

**SA/06**

# Legionella Policy

**PN07**

“Our policies embed our culture, establish boundaries and outline our expectations. They have been agreed by our Board(s) as best practice documents for the Group’s decision making.”

## Policy Statement

ateb are committed to reducing, so far as is reasonably practicable, the reasonably foreseeable risks of exposure of any person to legionella bacteria.

This policy describes the measures taken by ateb to reduce the risk of Legionnaires Disease occurring. ateb has legal responsibilities to ensure the health and safety of its tenants by keeping the property safe and free from health hazards.

<b>Approval Date</b>	<b>Lead Contact</b>	<b>Review Date</b>
25/06/2020	Facilities Coordinator	June 2023

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## 2. Principles

ateb will comply with the legislation and regulations to mitigate the risk of legionnaires' disease, to customers, staff and visitors. The relevant legislation is as follows,

- The Health and Safety at Work Act etc. 1974
- The Management of Health and Safety at Work Regulations 1999
- The Construction (Design and Management) Regulations 2015
- BS8580: 2010 – Water Quality – Risk Assessments for Legionella Control – Code of Practice
- The Public Health (Infectious Diseases) Regulations 1988
- The Water Supply (Water Fittings) Regulations 1999
- The Water Supply (Water Quality) Regulations 2010 BS 6700:2006 – Specification for Design, Installation, Testing and Maintenance of Services Supplying Water for Domestic Use Within Buildings and their curtilages
- The Workplace (Health Safety & Welfare) Regulations 1992
- Housing Act 2004
- Landlord and Tenant Act 1985
- Data Protection Act 2018 and GDPR (General Data Protection Regulation)
- RIDDOR 2013
- Housing Health and Safety Rating System (England) Regulations 2005
- Homes (Fitness for Human Habitation) Act 2018

Legionnaires' disease is a potentially fatal pneumonia caused by legionella bacteria. Breathing in small droplets of contaminated water causes infection. Legionella bacteria require a suitable supply of nutrients to thrive at temperatures between 20°C and 45°C. Rust, sludge, scale and algae in water systems provide a suitable host for the bacteria.

An assessment is required to identify and assess the risk of exposure to legionella bacteria on premises and any necessary precautionary measures.

The assessment should identify and evaluate potential sources of risk and the means by which exposure to legionella bacteria is to be prevented and if prevention is not reasonably practicable, the means by which the risk from exposure is to be controlled. ateb recognises the importance of implementing set procedures for the control of legionella bacteria in water systems and fully endorses the guidelines and recommendations contained in the “Approved Code of Practice & Guidance (L8)” as issued by the Health and Safety Executive. To comply with its legal duties ateb will;

- Identify and assess sources of risk
- Prepare a scheme for preventing and controlling the risk
- Implement, manage and monitor controls and precautions
- Keep records of the precautions taken
- Appoint a person to be the duty holder

In order to ensure Legionella outbreaks are prevented as far as is reasonably practicable ateb will ensure that Legionella is adequately managed, relevant persons are trained and suitable communications between responsible persons is attained.

Management Leads and Operational Staff as identified in each Legionella Risk Assessment need to be knowledgeable in the following areas and training will be provided by ateb with a minimum of bi-annual refreshers:

- conditions for legionella bacteria to breed;
- history of legionnaires’ disease;
- legionella risk assessments;
- legionella control measures;
- Statutory and advisory regulations (based around current UK; legislation, Approved Code of Practice L8).

Where ateb contracts an appointed Service Provider they will be competent and a certified member of the Legionella Control Association with registration under the following categories:

- Risk assessment;
- Cleaning and disinfection;
- Chemical water services;
- Hot and cold-water monitoring and inspection services;
- Analytical services;

All homes and work locations owned or controlled by ateb will be subject to a Legionellosis Risk Assessment. A written scheme will be developed for work locations and identified at risk sites (e.g. Extra Care schemes).

