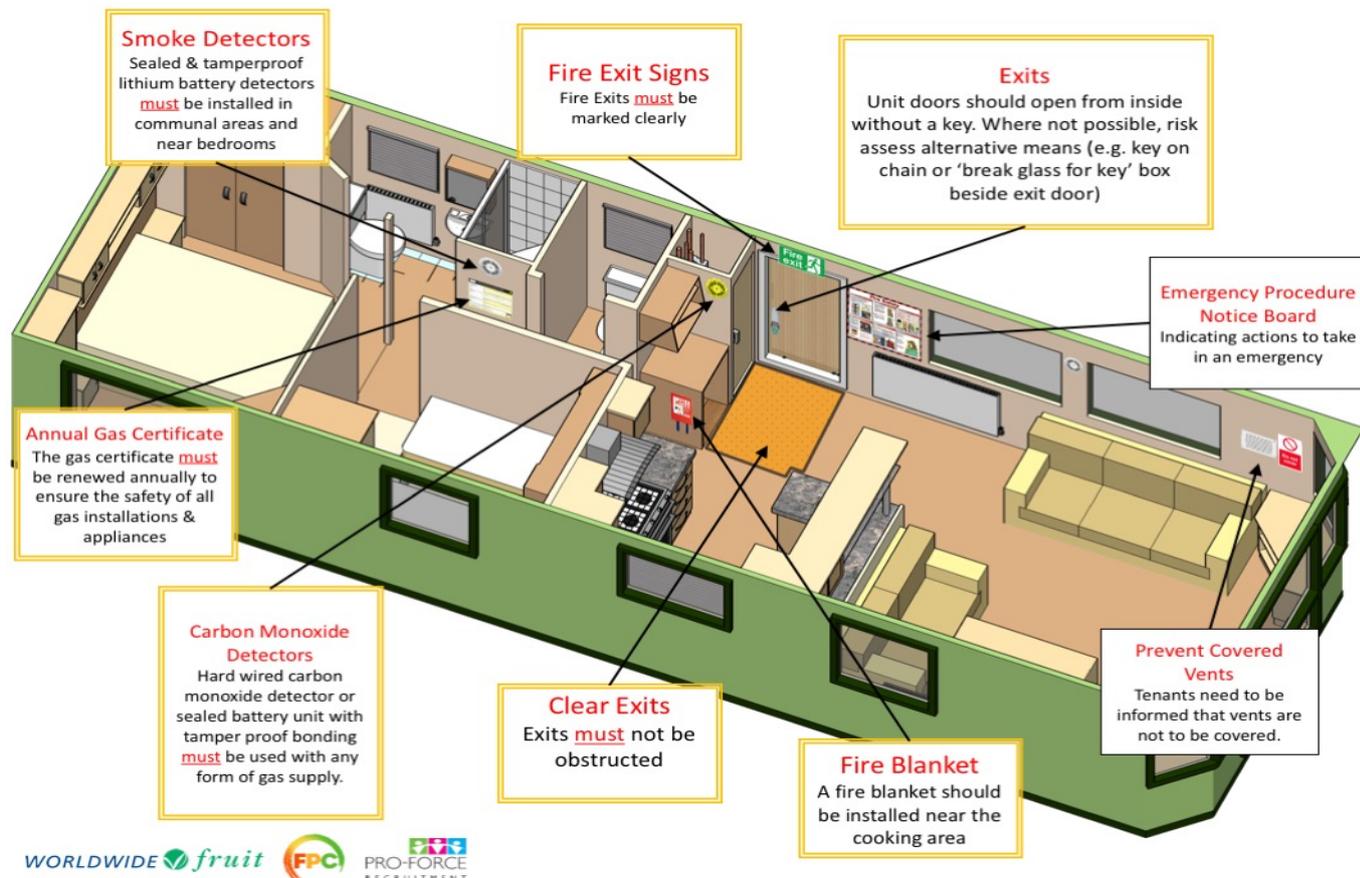
- Water (gas expelled) extinguishers (9 litre capacity) compliant with [British Standard 5423:1977](#) should be located at each fire point and suitably protected from frost.
- In communal areas fire exits and routes should be clearly defined and free of obstacles, and be able to be opened without the use of a key.
- In units, any secondary exit via a window should be risk assessed to include the drop from the window and exterior surface.
- Fire assembly points should be positioned safely away from carriageways and clearly marked.
- Notices should be displayed in each unit and any communal areas, ideally in the residents' first language or using pictograms indicating: action to take in the event of an emergency; emergency numbers; site manager contact details; full address of the premises and OS map reference. The TUC provides advice on the [use of pictograms for health and safety information](#).
- A safety assessment and emergency action plan must be prepared, be communicated to and made available to residents. The plan should include training of fire wardens, periodic testing and monitoring of fire safety equipment and periodic drills. The action plan must be communicated as part of a worker's induction.
- Regular inspection must be undertaken of electrical fixed wiring, fixed and portable appliances and installations to ensure that they are safe and properly maintained. Any defects must be resolved. Inspection certificates should be kept on site.
- In each unit either hard wired or, as a minimum, tamper proof lithium battery smoke detectors should be fixed securely in position to prevent unauthorised removal. Smoke detectors should be fitted near sleeping areas (and away from cooking areas where heat alarms should be fitted to avoid false alarms leading to complacency). It may be prudent to put in more than one detector in larger units.
- Where gas is supplied, a carbon monoxide detector must be fixed securely to prevent unauthorised removal.
- Liquid Petroleum Gas cylinders must be connected to the unit in an upright position and stand on a hard surface and/or be chained.
- Alarms and detectors should be tested weekly. Fire alarm rotary hand bells should be checked for corrosion and should be audible across the site. It is good practice to replace these with electric howler firm alarms on smaller sites.
- Records of inspection should be maintained on site for inspection.
- A flood risk assessment should be carried out and advice, if appropriate, on warnings/what to do in the case of flooding provided to residents based on advice from the Environment Agency.
- All windows which can be opened should not fitted with bars or grills so that they can be used in the event of an emergency.
- It is good practice that unit locks should be opened from the inside without a key. Many units still have key locks and therefore a fire safety risk assessment will determine suitable alternative measures, for example, having a key on a chain, or a break glass for key box located by the exit door.
- Units should be inspected frequently for damp and mould which should be removed immediately with a suitable fungicidal treatment and redecorated if necessary.

