



# **HS-P15 LEGIONELLA POLICY**

## FULL REVIEW TRACKING

A “Full Review” refers to a point when a the whole document is reconsidered by appropriate stakeholder to establish if it is still fit for purpose and this is formally signed-off at the appropriate management level. This acts as assurance the Association’s position on key matters is up to date with legislation, regulation and good practice.

<b>Last Full Review Date</b>	August 2012
<b>Policy Owner</b>	Gordon Cameron, Director of Property and New Business
<b>Document Author(s)</b>	Kevin Wilson
<b>Communication &amp; Training Methods</b>	Circulated to SMT and OMT. The policy will be issued to the PNB team for implementation and discussion.
<b>Date Last Approved</b>	January 2017
<b>Approved By</b>	To be approved by SMT
<b>Review Cycle</b>	5 Years
<b>Next Review Date</b>	February 2022
<b>The Policy has a direct link to the following PoLHA policies and procedures</b>	Legionella Management Procedures
<b>This policy complies with the requirements of these legal and/or regulatory documents</b>	Health and Safety at Work Act. 1974 L8 Legionnaires’ Disease – The control of Legionella bacteria in water systems, Approved Code of Practice and Guidance IAC27 (rev2) Legionnaires’ Disease – A Guide for Employers Scottish Water Bylaws 2014 INDG 253 (Rev1) Controlling Legionella in Nursing and Residential Care Homes HSG274 Legionnaires’ Disease – Technical Guidance (in 3 parts) (2013) INDG58 Legionnaires’ Disease – A Brief Guide for Duty Holders (2012) Approved Code of Practice and Guidance: Legionnaires’ Disease – The Control of Legionella Bacteria in Water Systems. HSE Books 2000 ISBN 978 0 7176 1772 2
<b>Equality &amp; Diversity Impact (EI)</b>	This document was EDI Assessed by the

<b>Assessment Status</b>	Maintenance Manager (Kevin Wilson) using the organisation's set procedure in January 2017 and is considered to be free of anything which may lead to any unfair discrimination in its application.
--------------------------	--

**REVISION TRACKING**

Revisions are minor changes which are made between Full Reviews which might be needed because of new ideas or changes

<b>Revision Date</b>	<b>Part of doc revised</b>	<b>Reason for revision</b>	<b>Approved by</b>

## 1. BACKGROUND/INTRODUCTION

- 1.1 Port of Leith Housing Association currently has 2,800 properties consisting of a mixture of tenemental flats (19<sup>th</sup> Century) and properties constructed from the late 1970s onwards.
- 1.3 The agent that causes these diseases is a bacterium called **Legionella Pneumophilia**. The diseases are mainly contracted through the inhalation of an aerosol or droplet which contains the Legionella bacterium.
- 1.4 The organisation is required to consider the risks from Legionella that may affect its employees, service users, contractors and members of the public, and take suitable precautions to remove / reduce those risks. As an employer or a person in control of the premises (eg a landlord), the organisation must:
- Identify and assess sources of risk;
  - Prepare a scheme (or course of action) for preventing or controlling the risk;
  - Implement and manage the scheme – appointing a person to be managerially responsible, referred to as the ‘responsible person’;
  - Keep records and check that what has been done is effective.
- 1.5 Up to 5000 people in the UK suffer from Legionellosis, of whom 600 die each year. Legionellosis is any disease caused by exposure to Legionella bacteria. The two main illnesses are:
- Legionnaires disease – potentially fatal
  - Pontiac Fever – an upper respiratory illness

## 2. POLICY STATEMENT

- 2.1 It is the policy of Port of Leith Housing Association to ensure that under the Health and safety at Work Act 1974, so far as is reasonably practicable, the health, safety and welfare of its employees, service users, contractors, the general public and others who may be affected by its undertakings in any of the properties it owns or occupies is properly managed with regard to legionella.
- 2.2 Each relevant premise under the control of the organisation will have a site based administrator appointed. It is, however, recognised that many lease holders will not have a PoLHA employee based at the site and each tenant [ie voluntary organisation] will be obliged to adopt the PoLHA site based monitoring procedures and appoint their own site based administrator.
- 2.3 The Association’s Legionella policy conforms to the legionella management duties defined and implied in the *Control of Substances Hazardous to Health Regulations 2002, as amended, The control of legionella bacteria in water systems, Approved Code of Practice and Guidance (L8)* and *Scottish Water Byelaws 2004*. The policy and procedures will apply to all buildings and all individuals employed by the Association, and to contractors / subcontractors engaged by the Association **without exception**.
- 2.4 The organisation is required to appoint someone to take responsibility for managing the control scheme that has been put in place. This ‘responsible person’ is required to be ‘competent’ – that is, they need to have sufficient knowledge and experience to

enable them to manage and control the scheme effectively.

