

# CAERPHILLY COUNTY BOROUGH COUNCIL

## LEGIONELLA CONTROL POLICY

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This publication is available in Welsh, other languages or formats on request.

Mae'r cyhoeddiad hwn ar gael yn Gymraeg ac mewn ieithiodd neu fformatau eriall ar gais.

### **NOTE**

Wherever the designation “manager” is used throughout this policy, it is taken to mean Head of Service, Head Teacher, Line Manager, Supervisor and the Officer in charge or anyone who has responsibilities for employees in the course of their work.

## 1. INTRODUCTION

- 1.1 This document sets out the policy, and outlines the protective and preventative measures to be implemented by Caerphilly County Borough Council (the Authority), in the control of legionella in water systems within premises owned and operated by the Authority. CCBC Domestic premises are excluded from this policy and are subject to local arrangements covering legionella.
- 1.2 The Authority is 'Duty Holder' and, therefore, responsible for ensuring that employees, service users, visitors and contractors are protected from the risk of legionellosis by complying with the relevant Health and Safety Regulations and the duties imposed by them.
- 1.3 The Authority is responsible for ensuring that the risk from legionellosis is controlled and maintained to an acceptable level. The HSE Approved Code of Practice and guidance 'The Control of Legionella Bacteria in Water Systems (L8) stresses that whilst the tasks required to be undertaken to control the risk may be contracted to an external specialist contractor, the owner/operator must take all reasonable care to ensure the competence of the service provider to carry out the work on their behalf.
- 1.4 The Authority will carry out an assessment of legionella risks and periodic review at all premises where there exists an undertaking involving a work activity managed by the authority or being carried out on its behalf. The requirement for risk assessment applies to premises controlled in connection with a trade, business or other work related activity, where water is used or stored; and where there is a means of creating and transmitting water droplets (aerosols) which may be inhaled, causing a reasonably foreseeable risk of exposure to legionella bacteria. The risk assessments will be reviewed regularly with the frequency based on the level of risk.
- 1.5 The Authority will ensure that the person or organisation, who is contracted to carry out the risk assessment and provide advice on prevention and control of exposure, is competent to do so. Any individual or contractor appointed must be able to prove compliance with the Code of Conduct administered by the Legionella Control Association (LCA).

## 2. POLICY STATEMENT

- 2.1 Caerphilly County Borough Council is committed to managing the risks associated with legionella to comply with the terms of ACoP L8.

This Policy is intended to highlight the key areas and requirements which need to be implemented, in order that the Authority reduces the risk from legionellosis so far as reasonably practicable, and outlines the written scheme the Authority must maintain in order to meet these requirements.

In summary: -

- The Authority will appoint suitably qualified personnel / contractors to access, control and manage the risk from legionella bacteria ensuring it identifies and assesses the sources of all risk and prepares a written scheme on behalf of the Authority.
- The Authority will oversee the development of a written scheme to prevent or control those risks so far as reasonably practicable.
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- The Authority will implement control and monitoring procedures to ensure that the risks from legionella are eliminated or controlled and thereafter such controls are reviewed as necessary in accordance with ACoP L8.
- The Authority will keep up to-date records of precautions and management systems in place, and will oversee the actions of others in relation to legionella control via Statutory Maintenance Group and regular updates to CMT.
- The authority will use RAMIS to record the written scheme cyclic monitoring required, risk assessment and any other site documents related to legionella control / management.

2.2 The Authority uses RAMIS an electronic compliance database and written scheme, on which to publish, control and monitor its written scheme, and this database shall identify, and be fully accessible to all personnel who have responsibilities detailed in this policy. The database shall control and record the following:

- The frequency and timings of past and future cyclic monitoring required, relevant to each individual property.
- The Critical Control points (reactive tasks) required to reduce the risk to as low as reasonably possible, their priority score, target and completion dates.
- The site records and electronic copies of critical documents, including monitoring reports, the Legionella Risk Assessment, and the water system schematic.
- The Building Manager who has day to day responsibility for legionella management at that site, and their contact details.
- An electronic record of all entries and communications sent through the system including emails, reports, requests and automated calendar updates and requests.