## FPC Guidance on provision of temporary accommodation units for workers in the UK

- Furniture and furnishings supplied in the accommodation must comply with all relevant legislation (e.g. [Furniture and Furnishings \(Fire\) \(Safety\) Regulations 1988](#)).
- Adequate external lighting should be provided for residents to see their way at night.

*\*This follows advice provided by [the British Holiday & Home Parks Association](#) and the [Caravan and Motorhome Club](#). If this is not achievable, then other arrangements may be made, in consultation with a qualified fire safety professional and evidenced with the appropriate risk assessment.*

## Health and safety, fire and other hazards (section 2.11)



## 2.12 Provision of first aid and medical facilities

First aid must always be available on site and should meet the requirements of the [Health and Safety \(First Aid\) Regulations 1981](#).

Benchmark:

- Based on a risk assessment an adequate number of first aid kits for the number of residents should be available in a communal area.
- First aid kits must be adequately stocked.
- A 24/7 first aid service/facility should be available, including local NHS provision.
- An adequate number of staff/workers should be trained to provide first aid.

Workers should have easy access to medical facilities and medical staff such as a GP (attending as a temporary patient without having to register if their stay is less than 3 months).

**Accident record book**

An accident record book is a legal requirement on a site to record and report details of specified work-related injuries and incidents.

### **2.13 Leisure, social and telecommunication facilities**

Adequate leisure and social facilities are important for workers to rest and socialise in their free time, particularly where workers' accommodation is located in a remote area away from a community. Adequate means to communicate with the outside world is important for workers living away from families. Consideration of cultural and religious observances should be made.

Benchmark:

- Consider provision of outdoor and indoor facilities for use in bad weather. Any social areas must be safe and compliant with relevant legislation.
- If regular public transportation is not available to a nearby shop, then transport should be provided to facilities at least once a week.

### **Section 3: Site management**

A written management plan should be in place including management policies or plans on health and safety, security, living conditions, workers' rights and representation, relationships with the local community and grievance processes.

There is a combination of responsibilities held between the company, site manager, any contractor and the residents.

A clear mechanism by which residents can raise any concerns and make suggestions for improvements should be in place, including a process for providing feedback and resolving issues. The site manager should be suitably experienced in how to address any complaints or issues which are reported by residents.

The site manager will be responsible for overseeing residents, and ensuring the implementation of accommodation standards and for the implementation of the management plan. It is important that the manager is suitably experienced and competent, with the corresponding authority, to carry out his/her role.

Suitable training may include: first aid; health and safety; incident recording; machinery; hazardous substances; fire safety; legionella awareness; mental health awareness; equality and diversity; risk assessment, manual handling, experience of managing people, systems, policies and procedures.

If the facility is being managed by a contractor, the standards should be specified in the contract and mechanisms put in place to ensure that they are implemented. There should be clear contractual management responsibilities, monitoring and reporting requirements. It is the responsibility of the business/grower who is working with the contractor to ensure that all conditions of accommodation are being monitored and meet the necessary requirements.

The company in charge of managing the accommodation should have the prime responsibility for ensuring the workers' physical well-being and safety. This involves making sure that facilities are kept in good condition (e.g. respecting sanitary standards and fire regulations), as outlined in this guidance, and that adequate health and safety plans and standards are designed and implemented. A pest control plan should be in place with regular inspection of the site and units and any follow up steps taken to eradicate pests by a suitably qualified person.

Sources of other guidance on worker welfare and engagement (with reference to accommodation) are included in the reference section.

Workers should be advised through their recruitment package of what facilities are provided by the site owner or whether they will need to provide their own, e.g. bed linen.

An induction should be provided for workers regarding health and safety requirements, fire safety and hygiene standards. Names of contacts as well as emergency contact numbers must be provided and kept up-to-date. A register of employees should be maintained by the site manager, with information on next of kin and emergency contacts and any relevant medical information (e.g. allergies).

Any breakdowns of equipment or breakages should be reported to the site manager and dealt with as soon as practicably possible. This should be an obligation included in the induction for residents.

Records of inspections must be maintained, dates carried out, hazards identified and remedial action undertaken.

A risk assessment will determine the required frequency of inspections. Recommendations vary, and good practice can include weekly or fortnightly checks to identify any problems and resolve them in a timely way.

The person in charge of managing the accommodation has a [specific duty to report to the health authorities](#) any outbreak of a contagious disease, food poisoning and other important casualties. Under the HSE, RIDDOR only requires you to report accidents if they happen 'out of or in connection with work'.

In the event of a local or national viral outbreak such as Covid-19, additional statutory requirements must be followed and site managers should take into account specific guidance to manage cohorts, social distancing, and hygiene in relation to accommodation arrangements. You must check and keep up to date with any relevant national requirements.