- 2.5 The significant findings of risk assessments, together with the control scheme, monitoring arrangements and the results of inspections and monitoring must be recorded. The results of routine monitoring require to be kept for a minimum of five years.

### 3 RESPONSIBILITIES UNDER THE POLICY

- 3.1 **Corporate Responsibility** - Port of Leith Housing Association has responsibility for compliance with the legionella related duties defined and implied in the *Control of Substances Hazardous to Health Regulations 2002, as amended, The control of legionella bacteria in water systems, Approved Code of Practice and Guidance (L8)* and *Scottish Water Byelaws 2014*.
- 3.2 **Senior Management Team** – responsible for the approval of the policy and to ensure that all staff is familiar with the contents of this policy and procedures document insofar as it is relevant to their roles and responsibilities.
- 3.3 **Maintenance Manager** - will be responsible for the implementation of this Policy and will be responsible for ensuring the appropriate level of competence and resources exist throughout the management chain to ensure proper implementation of the policy.
- 3.4 **Facilities Team Leader** (the Association's Responsible Person) - will be responsible for the day to day implementation of the legionella management system and control regime. Will ensure that all staff is familiar with the contents of this policy and procedures document, insofar as it is relevant to their roles and responsibilities. Ensure that each relevant premise under the control of the organisation will have a site based administrator appointed and ensure that all site based administrators are competent to perform their duties and are provided with the appropriate training, information, resources and support.
- 3.5 **Asset Manager** will be responsible for maintaining an up to date register of all premises, including an asset list of water system assets and a schematic of the water system. The register will be updated following each risk assessment or a significant change to the water system.
- 3.6 **Sheltered Co-ordinators and Site Based Administrators** will be responsible for undertaking and reporting the internal monitoring and inspection tasks, as defined in the site specific log books. Reporting any non-conformances or issues raised by the internal monitoring and inspection programmes to the Facilities Team Leader as soon as is reasonably practicable. Identifying any potential or confirmed cases of Legionnaires disease amongst service users and for reporting such cases to the Facilities Team Leader without delay.
- 3.7 **Commercial Leaseholder** - is responsible for the effective management of Legionella related hazards and risks and will ensure compliance with the *Control of Substances Hazardous to Health Regulations, "The control of legionella bacteria in water systems, Approved Code of Practice and Guidance (L8)"* and *Scottish Water Byelaws 2004*, in this regard. Each leaseholder will also be obliged to 'adopt' the POLHA site based monitoring procedures and to appoint a site based administrator.
- 3.8 **External Inspection and Monitoring Team (External Specialist Contractors)** will be appointed to carry out legionella preventative monitoring and water hygiene

services and responsibilities will include legionella sampling, tank inspections, water sampling, (for all bacteria) and other associated services throughout their property portfolio. The contractor will be required to report any non-conformances or issues raised by the internal monitoring and inspection programmes to the Facilities Team Leader as soon as is reasonably practicable and in accordance with the contract specification and escalation procedure.

#### **4 POLICY FRAMEWORK**

The aim of the policy is to ensure that :

- 4.1 The Association achieves legal compliance with regards to the Health and Safety at Work etc Act 1974, complies with the legionella management duties defined and implied in the *Control of Substances Hazardous to Health Regulations 2002, as amended, The control of legionella bacteria in water systems, Approved Code of Practice and Guidance (L8)* and *Scottish Water Byelaws 2004*.
- 4.2 The Association implements a systematic approach in assessing the risks, and develop controls to eliminate those risks identified or to control them so far as is reasonably practicable.
- 4.3 Maintenance records identifying all water systems together with pipe routes, ensuring routine inspections and tests, maintenance, faults, repairs and test certification is documented.
- 4.4 Ensure that the policy will be communicated to all employees and appropriate contractors, with relevant employees being provided with suitable and sufficient information, instruction and training to adequately discharge their roles and responsibilities.
- 4.5 Regularly review the legionella management policy and procedures, at least five yearly.
- 4.6 Ensure that information regarding the monitoring and control of legionella is contained in tender documentation as may be appropriate.

#### **5 ASSOCIATED PROCEDURE(S)**

- 5.1 The management of the Legionella policy should be carried out in accordance with the Legionella Management Procedures (February 2017).

#### **6 POLICY & PROCEDURE EFFECTIVENESS ASSESSMENT CRITERIA**

- 6.1 The Facilities Team Leader will arrange for the Legionella Management Procedures to be internally reviewed at least every 12 months, and externally audited by an external consultant every five years.
- 6.2 The Facilities Team leader will manage the planned programme of inspections to ensure that works are undertaken in accordance with current best practice, with results reviewed and corrective actions implemented where required.
- 6.3 The Facilities Team Leader will review the planned programme of inspections against the current property list on an annual basis.