### 3. SCOPE

- 3.1 This policy applies to all premises or any work activity which uses or stores water under Authority control. The policy also applies to installation of new hot and/or cold water systems or repair and maintenance work undertaken on existing hot and cold water systems.
- 3.2 This Policy also applies where establishments/schools order work directly from contractors without reference to Property Services. In this regard the commissioning officer is the Responsible Person for ensuring compliance with relevant Regulations and this policy.
- 3.3 This policy has been agreed with the Trade Unions and applies to all relevant employees.
- 3.4 This policy will be reviewed at least every 3 years to ensure it is in line with current legislation and guidance and remains fit for purpose.
- 3.5 The effective date of the policy is February 2020.

### 4. DEFINITIONS

- 4.1 For the purpose of this policy, the following definitions are to be used and applied throughout the policy:-
- Aerosol: a suspension in a gaseous medium of solid particles, liquid particles or solid and liquid particles having a negligible falling velocity. In the context of this document, it is a suspension of particles which may contain legionella with a typical droplet size of <5 µm that can be inhaled deep into the lungs.
  - Algae: a small, usually aquatic, plant that requires light to grow.
  - Bacteria: (singular bacterium) a microscopic, unicellular (or more rarely multicellular) organism.
  - Biofilm: a community of bacteria and other microorganisms embedded in a protective layer with entrained debris, attached to a surface.
  - Calorifier: an apparatus used for the transfer of heat to water in a vessel, the source of heat being contained within a pipe or coil immersed in the water.
  - Cold water system: installation of plant, pipes and fitting in which cold water is stored, distributed and subsequently discharged.
  - Dead leg: a pipe leading to an outlet through which water flows but the outlet is unused/rarely used.

- Dead/blind end: a redundant length of pipe, closed at one end, through which water cannot flow.
- Fouling: organic growth or other deposits including deposits of dissolved salts in the water supply on heat transfer surfaces causing loss in efficiency.
- Hot water system: installation of plant, pipes and fittings in which water is heated, distributed and subsequently discharged (not including cold water feed tank or cistern).
- Legionellosis: any illness caused by exposure to legionella.
- Microorganism: an organism of microscopic size, including bacteria, fungi and viruses.
- Nutrient: a food source for microorganisms.
- Risk assessment: identifying and assessing the risk from legionellosis from work activities and water sources on premises and determining any necessary precautionary measures.
- Sentinel taps: for hot water services – the first and last taps on a recirculating system. For cold water systems (or non-recirculating HWS), the nearest and furthest taps from the storage tank. The choice of sentinel taps may also include other taps which represent parts of the recirculating system where monitoring can aid control.
- Slime: a mucus-like exudate that covers a surface produced by some microorganisms.
- Sludge: a general term for soft mud-like deposits found on heat transfer surfaces or other important sections of a cooling system. Also found at the base of calorifiers and cold water storage tanks.
- Stagnation: the condition where water ceases to flow and is therefore liable to microbiological growth.
- Thermostatic mixing valve: a mixing valve in which the temperature at the outlet is pre-selected and controlled automatically by the valve.

## 5. LEGISLATION

- 5.1. This policy, along with its supporting procedures, is designed to ensure the Authority meets its legal obligations under the following legislation and technical standards:-

- HSE, Legionnaires' disease, The control of legionella bacteria in water systems, Approved Code of Practice (ACoP) and guidance on regulations (fourth edition) known as L8.
- HSE, Legionnaires' disease, Part 1: The control of legionella bacteria in evaporative cooling systems.
- HSE, Legionnaires' disease, Part 2: The control of legionella bacteria in hot and cold water systems.
- HSE, Legionnaires' disease, Part 3: The control of legionella bacteria in other risk systems.
- Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety Regulations 1999.
- The Control of Substances Hazardous to Health Regulations 2002.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

## 6. RESPONSIBILITIES

### 6.1 The Chief Executive Officer will:

- 6.1.1 Seek assurance from Directors and Responsible Officers that this policy is being applied and that appropriate arrangements are in place to ensure ongoing compliance with this policy within Caerphilly County Borough Council. Receive and scrutinise compliance statistics for legionella control and ensure that arrangements are regularly reviewed.