### **Charging workers for accommodation and utilities**

Site managers should refer to the National Minimum Wage Offset Guidance with regard to charging workers for accommodation and utilities: <https://www.gov.uk/guidance/calculating-the-minimum-wage/calculating-the-minimum-wage#accommodation-offset>

### **Workers' rights and information**

Terms and conditions of employment will be set by the contract between the employer and employee. Any rules relating to accommodation should be reasonable and non-discriminatory, respecting workers' gender and religious, cultural and social backgrounds. Wherever possible workers should be given a choice about with whom they share any facilities, taking into account differences in cultural and social backgrounds and offering single sex accommodation. If workers are experiencing any issues with regard to discrimination for whatever reason, then they should have the means to report this directly to the site manager.

It is good practice to provide some information on support networks as well as other organisations which could provide help to workers, for example, website addresses and contacts for organisations which support issues in discrimination, mental health, nutrition, and skills development. This information should be displayed in common areas, and also be available from the site manager on request. See Appendix 4 for examples of national support networks.

Site managers should take into consideration the need to respect workers' privacy and balance this alongside the need to maintain health and safety requirements, fire safety and hygiene standards.

## **Section 4: Reporting issues**

It is important that workers know that they can raise issues with regard to their accommodation. Processes and mechanisms for workers to report any issues should be in place and communicated to workers. It is considered good practice to involve workers in establishing such a mechanism. The mechanism in place should not only provide a direct link to the site/farm manager, but also a clear feedback loop to ensure that residents are kept informed. The chosen process could be shared with workers, for example on notice boards or leaflets. This information should be communicated clearly to all residents as part of their induction.

Residents should have access to a procedure for handling grievances which is communicated as part of their induction.

Where accommodation is located within or next to local communities it is good practice to design a community relations management plan to manage any potential impacts. This plan could consider: impact on local employment; infrastructures e.g. roads, transport, telecommunications, water sanitisation, health care; social and cultural cohesion.

## **Section 5: Self-help checklist for provision of temporary accommodation units in the UK**

**Page 1 of 11**

**This edition is intended to cover not just caravans, but other types of temporary accommodation units, such as portacabins, bunkabins and pods.**

**This checklist is designed to help growers assess the status of their accommodation against the benchmark indicators which include regulatory requirements and recommendations of good practice. This is your document and is not intended to be used as an audit tool or for growers to share with others unless they choose to do so.**

**An additional column has been added to this checklist to help you record an initial response to checking your accommodation against the benchmarks. This addition column only applies to elements which are not regulatory and which are not fire, health and safety requirements – these must be assessed and met.**

Before you use this checklist, it is recommended that you use a site map to identify and number each accommodation unit in order to easily record and rectify any issues specific to individual units.

This checklist is available to download as a password protected Excel document. You can download the checklist from the FPC website at:

<https://freshproduce.org.uk/advice>

We welcome your feedback on the checklist and the supporting visuals. If there are other elements which you would like to see in a visual format please let us know.

**Self-help checklist for provision of caravan accommodation**

<b>Benchmark</b>	<b>Initial response – requires follow up</b>	<b>Acceptable</b>	<b>Requires improvement<sup>1</sup></b>	<b>Unfit for use<sup>2</sup></b>	<b>Review and comments</b>
<b>Legal framework (section 1)</b>					
Have you checked with your local authority regarding any requirements to be met under planning permission (both permanent and temporary accommodation, where applicable)?					
Are mandatory provisions on workers’ accommodation identified? (Health and safety; water supply; fire safety)					
Have you checked with your local authority regarding any requirements to be met under caravan site licensing?					
<b>External site (section 2.1)</b>					
Is the location of the facilities designed to avoid flooding and other natural hazards?					
Is the site adequately drained?					
Are pedestrian and traffic routes safe for residents? (Based on planning requirements, consultation with qualified fire safety professional and evidenced in your risk assessment.)					
Are multiple units adequately spaced apart? (Based on planning requirements, consultation with qualified fire safety professional and evidenced in your risk assessment.)					

<sup>1</sup> Requires planned and prompt maintenance but remains in use. <sup>2</sup> Unfit for occupation until remedial action is complete

**Self-help checklist for provision of caravan accommodation**

Benchmark	Initial response – requires follow up	Acceptable	Requires improvement <sup>1</sup>	Unfit for use <sup>2</sup>	Review and comments
<b>Room space</b> ( <i>section 2.2</i> )					
Is the space acceptable for the number of residents?					
Are beds sufficient and adequate (individual bed min 1800 mm long and min 600 mm wide)?					
Is the unit lockable? (Good practice would be for unit locks able to be opened from inside without a key; alternative measures should be based on fire safety risk assessment.)					
Is adequate furniture provided in each unit?					
Do workers have sufficient storage space?					
Is the space clean and aired?					
Are steps secure (does the rise/uneven surface require a hand/rail grab)?					
Are there defects to the unit (loose or damaged items)?					
Is pest control in place and effective?					

<sup>1</sup> Requires planned and prompt maintenance but remains in use. <sup>2</sup> Unfit for occupation until remedial action is completed.

**Self-help checklist for provision of caravan accommodation**

Benchmark	Initial response – requires follow up	Acceptable	Requires improvement <sup>1</sup>	Unfit for use <sup>2</sup>	Review and comments
<b>Heating, lighting and ventilation</b> ( <i>section 2.3</i> )					
Are all units including communal areas wind and watertight, and in good repair?					
Are living facilities provided with adequate heating, ventilation and lighting for the time of year of occupancy?					
Are gas installations maintained adequately? <ul style="list-style-type: none"> <li>• At least annually by qualified registered person</li> <li>• Gas safety certificate displayed in unit</li> <li>• Storage of LPG bottles in accordance with UKLPG Code of Practice</li> </ul>					
Are electrical installations approved and checked? (Once every twelve months or every 3 years for underground installations by qualified electrician.)					
Is a system in place to check portable electrical appliances, including those brought on site by residents, have in date PAT stickers at least every 12 months? Are workers advised as part of induction?					

