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HS 27

Control of Legionella Policy

This document is available in Welsh, please see, Polisi Rheoli Clefyd y Llung Filwyr



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1. **INTRODUCTION**

- 1.1 This policy has been produced to manage the control of legionella bacteria in water systems in premises and to assist the Council to comply with its duties under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations and the Control of Substances Hazardous to Health Regulations.
- 1.2 This policy will be reviewed in the event of any changes in legislation, regulations or HSE guidance, in the event of any incident occurring at any Council premises that raises concerns over the control of legionella, in any event, every two years.
- 1.3 In this policy, references to premises are references to sites and buildings, including any part of a site or building, for which the Council is responsible.
- 1.4 Legionella bacteria cause pneumonia-like illnesses collectively known as legionellosis, including the most serious, Legionnaires' disease, as well as the similar but less serious conditions of Pontiac fever and Lochgoilhead fever.

Legionnaires' disease is a potentially fatal form of pneumonia which everyone is susceptible to, although some people are at higher risk, including:

- people over 45 years of age;
 - smokers and heavy drinkers;
 - people suffering from chronic respiratory or kidney disease;
 - anyone with an impaired immune system.
- 1.5 Legionnaires' disease is contracted by inhaling small droplets of water (aerosols) containing the legionella bacteria.
 - 1.6 The bacterium legionella pneumophila and related bacteria are common in natural water sources such as rivers, lakes and reservoirs, but usually in low numbers. Since legionella bacteria are widespread in the environment, they may also be found in purpose-built water systems, including cooling towers, evaporative condensers, hot and cold water systems and spa pools.
 - 1.7 The following conditions increase the likelihood of the risk from legionella:
 - the water temperature in all or some part of the system is between 20-45°C;
 - it is possible for water droplets to be created and dispersed, e.g. showers and aerosols from cooling towers;

- water is stored and/or re-circulated;
- there are deposits that can support bacterial growth providing a source of nutrients for the organism, e.g. rust, sludge, scale, organic matter and biofilms.

2. POLICY STATEMENT

2.1 The Council acknowledges its duty under the aforementioned legislation to prevent or control the risk of exposure to legionella and will:

- assess the risk from legionella to employees and others arising from water systems in premises;
- introduce and adopt measures to prevent or control the conditions which permit the growth of legionella bacteria in those water systems;
- monitor the legionella control measures to ensure they remain effective;
- keep a record of legionella risk assessments and monitoring of legionella control measures, in writing, electronically, or both;
- comply with the guidance contained in the Health and Safety Executive's documents: L8: Legionnaires' disease: The control of legionella bacteria in water systems – Approved Code of Practice and guidance on regulations; and HSG 274: Parts 1, 2 and 3 – which give technical guidance on the control of legionella bacteria in evaporative cooling systems, hot and cold water systems and other risk systems, respectively.

2.2 The Council will arrange for suitable and sufficient legionella risk assessments, periodic re-assessments and regular service inspections of water systems to be undertaken for all premises by a specialist consultant.

The Council, in consultation with the specialist consultant, will determine the appropriate period between the initial assessment and the re-assessment, and also the frequency of service inspections, for any particular premises.

2.3 The responsibility for determining which specialist consultant to employ to undertake legionella risk assessments, and for appointing that consultant, ensuring all necessary legionella risk assessments, periodic re-assessments and service visits are undertaken, arranging all necessary contract specifications and associated documentation and monitoring compliance with contracts, lies with the Council's Corporate Maintenance Section.

- 2.4 The Council will comply with its duty to manage the control of legionella with the assistance of the 'Legionella Team' set up within its Corporate Maintenance Section.

The means by which the Legionella Team will ensure the Council complies with this duty is set out in its Control of Legionella Within Water Systems – Procedures Document.

- 2.5 Each and every officer of the Legionella Team will receive all training necessary to ensure their competence in all matters relating to the management of the control of legionella in premises, in keeping with their roles and responsibilities, with records kept of all such training.

- 2.6 The Legionella Team's duties will include:

- liaising, as necessary, with the specialist consultant on all legionella issues at Council premises and ensuring, in consultation with site/building managers, that any concerns identified are addressed;
- ensuring that the specialist consultants produce and provide to each site/building manager a hard copy of the legionella risk assessment and a site log book, which is to reflect the findings of the risk assessment and contain all necessary information, checklists, forms, etc. that will enable the proper in-house management of the control of legionella;
- ensuring that all necessary information, instruction and training is provided to site/building managers, together with any employees to whom they may delegate the duty to carry out the in-house water temperature checks/flushing in respect of legionella control, to enable them to properly undertake that duty and to understand the action they need to take should the checks indicate that there may be a problem; and keeping records of all such information, instruction and training.

- 2.7 Site/building managers are to liaise with the Legionella Team to ensure that they, together with any employees to whom they delegate any legionella control duty, receive all necessary information, instruction and training to enable them to properly undertake that duty.

This will be particularly important when someone is newly appointed to the post of site/building manager, or a newly appointed employee to whom they delegate any legionella control duty, for example, a new caretaker.

- 2.8 Site/building managers are to be aware of the intended date of the legionella re-assessment for their premises and are to assist in ensuring that it is undertaken when due, liaising with the Legionella Team and/or the specialist consultant, as necessary.