### 6.2. Corporate Management Team and Heads of Service will:

- 6.2.1 Receive and scrutinise compliance statistics in relation to Legionella Control and review proactive and reactive reports in relation to compliance with this policy.
- 6.2.2 Ensure that appropriate resources are made available for the safe management, inspection and testing of water systems.
- 6.2.3 Ensure that each building has an appointed person who will take day to day responsibility of legionella management.

### 6.3 Property Services will:



- 6.3.1 For those Authority premises where Property Services has the responsibility and funding for repairs and maintenance, will ensure that it follows the policy set out in this document.
- 6.3.2 For Authority premises where Property Services do not have the responsibility and funding for repairs and maintenance, Property Services will take responsibility for arranging and closing out Priority 1 (P1) and Priority 2 (P2) legionella remedial tasks for all Council premises and recharging the relevant service area or school. For buildings where Property Services have no responsibility, the relevant building manager shall be responsible for the day to day management of legionella.
- 6.3.3 Ensure appropriate technical resources are in place, both internal and external to support the organisation to effectively implement the policy and meet legal requirements to help ensure ongoing quality of hot and cold water systems, this includes ensuring that all works undertaken to hot and cold water systems, considers and reduces the risk of legionella growth.
- 6.3.4 Appoint a responsible person for the day-to-day management for controlling the identified risks from legionella bacteria in accordance with the ACoP L8.
- 6.3.5 Engage and manage external competent water quality contractors to undertake legionella risk assessments, highlighting remedial engineering actions necessary to prevent stagnation in the water system and prioritise the actions using a P1-P3 scoring system, prepare/review and update written schemes (including schematics as required) and to action remedial tasks as directed and record information on RAMIS.
- 6.3.6 The risk assessment will highlight remedial engineering actions necessary to prevent stagnation in the water system and these will be scheduled for action, and prioritised, using the risk scoring system and recorded as critical control points in the written scheme.
- 6.3.7 The Authority in conjunction with the risk assessor will adopt a simple assessment scoring index which will identify the risk priority as:
- High Priority (P1) – Action to reduce the risk will be implemented inside 60.
  - Medium Priority (P2) – Action to reduce the risk will be implemented inside 90 days.
  - Low Priority (P3) – Recommendations or advisory actions to improve the system.
- 6.4 Property Services Project Officers/Designers will:-**

- 6.4.1 Ensure that works for which they are responsible comply fully with all relevant regulations and this policy.
- 6.4.2 Ensure that systems are correctly disinfected and commissioned prior to being put into service and that disinfection certificates are scrutinised prior to uploading to RAMIS.
- 6.4.3 Ensure that legionella risk and scald risk are considered and the relevant risk assessed when evaluating the need of TMVs.
- 6.4.4 Infrequently used showers (less than once per week) should be removed from the supply and the associated redundant pipework cut back as close as possible to a common supply e.g. recirculating pipework or pipework supplying a more frequently used upstream fitting.
- 6.4.5 Low volume spray taps should be avoided in premises where there are known individuals susceptible to the legionella bacteria.

**6.5 The Health and Safety Division will:**

- 6.5.1 Communicate this policy and Corporate Management Arrangement to all Managers.
- 6.5.2 Assist with monitoring compliance with this policy.
- 6.5.3 Direct appropriate investigations of any incidents, liaising with relevant officers as appropriate.
- 6.5.4 Report as required to the Statutory Maintenance Group and/or Corporate Management Team on performance against the requirement of the policy.

**6.6 Statutory Maintenance Board will:**

- 6.6.1 Be chaired by an appointed Head of Service and made up of Technical Officers and Senior Officers representing relevant service areas.
- 6.6.2 Meet at least quarterly to monitor statutory compliance including legionella control in hot and cold water systems.
- 6.6.3 Review compliance statistics and contractor performance and advise and monitor where improvements are required.
- 6.6.4 Report to Corporate Management Team as required.

**6.7 Building Managers will:-**

- 6.7.1 Take day to day responsibilities for legionella management.