<sup>1</sup> Requires planned and prompt maintenance but remains in use. <sup>2</sup> Unfit for occupation until remedial action is completed.

**Self-help checklist for provision of caravan accommodation**

<b>Benchmark</b>	<b>Initial response – requires follow up</b>	<b>Acceptable</b>	<b>Requires improvement<sup>1</sup></b>	<b>Unfit for use<sup>2</sup></b>	<b>Review and comments</b>
<b>Sanitary and toiletry facilities (section 2.4)</b>					
Are the facilities clean and in working order?					
Do workers have adequate privacy? Segregated male/female showers in communal area					
Is hot and cold running water available?					
Is any non-mains stored water facility tested in accordance with the Health and Safety Commission’s Approved Code of Practice ‘Legionnaire’s disease: the control of legionella bacteria in water systems’?					
Is there an adequate number of showers/bathroom facilities? (Based on your risk assessment)					
Is the shower flooring of anti-slip washable material?					
Is there an adequate number of toilets and/or urinals? (Based on your risk assessment)					
Are facilities conveniently located and accessible?					
<b>Laundry facilities (section 2.5)</b>					
Are adequate facilities for washing and drying provided? (Based on your risk assessment)					

<sup>1</sup> Requires planned and prompt maintenance but remains in use. <sup>2</sup> Unfit for occupation until remedial action is completed.

**Self-help checklist for provision of caravan accommodation**

Benchmark	Initial response – requires follow up	Acceptable	Requires improvement <sup>1</sup>	Unfit for use <sup>2</sup>	Review and comments
<b>Cooking facilities</b> ( <i>section 2.6</i> )					
Are gas installations maintained by a qualified person?					
Are wall surfaces made of fire retardant material?					
Is there adequate ventilation?					
Are there adequate facilities for cleaning and storing cooking utensils and equipment?					
Is food waste and refuse deposited in sealed containers and removed frequently?					
Is there sufficient space for preparation of food and eating?					
Is there adequate space for storing dry food? (Based on your risk assessment)					
Is there adequate space for refrigeration of food? (Based on your risk assessment)					
Are cooking facilities adequate for the number of residents? (Based on your risk assessment)					
Is the sink connected to suitable drainage?					
Are there sufficient electrical sockets at the work surface for appliances?					
Are there dedicated sockets for fridge/microwave/oven?					
Are all surfaces made of easily cleanable material?					
Are the facilities clean and in good order?					

<sup>1</sup> Requires planned and prompt maintenance but remains in use. <sup>2</sup> Unfit for occupation until remedial action is completed.

**Self-help checklist for provision of caravan accommodation**

Benchmark	Initial response – requires follow up	Acceptable	Requires improvement <sup>1</sup>	Unfit for use <sup>2</sup>	Review and comments
<b>Potable water</b> ( <i>section 2.7</i> )					
Is there adequate access to safe drinking water?					
<b>Wastewater and solid waste</b> ( <i>section 2.8</i> )					
Are wastewater, sewage, food and other waste materials adequately discharged in compliance with local standards and without causing any significant impact on residents, environment and local community?					
Are specific containers provided for rubbish and emptied on a regular basis?					
<b>Pest control and extermination</b> ( <i>section 2.9</i> )					
Are pest monitoring and controls carried out?					
<b>Security</b> ( <i>section 2.10</i> )					
Has a risk assessment been carried out and is a plan in place to protect against theft and attacks?					

<sup>1</sup> Requires planned and prompt maintenance but remains in use. <sup>2</sup> Unfit for occupation until remedial action is completed.

**Self-help checklist for provision of caravan accommodation**

Benchmark	Initial response – requires follow up	Acceptable	Requires improvement <sup>1</sup>	Unfit for use <sup>2</sup>	Review and comments
<b>Health and safety, fire and other hazards</b> (section 2.11)					
Has a specific fire risk assessment been carried out prior to occupation? Is the assessment reviewed annually and when any changes are made on site?					
Are fire extinguishers clearly marked and easily accessible (close to exits and within 30 metres at every unit)?					
Are fire exits and routes marked and free of obstacles?					
Are fire assembly points positioned safely and marked?					
Are notices displayed, ideally in residents’ first language or in pictograms with advice on emergency action etc?					
Is a means of communicating with emergency services in place?					
Is a safety plan in place and available to residents?					
Is there regular inspection of electrical wiring, fixed and portable appliances?					
Are tamper proof smoke detectors and carbon monoxide detectors fitted near sleeping areas?					

**/health and safety, fire and other hazards continues..**

**<sup>1</sup> Requires planned and prompt maintenance but remains in use. <sup>2</sup> Unfit for occupation until remedial action is completed.**

**Self-help checklist for provision of caravan accommodation**

Benchmark	Initial response – requires follow up	Acceptable	Requires improvement <sup>1</sup>	Unfit for use <sup>2</sup>	Review and comments
<b>Health and safety, fire and other hazards (continued)</b>					
Are alarms and detectors checked weekly?					
Has a flood risk assessment been carried out?					
If appropriate, is there a flood risk plan and advice provided to residents?					
Are all windows which can be opened accessible in the event of an emergency?					
Are units checked frequently for damp and mould?					
Do furniture and furnishings comply with relevant fire safety regulations?					
Is there adequate external lighting at night?					
<b>Provision of first aid and medical facilities (section 2.12)</b>					
Are adequate first aid kits available in a communal area for the number of residents?					
Is an adequate number of staff/workers trained to provide first aid?					
Do workers have easy access to medical facilities and GP?					

<sup>1</sup> Requires planned and prompt maintenance but remains in use. <sup>2</sup> Unfit for occupation until remedial action is completed.