- 2.9 Site/building managers are responsible for ensuring that all necessary in-house water temperature checks/flushing in respect of legionella control are properly undertaken and recorded and that, where necessary, appropriate action is taken, including notifying the Legionella Team of any issues that should be brought to their attention, and that details of any action taken are also recorded.

Site/building managers are responsible for ensuring that there are suitable arrangements in place to enable these duties to be carried out during absences of any relevant employees, for example when they or any other employees delegated to undertake the duties are on holiday or sick leave.

- 2.10 Where site/building managers have delegated the duty of carrying out and recording in-house water temperature checks/flushing and taking appropriate action and recording details to any other employee, they are to monitor that this is being properly carried out.

In addition to undertaking such monitoring, site/building managers must evidence that they are doing so (one means of evidencing monitoring would be to periodically sign the legionella log book record sheets).

- 2.11 Relevant Group Directors are to ensure that a site or building manager, as appropriate, is appointed to take responsibility for the management of in-house legionella control measures (if necessary, in consultation with other Group Directors, such as when service areas belonging to different Groups occupy the same premises).

For a school, the person responsible for the management of in-house legionella control measures is the Head Teacher.

- 2.12 Managers of relevant sections within Corporate Estates are to implement procedures to ensure that suitable consultation and co-operation takes place to enable the proper management of the control of legionella in instances when a premises or a water system is taken out of use (sometimes referred to as mothballing), whether temporarily or permanently, so long as the premises or water system remains in the control of the Council.

- 2.13 Managers of relevant sections within Corporate Estates are to implement procedures to ensure that suitable consultation and co-operation takes place when any premises are leased, or when leases are re-negotiated, to ensure that the responsibilities and duties for the management of the control of legionella are clearly set out and understood and, where such responsibilities and duties lie with the Council, are properly discharged.

- 2.14 Managers of relevant sections within Corporate Estates are to implement procedures to ensure that in instances of the construction of new premises, or the alteration of or extension to existing premises, relevant design details are provided to the Legionella Team for consideration in respect of the control of legionella.

Managers are to ensure that such design details are provided to the Legionella Team sufficiently early to allow officers of the Legionella Team to comment on the design prior to the commencement of relevant works.

- 2.15 The responsibility for implementing the requirements of this policy and the preparation of an implementation strategy rests with each Director or Head of Service.

3. RECORDS

- 3.1 Records kept are to include details about:

- the appointed responsible person(s) for conducting the risk assessment and managing and implementing the written scheme;
- any significant findings of the risk assessment;
- the written scheme and its implementation;
- details about the state of operation of the water system, i.e. in use/not in use;
- the results of any monitoring inspection, test or check carried out, and the dates.

- 3.2 The above records should be retained throughout the period they are current and for at least two years afterwards and, in the case of any monitoring inspection, test or check carried out, and the dates, for at least five years.

- 3.3 A copy of the records of all information, instruction and training provided to every employee, including that provided to officers of the Legionella Team and by officers of the Legionella Team and/or the specialist consultant to other employees, is to be forwarded by the Legionella Team to Human Resources for inputting in the employee's personal file.

Where any such information, instruction and training is provided by officers of the Legionella Team and/or the specialist consultant on an informal basis, for example to caretakers where no certificates may be issued on occasions, evidence of such training should still be forwarded to Human Resources, such as a signed 'attendance sheet' if a group training session, or diary notes, or similar.

4. ADVICE

- 4.1 Advice on the implementation of this policy can be obtained from the Health and Safety Team, Human Resources, TŷElai, Williamstown, CF40 1NY, telephone 01443 425531.
- 4.2 Advice on any technical issue relating to legionella can be obtained from the Legionella Team, Corporate Maintenance, Tŷ Trevithick, Abercynon, Mountain Ash, CF45 4UQ, telephone 01443 281155.

SITE/BUILDING MANAGERS CHECKLIST

	✓ As Appropriate		
	N/A	Yes	No
<ul style="list-style-type: none"> Has a legionella risk assessment been carried out for the premises? 			
<ul style="list-style-type: none"> Have you been provided with a hard copy of the legionella risk assessment and a site log book? 			
<ul style="list-style-type: none"> Are you aware of the intended legionella re-assessment date and that you are to assist in ensuring that it is undertaken when due, liaising with the Legionella Team and/or the specialist consultant, as necessary? 			
<ul style="list-style-type: none"> Have you and, if appropriate, anyone to whom you have delegated the responsibility of undertaking and recording in-house water temperature checks/flushing and, where necessary, taking action and recording details, received the necessary information, instruction and training from the Legionella Team and/or the specialist consultants? 			
<ul style="list-style-type: none"> Do you ensure that all necessary in-house water temperature checks/flushing in respect of legionella control are properly undertaken and recorded and that, where necessary, appropriate action is taken and details recorded, including during absences of any relevant persons? 			
<ul style="list-style-type: none"> Where you have delegated the above duty to another employee, are you evidencing that you are monitoring to ensure it is being properly carried out? 			
<ul style="list-style-type: none"> Do you ensure that records of any monitoring inspection, test or check carried out by relevant employees, and the dates, are kept for at least five years? 			

Completed by: _____
(Signature)

Confirmed by: _____
(Signature)

Name: _____
(Print)

Name: _____
(Print)

Designation: _____

Designation: _____

Date: _____

Date: _____