- 6.7.2 Ensure that any remedial tasks identified by the Legionella Risk Assessment, or maintenance inspection are undertaken within the required timescale. RAMIS will display remedial tasks and recommendations for legionella control. The Building Manager must ensure that remedial tasks are completed within the stipulated timescales.
- 6.7.3 Ensure they are familiar with the written scheme for control of legionella at their site and have arrangements in place for undertaking the relevant checks (please refer to appendix 1) and recording on RAMIS with records uploaded within 3 months.
- 6.7.4 Ensure that full access is provided to the appointed Water Quality Contractor to undertake the relevant inspections in line with the Written Scheme for the premises. Make available to the contractor any on site records for relevant checks as detailed in Appendix 1.
- 6.7.5 Report any concerns with regards to hot and cold water systems to Property Services so relevant action can be taken.
- 6.7.6 Ensure that water temperature is maintained to avoid the temperature range 20 deg C – 45 deg C. ensure that where identified as a critical control point on the written scheme water temperature is maintained at 60 deg C to ensure that the furthest point of the system receive water within one minute at a minimum of 50 deg C. Where relevant check identify these criteria are not being met seek advice from competent person.
- 6.8 Competent Contractor responsibilities:-**
- 6.8.1 Identify and assess the sources of legionella risk in accordance with the L8 and HSG 274.
- 6.8.2 As directed complete a legionella risk assessment and written scheme to prevent and control the legionella risk for each premise taking into account increased susceptibility of persons over 45, smokers and heavy drinkers, people suffering from chronic respiratory or kidney disease, diabetes, lung and heart disease or anyone with an impaired immune system.. Review the risk assessment highlighting the frequency of cyclical inspections for each site.
- 6.8.3 Provide competent advice in accordance with L8, HSC 274 and the relevant BS as requested.
- 6.8.4 Where contracted to do so complete monthly, quarterly, 6 monthly, annual checks and provide up to date records.
- 6.8.5 Record, risk assessment, written scheme, relevant checks and remedial actions on RAMIS.
- 6.8.6 Complete remedial actions as requested.

## 7. IDENTIFYING THE RISK FROM LEGIONELLA

- 7.1 The Authority will carry out an assessment of legionella risks and periodic review at all premises where there exists an undertaking involving a work activity managed by the authority or being carried out on its behalf. The requirement for risk assessment applies to premises controlled in connection with a trade, business or other work related activity, where water is used or stored; and where there is a means of creating and transmitting water droplets (aerosols) which may be inhaled, causing a reasonably foreseeable risk of exposure to legionella bacteria.
- 7.2 The Authority will ensure that the person or organisation, who is contracted to carry out the risk assessment and provide advice on prevention and control of exposure is competent to do so. Any individual or contractor appointed must be able to prove compliance with the Code of Conduct administered by the Legionella Control Association (LCA)

## 8. WRITTEN SCHEME

- 8.1 The risk assessment stage will have identified and evaluated potential sources of risk and for the purpose of the written scheme will identify:
- The particular means of preventing exposure to legionella bacteria; or if prevention is not reasonably practicable then the particular means of controlling the risk from exposure to legionella bacteria.
- 8.2 The Approved Code of Practice (ACoP) L8 states the risk from exposure should normally be controlled by measures which do not allow the growth of legionella bacteria in the system and, or, which reduce exposure to water droplets and aerosols.

## 9. PRESENCE OF LEGIONELLA BACTERIA

- 9.1 Legionella bacteria is widespread in lakes, rivers and reservoirs and as such is common in the water supplies it receives. To limit its presence the Authority adapts an approach of limiting the use of non-towns mains supply wherever possible to do so, and where not possible ensure that increased controls and monitoring regimes are in place to control the increased risk.

## 10. CONDITIONS SUITABLE FOR GROWTH OF THE ORGANISMS

- 10.1 In keeping with ACOP L8 the Authority will where possible ensure that water temperatures are maintained at all times to avoid the temperature range 20 c – 45 c.
- 10.2 Where temperature is being used as a Critical Control Point such as on hot water storage calorifiers, then it will be maintained at minimum level of 60 c in order to ensure that the furthest points on the system receive water within one minute of 50 c.