**Self-help checklist for provision of caravan accommodation**

Benchmark	Initial response – requires follow up	Acceptable	Requires improvement <sup>1</sup>	Unfit for use <sup>2</sup>	Review and comments
<b>Leisure, social, telecom facilities</b> ( <i>section 2.13</i> )					
Are any indoor facilities provided for leisure/social time?					
Are any outdoor facilities provided for leisure/social time?					
Are there transport facilities at least once a week to a local shop if not within walking distance?					
<b>Site management</b> ( <i>section 3</i> )					
Is there a written site management plan in place?					
Is there a designated site manager?					
Are clear management responsibilities in place, particularly where contractors are used?					
Have staff received adequate health and safety training?					
Is an induction in place for residents, including health & safety, fire safety/emergencies & hygiene standards?					
Is a register of employees maintained by the site manager?					

<sup>1</sup> Requires planned and prompt maintenance but remains in use. <sup>2</sup> Unfit for occupation until remedial action is completed.

**Self-help checklist for provision of caravan accommodation**

Benchmark	Initial response – requires follow up	Acceptable	Requires improvement <sup>1</sup>	Unfit for use <sup>2</sup>	Review and comments
<b>Reporting issues (section 4)</b>					
Is there a system for reporting breakages/breakdowns?					
Is there a record of inspections and remedial action (frequency of inspections based on your risk assessment)?					
<b>Other elements:</b>					
Are workers advised through recruitment package of what facilities are provided by the site owner and what they need to provide themselves?					

<sup>1</sup> Requires planned and prompt maintenance but remains in use. <sup>2</sup> Unfit for occupation until remedial action is completed.

## **Appendix 1: Standards and Guidance**

There are standards and guidance such as the '[International Labour Organisation \(ILO\)'s Workers' Housing Recommendations \(1961\)](#)' covering certain elements such as minimum space allocated per person; supply of safe water; adequate sewage and waste disposal; appropriate protection against heat, cold, damp, noise, fire etc.

The Business in the Community '*Voluntary Code of Practice on Employing Migrant Workers/Overseas Staff in Great Britain*' advised that workers should not be required to stay in accommodation provided by the employer but should be free to choose their own if they wish to do so.

## Appendix 2: Housing Act 1985, Section 324

Some growers are using The Housing Act as a reference to developing their own risk assessment.

The [Housing Act 2004](#) and associated statutory instruments apply to permanent dwellings and not to moveable dwellings used as temporary accommodation. However, the Act provides guidance on identifying common health and safety hazards in the home.

### [Housing Health and Safety Rating System](#)

This is a risk-based evaluation tool to help local authorities identify and protect against potential risks and hazards to health and safety from any deficiencies identified in dwellings. It was introduced under the Housing Act 2004 and applies to residential properties in England and Wales.

There are 29 hazards under the Housing Health and Safety Rating System which are:

Damp and mould growth	Excess cold
Excess heat	Asbestos and manufactured mineral fibres
Biocides	Carbon monoxide and fuel combustion products
Lead	Radiation
Uncombusted fuel gas	Volatile Organic Compounds
Crowding and space	Entry by intruders
Lighting	Noise
Domestic hygiene, pests and refuse	Food safety
Personal hygiene, sanitation and drainage	Water supply for domestic purposes
Falls associated with baths etc.	Falls on level surfaces
Falls associated with stairs and steps	Falling between levels
Electrical hazards	Fire
Flames, hot surfaces etc.	Collisions and entrapment
Explosions	Position and operability of amenities
Structural collapse and falling elements.	

For more advice see the [Department for Communities and Local Government's 'Housing Health and Safety Rating System: Guidance for Landlords and Property Related Professionals'](#).

## Appendix 3: Requirements of the Gangmasters and Labour Abuse Authority Standards

### [The Gangmasters and Labour Abuse Authority Regulations 2005, Regulations 12 \(1\) and 12 \(2\)](#)

The following Gangmasters and Labour Abuse Authority Licensing Standards apply to accommodation:

**4.1 Critical: Quality of Accommodation:** *'A licence holder who provides, or effectively provides, accommodation must ensure the property is safe for the occupants'*.

**4.2 Licensing of Accommodation:** *'A licence holder who provides, or effectively provides, accommodation must ensure the property is properly licensed or registered.'.. 'A licence holder who provides accommodation in Scotland must be registered with the local authority as a private landlord.'*

**4.3 Situations where workers are provided with travel or required to live away from home:** *'A licence holder must not arrange work for a worker (except where the worker is employed by the labour user) if, in order to take up that work the worker must live away from their UK home, unless the licence holder has taken all reasonable steps to ensure that: suitable accommodation will be available for the worker before they start work, the worker has been informed of details of the accommodation including any costs to them, and suitable arrangements have been made for them to travel to such accommodation....'*

A GLAA licence holder will be considered as providing or effectively providing accommodation in all the following circumstances, whether or not the accommodation is let by the licence holder or a third party:

- the accommodation is provided in connection with the worker's contract of employment;
- a worker's continued employment is dependent upon occupying particular accommodation, or
- a worker's occupation of accommodation is dependent upon remaining in a particular job.

Where provision of accommodation by a licence holder and a worker's employment are dependent upon each other a licence holder *may be* considered to be providing accommodation in circumstances where:

- a licence holder is a worker's landlord either because they own the property or because they are subletting the property;
- a licence holder and the landlord are part of the same group of companies trading in association;
- a licence holder's and the landlord's business have the same owner, or business partners, directors or shareholders in common, or

- a licence holder or an owner, business partner, shareholder or director of the licence holder's business receive a monetary payment and/or some other benefit from the third party acting as landlord to the workers.

The third party in this instance includes:

- a business and company which is a separate legal entity to the licence holder;
- an individual including those who are family members of a director, shareholder, owner or Principal Authority of the licence holder, and
- a business or company with a director, shareholder, owner or business partner who is a family member of a director, shareholder, owner, Principal Authority or business partner of the licence holder.

