

Policy Name	Frequency of Review	Date adopted & Minute Ref
Legionella Management Policy & Procedures	Every 2 years or in the case of management or procedural changes within the Parish Council, or changes in legislation or guidance.	Minute 22/367 5 th April 2023 Parish Council Meeting.

Legionella Management

Policy & Procedures

Introduction

1. Understanding Legionella

Legionellosis is a collective term for diseases caused by legionella bacteria 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 and everyone is susceptible to infection. The risk increases with age but 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
- diabetes, lung and heart disease
- anyone with an impaired immune system

The bacterium *Legionella pneumophila* and related bacteria are common in natural water sources such as rivers, lakes and reservoirs, but usually in low numbers. They may also be found in purpose-built water systems such as cooling towers, evaporative condensers, hot and cold water systems and spa pools.

If conditions are favourable, the bacteria may grow increasing the risks of Legionnaires' disease and it is therefore important to control the risks by introducing appropriate measures outlined in [Legionnaires' disease - The Control of Legionella bacteria in water systems \(L8\)](#).

2. Legal Framework

Bourton-on-the-Water Parish Council recognises its responsibilities under the following health and safety legislation:

- Health and Safety at Work (etc) Act 1974
- Management of Health & Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (as amended)

In addition, the Health & Safety Executive's Approved Code of Practice L8: The Control of Legionella Bacteria in Water Systems (fourth edition) and HSE's Technical Guidance Note HSG274.

Policy

1. Policy Statement

The aim of the Legionella Management Policy and Procedures is, as far as it reasonably practicable, to ensure the protection of all staff, councillors, visitors, tenants, room hirers and contractors or other persons who may be affected by the use and distribution of the Parish Council's water services from the effects of Legionella bacteria.

2. Bourton-on-the-Water Parish Council undertakes to:

- Identify and assess the risk of legionella infection to its staff, councillors, visitors, tenants, room hirers and contractors arising from the manner in which the water systems over which the Council has control are operated, managed or designed.
- At all times comply with the Health and Safety Executive's Approved Code of Practice L8.

Procedures

1. Management Structure – Details of Responsible Person

The following are listed in the site logbook:

Duty Holder: Bourton-on-the-Water Parish Council (as a corporate body) has ultimate responsibility for safe operation of the water systems within the premises.

Appointed Competent Person: Sharon Henley, Parish Clerk is the person with overall responsibility, on behalf of the duty holder, for safe management and operation of the water systems to comply with the COSHH Regulations.

Appointed Responsible Person: Sharon Henley, Parish Clerk is the person with whom overall responsibility lies, on behalf of the duty holder, for safe management and operation of the water systems on a day to day basis:

Duty Responsible Person(s): Jo Herbert, Assistant Clerk is responsible for day-to-day safe operation of the water systems: Responsibility to ensure that personnel and contractors involved in maintaining the water systems are competent to do so. Responsibility to confirm the satisfactory completion of control measures and other maintenance activities. Responsibility to ensure that suitable records are maintained. In each case there is also a responsibility to ensure that within reason all foreseeable eventualities are accounted for. Particularly absenteeism or changes in personnel.

Site Maintenance Operative: Ernie Webb, Caretaker has responsibility to undertake tasks as instructed by Parish Council staff listed above.

Water Treatment Specialist/Water Treatment Contractor: A suitably qualified and competent contractor will be engaged as required.

Consultancy Support: A suitably qualified and competent contractor will be engaged as required to undertake independent testing, audits on the control scheme and perform risk assessments as requested.

2. Training

All Parish Council staff listed above will receive suitable training and instruction in order to carry out their roles. Initial training was undertaken in December 2022 and refresher training will be conducted at reasonable intervals.

3. Logbook

The site Logbook sets out the schedule and framework for regular testing and checks. The Site Maintenance Operative must complete the relevant sections in the logbook following each set of regular checks.

4. Risk Assessment

A full legionella risk assessment was carried out in October 2022 by Primary Water Solutions who are registered with the Legionella Control Association. This assessment was undertaken at the instruction of the Parish Council as follows:

- If there are changes to the water system or its use
- Changes to the use of the building
- Availability of new information about risks or control measures

- Results of check indicate that control measures are not effective
- A case of Legionellosis associated with the system

5. Control Parameters

The risk assessment has been completed in line with HSE's Technical Guidance document HSG274 Part 2, checklist 2.1.

6. Emergency Procedures

Non-conformance procedures: If during testing any outlet fails to meet the testing parameters then the Site Maintenance Operative should immediately make the Duty Responsible Person aware. Remedial actions should be put into place and the outlet re-tested to ensure compliance. If the issue cannot immediately be rectified, then the outlets should, if possible, be withdrawn from use pending remedial work and re-testing.

Legionella positive procedures: The Parish Council do not currently undertake proactive testing as control measures consist of temperature checks and other remedial actions as recommended by the Legionella Risk Assessment.

Legionella outbreak procedures: If any Duty Holder is made aware of a suspected or confirmed case of legionella thought to be in relation to the building then the building should immediately be closed to visitors and all tenants informed. Urgent advice should be sought from the Health and Safety Executive, Environmental Health and a suitably qualified and competent contractor.