## 11. THERMOSTATIC MIXING VALVES (TMVs)

- 11.1 Thermostatic Mixing Valves use a temperature sensitive element and blend hot and cold water to produce water at a temperature that safeguards against the risk of scalding. However, blended water downstream of the TMV can provide an environment in which legionella can multiply, thus increasing the risk of exposure. Where the risk of scalding is assessed as low, TMVs should not be installed. The risk from scalding affects the very young, elderly, infirm or those with physical or mental disability or those with sensory loss. TMVs should not be installed unless the risk of scalding is regarded as higher than the risk from legionella infection. Where TMV's are fitted they should be fitted to relevant outlets only.
- 11.2 Where TMV's are to be fitted the following should be adhered to:-
- TMVs should be incorporated into a mixer tap, TMV 3 approved to WRAS standard.
  - TMVs should not be fitted to low flow rate spray taps as this increases the risk from legionella.
  - TMVs should not be fitted to serve multiple outlets as this increases the risk from legionella.
  - Where TMV's are designed to supply both cold and blended water, an additional separate cold tap is rarely needed and is likely to become a little used outlet.

## 12. NUTRIENTS

- 12.1 Sludge, scale, rust, algae other organism matter and bio film are increased where there is 'poor housekeeping' or 'poor turnover' in the water system. All

such identified risks should be monitored and limited as follows:

- The risk assessment will highlight a frequency of cyclical inspection for each water system that will ensure it can be checked for good housekeeping in accordance with ACOP L8, and this will be recorded in the written scheme
- The risk assessment will highlight remedial engineering actions necessary to prevent stagnation in the water system and these will be scheduled for action, and prioritized, using the risk scoring system set out in the Legionella Control Policy.

### 13. TRANSMISSION OF THE BACTERIA

13.1 Transmission of the bacteria occurs by creating and spreading breathable droplets, e.g. the aerosol generated by cooling towers, showers or spa pools. In order to limit transmission of water droplets, the Authority's policy is as follows:

- Infrequently used showers (less than once per week) should be removed from the supply and the associated redundant pipework cut back as close as possible to a common supply e.g. recirculating pipework or pipework supplying a more frequently used upstream fitting.
- Low volume spray taps should be avoided in premises where there are known individuals susceptible to the legionella bacteria. Spa pools/Jacuzzi baths must be subject to a separate risk assessment and water treatment programme.

### 14. SUSCEPTIBILITY

14.1 The risk from legionella bacteria is greatly increased where the presence (and numbers) of people who may be exposed increases, especially in premises where occupants are particularly vulnerable e.g. residential homes. Therefore the authority will:

- Follow the risk assessment scoring system set out in the Legionella Control Policy which takes into account increased susceptibility of persons over 45, smoker and heavy drinkers, people suffering from chronic respiratory or kidney disease, diabetes, lung and heart disease or anyone with an impaired immune system.
- The risk assessment score index takes into account increased susceptibility of premises where occupants are particularly vulnerable e.g. RHOP's.

## 15. RECORDS AND REVISIONS

- 15.1 The Authority uses RAMIS an electronic compliance database on which to publish control and monitor its written scheme and this database shall identify and be fully accessible to all personnel who have responsibilities detailed in this policy, the database shall control and record the following:
- The frequency and timing of past and future cyclic monitoring required, relevant to each individual policy.
  - The critical control points (reactive tasks) required to reduce the risk as low as reasonably possible, their priority score, target and completion dates.
  - The site records and electronic copies of critical documents including monitoring reports, the legionella risk assessment and the water system schematic.
  - The risk assessment which sets out the key person applicable to legionella management at that site.