This interpretation will apply whenever the licence holder is providing accommodation regardless of whether the worker can choose whether or not to occupy the accommodation. Even if the accommodation is optional, where the worker chooses to accept the offer, this interpretation will apply.

Whilst a company may not be directly providing temporary accommodation to workers Labour Users have a responsibility to ensure that temporary workers are housed in suitable accommodation which is safe and comfortable.

Dependency on an employer or gangmaster for work, transport and accommodation without the individual having any choice can in some cases be a potential indicator of labour exploitation. Labour users should follow up any concerns they have that a worker may be being exploited, notify and take advice from the GLAA.

It remains the responsibility of the provider of the accommodation to ensure that good standards of hygiene are respected and maintained by workers and to provide an adequate maintenance, cleaning and disinfection service.

Labour users should have processes in place to check the provision of accommodation, including a review programme and regular inspection visits.

## **Appendix 4: Information on National Support Networks**

**Alcoholics Anonymous:** [www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk) tel: 0800 9177 650

**Citizen's Advice Bureau:** To find your local office visit: <https://www.citizensadvice.org.uk/>

**Equality Advisory and Support Service:**

<https://www.gov.uk/equality-advisory-support-service> tel: 0808 800 0082

**GamCare – national gambling helpline:** [www.gamcare.org.uk](http://www.gamcare.org.uk) tel: 0808 8020 133

**Gangmasters and Labour Abuse Authority:** [www.gla.gov.uk](http://www.gla.gov.uk) tel: 0800 432 0804

**Mind – Mental Health charity:** <http://www.mind.org.uk/> ; tel: 0300 123 3393

**Samaritans:** <https://www.samaritans.org/> tel: 116 123

**NHS Health Eating advice:** <http://www.nhs.uk/livewell/healthy-eating/Pages/Healthyeating.aspx>

**BEAT – Eating Disorders:** <http://helpfinder.b-eat.co.uk/> tel: 0808 801 0677

**RSABI – Supporting People in Scottish Agriculture:** <https://rsabi.org.uk/Home-Page>

The Seasonal Workers helpline is open weekdays from 5 to 8pm, weekends 10:30am to 2pm on 0300 111 4160 with translation services available.

## **Appendix 5: Methodology for developing this guidance & acknowledgements**

The Fresh Produce Consortium was approached in 2016 by a group of members and asked to develop industry guidance on the provision of caravan accommodation for temporary workers in the UK. FPC worked with this group of members and the Ethical Trading Initiative's Retailer Group to develop a draft which was issued for consultation with key stakeholder groups, growers and FPC members.

The consultation aimed to encourage participation and to help growers identify the current status of caravan accommodation and aspects requirement improvement.

### **Consultation key stakeholder groups:**

Association of Labour Providers

Association of Recruitment Consultancies

BEIS

British Growers Association

British Retail Consortium

Chartered Institute for Environmental Health

Chilled Food Association

Concordia

CORE Coalition

English Apples and Pears

Ethical Trading Initiative

Fire services

Food and Drink Federation

GLAA

GMB

Health and Safety Executive

HOPS Labour Solutions

Institute for Human Rights and Business

Institution of Occupational Safety and Health

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Local planning authorities

National Farmers Union

Recruitment and Employment Federation

Response Recruitment Ltd

SEDEX

Staffing Group

Staffline Group

TUC

UK Accommodation Working Group

UK Race and Europe Network

Unison

UNITE

Unseen

**The first edition of the guidance was published in 2017, and reviewed with subsequent editions published in 2017, and 2019.**

**FPC thanks members of the review group for their expert advice and contributions to this particular review from:**

Lee Abbey – National Farmers Union

Laura Kent – Tesco

Jon Mason – Black Hat Compliance

Fiona McKerrow – Total World Fresh.

## References, sources of further information and websites

Page 6: Legal requirements

Health and Safety (First Aid) Regulations 1981:

<http://www.legislation.gov.uk/uksi/1981/917/contents/made>

The Health and Safety (First Aid) (Amendment) Regulations (Northern Ireland) 2017:

<https://www.legislation.gov.uk/nisr/2017/156/contents/made>

The Health and Safety (First Aid) Regulations 1981: Guidance on Regulation:

<https://www.hse.gov.uk/pubns/books/l74.htm> and <http://www.hse.gov.uk/firstaid/legislation.htm>

Water Supply (Water Quality) Regulations 2000 (for England):

<http://www.legislation.gov.uk/uksi/2000/3184/contents/made>

The Water Supply (Water Quality) Regulations 2018 (for Wales):

<https://www.legislation.gov.uk/wsi/2018/647/contents/made>

The Water Supply (Water Quality) Regulations (Northern Ireland) 2017:

<https://www.legislation.gov.uk/nisr/2017/212/made>

The Public Water Supplies (Scotland) Regulations 2014: <https://dwqr.scot/information/regulatory-framework/>

Private Water Supplies Regulations 2009 (in England):

<http://www.legislation.gov.uk/uksi/2009/3101/contents/made>

The Private Water Supplies (Wales) Regulations 2017:

<https://www.legislation.gov.uk/wsi/2017/1041/contents/made>

The Private Water Supplies Regulations (Northern Ireland) 2017:

<https://www.legislation.gov.uk/nisr/2017/211/contents/made>

The Water Intended for Human Consumption (Private Supplies) (Scotland) Regulations 2017:

<https://www.legislation.gov.uk/ssi/2017/282/contents/made?schedule-5-paragraph-4-1-a>

Environmental Protection Act 1990: <http://www.legislation.gov.uk/ukpga/1990/43/contents>

Environment (Wales) Act 2016: <https://www.legislation.gov.uk/anaw/2016/3/contents/enacted>

Waste Management (Scotland) Regulations 2011: <https://www.sepa.org.uk/regulations/waste/>

Northern Ireland Waste and Contaminated Land Order 1997: <https://www.daera-ni.gov.uk/articles/northern-ireland-primary-legislation>

Regulatory Reform (Fire Safety) Order 2005:

<http://www.legislation.gov.uk/uksi/2005/1541/contents/made>

The Fire Safety Regulations (Northern Ireland) 2010:

<https://www.legislation.gov.uk/nisr/2010/325/made>

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The Fire (Scotland) Act 2005: <https://www.legislation.gov.uk/asp/2005/5/contents>

Fire Safety (Scotland) Regulations 2006:

<https://www.legislation.gov.uk/ssi/2006/456/contents/made>

Scottish Government fire safety regime for non-domestic premises:

<http://www.gov.scot/Topics/Justice/policies/police-fire-rescue/fire/FireLaw>

Furniture and Furnishing (Fire) (Safety) Regulations 1988 (as amended):

<http://www.legislation.gov.uk/uksi/1988/1324/contents/made> and guide:

<http://www.rother.gov.uk/CHttpHandler.ashx?id=3862&p=0>

Fire safety of furniture and furnishings in the home: A Guide to the UK Regulations (2011):

<https://www.fira.co.uk/technical-information/flammability/domestic-flammability-guide>

Page 7: Planning Permission and requirements

Caravan Sites and Control of Development Act 1960:

[http://www.legislation.gov.uk/ukpga/1960/62/pdfs/ukpga\\_19600062\\_en.pdf](http://www.legislation.gov.uk/ukpga/1960/62/pdfs/ukpga_19600062_en.pdf)

Town and Country Planning (General Permitted Development) Order 1995 (as amended):

<http://www.legislation.gov.uk/uksi/1995/418/contents/made>

Caravan Sites and Control of Development Act 1960 – First Schedule – Cases where a caravan site licence is not required: <https://www.legislation.gov.uk/ukpga/Eliz2/8-9/62/schedule/FIRST>

The Town and Country Planning (General Permitted Development) (Amendment) (Wales) Order

2021: <https://www.legislation.gov.uk/wsi/2021/254/made>

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The Town and Country Planning (General Permitted Development) (Scotland) Order 1992 and :

<https://www.legislation.gov.uk/ssi/2014/142/introduction/made> and

<https://www.legislation.gov.uk/ssi/2014/142/introduction/made>

Find your local authority: <http://local.direct.gov.uk/LDGRedirect/Start.do?mode=1>

Page 8:

Gangmasters and Labour Abuse Authority Standards: <http://www.gla.gov.uk>

Ethical Trading Initiative: <http://www.ethicaltrade.org/>

International Labour Organisation: <http://www.ilo.org/global/lang--en/index.htm>

Red Tractor Fresh Produce Assurance Scheme and audit:

<https://assurance.redtractor.org.uk/standards/search?c=13>

Page 10:

Association of Labour Providers: <http://labourproviders.org.uk/>

International Finance Corporation and the European Bank for Reconstruction and Development (IFPC/EBRD) guidance note 'Workers' accommodation: processes and standards' :  
[http://www.ifc.org/wps/wcm/connect/topics\\_ext\\_content/ifc\\_external\\_corporate\\_site/ifc+sustainability/learning+and+adapting/knowledge+products/publications/publications\\_gpn\\_workersaccommodation](http://www.ifc.org/wps/wcm/connect/topics_ext_content/ifc_external_corporate_site/ifc+sustainability/learning+and+adapting/knowledge+products/publications/publications_gpn_workersaccommodation)

Health and Safety Executive – risk assessments: <http://www.hse.gov.uk/risk/controlling-risks.htm>

Environment Agency Flood Risk Map: <https://flood-map-for-planning.service.gov.uk/>

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Institution of Fire Engineers and Fire Industry Association register of persons and companies who are competent to carry out fire risk assessments: <https://www.ife.org.uk/Fire-Risk-Assessors-Register>

and: <https://www.fia.uk.com/membership/member-directory.html>

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The British Holiday & Home Parks Association: <http://www.bhhpa.org.uk/>

Caravan and Motorhome Club: <https://www.caravanclub.co.uk/>

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BSI Standard: 'Leisure accommodation vehicles – caravan holiday homes – habitation requirements relating to health and safety': <http://shop.bsigroup.com/ProductDetail/?pid=000000000030237573>

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Public Health England '*The Cold Weather Plan for England: Protecting health and reducing harm from cold weather*' October 2018:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/776497/Min\\_temp\\_threshold\\_for\\_homes\\_in\\_winter.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/776497/Min_temp_threshold_for_homes_in_winter.pdf)

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HSE advice on legionella disease and link to Health and Safety Commission Approved Code of Practice 'Legionnaires disease: the control of legionella bacteria in water systems ISBN 978 0717 617722: <http://www.hse.gov.uk/legionnaires/>

UKAS accredited laboratories: <https://www.ukas.com/search-accredited-organisations/>

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The British Holiday & Home Parks Association: <http://www.bhhpa.org.uk/>

Caravan and Motorhome Club: <https://www.caravanclub.co.uk/>

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Gas Safe Register: [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk) and  
<https://www.gassaferegister.co.uk/media/1443/short-term-lets.pdf>

Storing gas bottles: <https://www.calor.co.uk/gas-bottles/gas-cylinder-safety/storing-gas-bottles>

UKLPG Code of Practice No. 7 'Storage of Full and Empty LPG Cylinders and Cartridges':  
<https://www.calor.co.uk/gas-bottles/gas-cylinder-safety/storing-gas-bottles>