## 16. ASBESTOS ISSUES WHICH AFFECT LEGIONELLA CHECKS/WORKS

- 16.1 CCBC requires that all operatives working on its buildings have received asbestos awareness training from a suitably accredited provider (UKATA/ IATP/ BOHS/ ASHEeLA) within the previous 12 months. Furthermore, those involved in statutory testing including legionella checks and works must have also received Task Specific Work with Non-licensed Asbestos Products (Category B) training from a UKATA/IATP registered provider.
- 16.2 Legionella contractors can access all available asbestos information via the Risk Assessment Management Information System (RAMIS) database. Where required, supplementary guidance provided by the CCBC asbestos team is also included with tender documents and additional support is provided by a CCBC Asbestos Officer, where appropriate.
- 16.3 It is CCBC policy and a condition of the contract that all contractor's staff sign the asbestos log book for the premises and read the asbestos survey and any associated Notice of Prohibited/Restricted Access Areas relating to the site at commencement of each visit or each job to an Authority building. Please note where a "Notice of Prohibited/Restricted Access Areas" is applied to a Caerphilly site this notice maybe pivotal to legionella inspections/test and works. They will be very detailed and provide advice to accessing ceiling/loft voids or where water tank(s) are located.
- 16.4 The following section is consistent with the Council's Asbestos Management

**Plan:**

- CCBC requires all internal staff/Contractors working on the fabric of its buildings to have undertaken and completed Asbestos Awareness Training as a minimum. This training must be provided by a Training Company/Trainer accredited by the following bodies (UKATA/ IATP/ BOHS/ ASHEeLA). The training must be valid within the previous 12 months. As stated, Asbestos Awareness is the minimum level of asbestos training required, however, works within some of Caerphilly properties require Non Licensed Training (Category B) as a minimum. This level of training must be accredited by the following bodies -UKATA/IATP) Non Licensed Training has been stipulated as a minimum requirement for those undertaking statutory testing throughout Caerphilly properties.
- The appointed legionella contractors can access all available asbestos information via the Risk Assessment Management Information System (RAMIS) database. However, unless the building is constructed post 2000, then site specific advice and support must be provided by Building Consultancy's Asbestos Officer (AO). This AO has the correct level of training, skills, experience and knowledge to review proposed checks/works and cross reference with all relevant asbestos information relating to site and specific work areas. Following this, the AO will provide advice to support the proposed testing at tender stage, along with all relevant asbestos information. Once the tender is awarded to the successful contractor, there may be a requirement for more detailed specific advice from the AO once contractor has attended site. Also onsite support and monitoring from the AO will be carried out whilst some asbestos works are being undertaken.
- Although asbestos information and advice will have been provided to the selected contractor prior to them attending site(s), the contractors must read the relevant sections of the asbestos survey and any prohibitions or restrictions relating to the site. This must be prior to the commencement of work or disturbance to the fabric of the building or prior to any access into prohibited or restricted areas, they must then confirm they understand the information by completing and signing the Asbestos Log Book for the premises. The Contractors should be fully aware of this information, as it will have been provided to them prior to any access. The Contractor must ensure this information is provided to any members of staff who attend the specific site(s).



# Control of Legionella at Work - Guidance for Building Managers



Legionnaires' disease is the term given to infections caused by the bacteria *Legionella Pneumophila* (*Legionella*) and is a form of potentially fatal pneumonia. In the UK there are about 250 identified cases every year with around 10% of these resulting in death. The bacteria is part of the legionellaceae family which cause diseases called Legionellosis (other diseases in this group include Pontiac fever and Lochgoilhead Fever). The infection is caused by inhalation of the legionella bacteria, carried in water droplets in the air (called aerosols). These are created by showers, taps, air humidifiers, air conditioning units, or any other equipment that releases water vapour or droplets into the atmosphere.

*Legionella* is found in untreated surface waters, is not always removed by conventional water treatment processes and can easily colonise in environments such as hot and cold-water distribution systems. In these systems, legionella is able to flourish at temperatures between 20°C and 45°C especially where dirt, scale or sludge are present. *Legionella* bacteria is dormant below 20°C and is killed by temperatures above 60°C.