British Standard 7671: <http://shop.bsigroup.com/ProductDetail/?pid=000000000030292893>

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Water Supply (Water Quality) Regulations 2000 (for England):  
<http://www.legislation.gov.uk/uksi/2000/3184/contents/made>

The Water Supply (Water Quality) Regulations 2018 (for Wales):  
<https://www.legislation.gov.uk/wsi/2018/647/contents/made>

The Water Supply (Water Quality) Regulations (Northern Ireland) 2017:  
<https://www.legislation.gov.uk/nisr/2017/212/made>

The Public Water Supplies (Scotland) Regulations 2014: <https://dwqr.scot/information/regulatory-framework/>

Private Water Supplies Regulations 2009 (in England):  
<http://www.legislation.gov.uk/uksi/2009/3101/contents/made>

The Private Water Supplies (Wales) Regulations 2017:  
<https://www.legislation.gov.uk/wsi/2017/1041/contents/made>

The Private Water Supplies Regulations (Northern Ireland) 2017:  
<https://www.legislation.gov.uk/nisr/2017/211/contents/made>

The Water intended for human consumption ( Private supplies) (Scotland) Regulations 2017:  
<https://www.legislation.gov.uk/ssi/2017/282/contents/made?schedule-5-paragraph-4-1-a>

Page 21:

The Association of Labour Providers: <http://labourproviders.org.uk/>

Environment Agency General Binding Rules and/or a permit from the Environment Agency:  
<https://www.gov.uk/permits-you-need-for-septic-tanks/general-binding-rules>

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Guidance Document on Caravan and Camping Sites Fire Safety Equipment Requirements – Fire Industry Association: <https://www.fia.uk.com/resources/fire-safety-advice.html>

Residential Landlords Association – various guides:  
[http://www.rla.org.uk/landlord/documents/landlord\\_advice\\_guides.shtml?ref=menu](http://www.rla.org.uk/landlord/documents/landlord_advice_guides.shtml?ref=menu)

British Standard 5423:1977: <https://www.standardsuk.com/products/BS-5423-1977>

TUC pictogram information: Working in the UK: A guide to your rights:  
<https://www.tuc.org.uk/workingintheuk>

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Furniture and Furnishing (Fire) (Safety) Regulations 1988 (as amended):  
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The British Holiday & Home Parks Association: <http://www.bhhpa.org.uk/>

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HSE first aid needs assessment: <http://www.hse.gov.uk/firstaid/needs-assessment.htm>

St John Ambulance - First Aid Calculator: <https://www.sja.org.uk/course-information/guidance-and-help/working-out-what-you-need> and courses: <https://www.sja.org.uk/courses/>

HSE First Aid Guidance: <https://www.hse.gov.uk/simple-health-safety/firstaid/index.htm>

HSE leaflets: <https://www.hse.gov.uk/pubns/firindex.htm>

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Health and Safety at Work: RIDDOR reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013: <http://www.hse.gov.uk/riddor/index.htm>

AHDB: <https://ahdb.org.uk/coronavirus/seasonal-worker-guidance> and  
<https://ahdb.org.uk/coronavirus/keeping-farm-staff-safe-in-shared-spaces>

FoodFarmHelp: <https://www.foodfarmhelp.com/> and  
<https://www.foodfarmhelp.com/index.php/guidance/guidance-tools/accommodation>

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

National Minimum Wage Offset Guidance: <https://www.gov.uk/national-minimum-wage-accommodation>

Food Network for Ethical Trade/Foodfarmhelp.com: <https://foodfarmhelp.com/index.php/guidance>  
and: <https://foodnetworkforethicaltrade.com/>

FPC Guidance on provision of temporary accommodation units for workers in the UK

Sedex: <https://www.sedex.com/worker-accommodation-webinars/>

Information for seasonal agricultural workers with settled or pre-settled status on your rights and support in Scotland published by Focus on Labour Exploitation, Fife Migrants Forum and JustRight Scotland, together with the Scottish Government (available in various languages):

<file:///C:/Users/sthomas/Downloads/Guidance%20-%20Seasonal%20migrant%20workers%20-%20EnglishEEA%20-%20March%202021.pdf>

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International Labour Organisation (ILO) Workers' Housing Recommendation 115:

[http://www.ilo.org/wcmsp5/groups/public/---ed\\_emp/---emp\\_ent/---multi/documents/publication/wcms\\_116344.pdf](http://www.ilo.org/wcmsp5/groups/public/---ed_emp/---emp_ent/---multi/documents/publication/wcms_116344.pdf)

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Houses in multiple occupation and residential property licensing reform: guidance for local housing authorities: <https://www.gov.uk/government/publications/houses-in-multiple-occupation-and-residential-property-licensing-reform-guidance-for-local-housing-authorities>

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Gangmasters and Labour Abuse Authority licensing standards:

<http://www.gla.gov.uk/who-we-are/legislation/>

Page 41:

The Housing Act 2004:

<http://www.legislation.gov.uk/ukpga/2004/34/contents>

### **For further information**

SEDEX Living Accommodation:

<https://www.sedexglobal.com/sedex-supplier-workbook/>

Ethical Trading Initiative ETI: <http://www.ethicaltrade.org/>

Fresh Produce Consortium: [www.freshproduce.org.uk](http://www.freshproduce.org.uk) tel: 01733 237117

Gangmasters and Labour Abuse Authority [www.gla.gov.uk](http://www.gla.gov.uk) tel: 0115 959 7052 (Intelligence Team)

National Farmers Union CallFirst: <https://www.nfuonline.com/membership/your-nfu-services/nfu-callfirst/>

Association of Labour Providers: <http://labourproviders.org.uk/>

Responsible Recruitment Toolkit: <https://responsiblerecruitmenttoolkit.org/>