The Health and Safety Executive's Approved Code Of Practice and guidance publication '**Legionnaires' Disease: The Control of Legionella Bacteria in Water Systems**' (L8) provides a comprehensive approach to legionella control. To ensure the legal obligations are met, there is a need to:

1. Identify and assess potential sources of risk – this is undertaken on your behalf by a competent legionella contractor engaged through Property Services. The Risk Assessment is found on RAMIS and any remedial tasks highlighted by the Risk Assessment will be programmed into the system by the contractor, so the relevant work can be organised.
2. Prepare a Written Scheme to prevent and control the risk - this is done on your behalf by a competent legionella contractor and is uploaded to RAMIS
3. Implement manage and monitor the scheme – ensure that actions identified in the risk assessment and Written Scheme are progressed. This includes the following:-

<b>To Be Undertaken by a CCBC Appointed Contractor:-</b>
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The Written Scheme for the premises will identify the required checks, the dates that checks are due are recorded within the RAMIS calendar for your premises and will include the following:-

**Annual Checks** – These consist of:

Taking samples from hot water calorifiers (- Samples are only taken if the drains from the calorifier run unclear. If the water runs clear no samples are collected. )

- Visually inspecting cold water tanks and carrying out remedial works
- Servicing mixer valves

RAMIS will provide a date for when this It is your responsibility to ensure that annual checks are completed and to follow up with Building Consultancy if they are not done at the appropriate time.

**6 Monthly Checks** – These may consist of taking the temperature of cold water storage tanks at the ball valve, inspection of expansion vessels, temperature check of point of use heaters etc.

**Quarterly checks** – These maybe required in some premises as determined by Risk Assessment, are undertaken by contractors on your behalf through Building Consultancy. These consist of cleaning, dismantling, de-scaling and disinfecting showerheads and hoses. It is your responsibility to ensure that quarterly checks are completed and to follow up with Building Consultancy if they are not done at the appropriate time.

<b>To Be Arranged by the Building Manager:-</b>
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**Monthly**

**Hot Water - Non Circulating Systems** – Take temperatures at sentinel points (nearest outlet, furthest outlet and any long branches, identified by your written scheme. Water temperatures should be a minimum of 50°C within one minute, 55 °C in Social Services Residential Homes.

**Hot Water – Circulating Systems** – Take temperatures at sentinel points of return legs, identified in your Written Scheme. Temperatures should be taken on the pipework using appropriate temperature checking equipment. Water temperatures should be a minimum of 50°C within one minute, 55 °C in Social Services Residential Homes.

**Cold Water Services** – Check temperatures at nearest furthest sentinel taps from the cold water storage tank, as identified in the written scheme. Outlets should be below 20 °C within two minutes of running the cold water tap.

**Weekly**

**Infrequently used outlets** such as those in disabled facilities, showers etc. which are not used for more than seven days, should be included in a weekly flushing regime. This requires the tap or shower to be run for 5 minutes or until the

temperature reaches that of the supply. This process is very important as it minimised the risk from microbial growth in the peripheral parts of the water system.

## **Records**

Records of Monthly checks must be retained and uploaded at least quarterly to RAMIS. The appointed contractor may ask to see temperature records at any time to review temperature trends at the premises, to assess overall risk. If a temperature reading is between 20 °C and 50 °C the check should be repeated at that check point later that day or on a different time the following day. If a reading of 20 °C - 50 °C is repeated then advise should be sought from Property Services/Competent Legionella Contractor.

Records of weekly purging must be retained at the premises and uploaded at least quarterly to RAMIS., This task can be included on weekly building checks, but should identify the outlets which are included in the flushing regime.

If there is a case of legionella involving your premises, you may be asked to produce these records for inspection by the Investigating Authority.

## **Further Assistance**

If you are not sure of the temperature testing points within your premises, please discuss with the Water Quality Contractor to confirm and label. If you require replacement temperature testing equipment please contact Health and Safety 01443 864901.

If you think there is a problem with the water systems at your premises please contact the Water Quality Contractor or Property Services.

## **Building Managers Checklist**

- ✓ Make sure you are familiar with your Legionella Risk Assessment and Written Scheme.
- ✓ Ensure you progress the remedial tasks which are listed on RAMIS – Property Services will automatically undertake tasks with have a priority 1 or 2 rating due to risk.
- ✓ Ensure you have arrangements in place for weekly purging of little used outlets and monthly temperature checks and any other checks advised in the Risk Assessment and Written Scheme.
- ✓ Ensure you keep records of weekly and monthly checks.
- ✓ Report any problems with temperatures or any concerns regarding your water systems.