### **Domestic Properties**

The practical and proportionate application of Health and Safety law to landlords of domestic rental properties is that whilst there is a duty to assess the risk from exposure to Legionella to ensure the safety of tenants, this does not require an in-depth detailed assessment. The risks from hot and cold-water systems in most domestic settings are generally considered low owing to regular water usage and turnover.

ateb will undertake a simple risk assessment of all domestic properties on an annual basis, simple control measures where risk is identified may include;

- Works to avoid debris getting into the system
- Redundant pipework is identified and removed
- Setting control parameters (e.g. setting the temperature of the hot water cylinder to ensure water is stored at 60°C)

### **Void Properties**

ateb will take reasonable steps to ensure the risk of Legionella is minimised when letting a property that has been vacant, including.

- Flushing out the system prior to letting the property
- Implementing a suitable flushing regime or draining the system if a property is to remain vacant for long periods
- Cleaning of showerheads

### **Schemes**

Those at high risk from contracting legionnaires' disease include older people, those with respiratory disorders and the immuno-compromised. People at particular risk may be present in ateb Sheltered and Extra Care housing for older people. In these schemes ateb will undertake the following to minimise the risk of legionella.

- avoid the use of systems that give rise to a reasonably foreseeable risk of Legionellosis or, where this is not reasonably practicable, prepare a written scheme for minimising the risk from exposure.
- implement and manage the scheme of precautions including the appointment of a person, or persons, to take managerial responsibility and to provide supervision; and,
- keep appropriate records.

The assessment should address the risks from the system and how they are controlled. It should include details of:

- The water system and its key components.

- A written record of the system risk assessment. This will include consideration of any groups who might potentially be exposed to legionella bacteria.
- A written schedule for minimising the risk of legionella within each system. This will include an action plan and a system for escalating remedial work where the risk assessment, or any monitoring regime, identifies a significant risk of legionella growth or transmission.
- A written schedule and procedures for inspection, maintenance and disinfection, where applicable, of each system.

ateb will establish and maintain a core asset register of all properties that have a written scheme of control for water hygiene in place. This register will also hold data against each property asset of the water hygiene risk assessment carried out.

ateb will establish and maintain accurate records of all written schemes of control and any associated remedial works and water testing and keep these for a period of not less than 5 years. Records should include the person or people responsible for conducting the risk assessment, managing, and implementing the written scheme; any significant findings of the risk assessment; the written control scheme and its implementation; and the results of any inspection, test or check carried out, together with the dates. This should include details about the state of operation of the system, i.e. in use/not in use.

ateb will maintain logbooks for all relevant sites as required to record the details of the results from the ongoing monitoring and inspection, where required.

ateb will hold and maintain accurate records on the qualifications of all consultants, surveyors, risk assessors and engineers undertaking water hygiene works for the organisation.

ateb will ensure robust processes and controls are in place to provide and maintain appropriate levels of security for all water hygiene safety related data.

- Any non-compliance issue identified at an operational level will be formally reported.
- Appropriate course of corrective action to be agreed by relevant parties.
- Executive Management Team (EMT) are to be made aware of any non-compliance issue so they can consider the implications and act as appropriate.
- In cases of a serious non-compliance issue EMT will inform Board and consider whether it is necessary to disclose the issue to the Regulator in the spirit of co-regulation as part of the Regulatory Framework.

### **Customer Information**

Customers will be advised of any control measures put in place that should be maintained e.g. not to adjust the temperature setting of the calorifier, to regularly clean and disinfect showerheads and inform ateb immediately if the hot water is not heating properly.

## 3. Responsibilities

### Company

This is an ateb policy. ateb is responsible for ensuring the policy is available to their customers, stakeholders and employees and for ensuring appropriate training, support and guidance is given on its application and use.

### Board of Management

- To effectively challenge strategic legionella plans made by management.
- Ensure appropriate risk management schemes are in place and guarantee internal control frameworks are implemented regarding legionella.
- Key business leadership positions within the company have the relevant skills, knowledge and experience to manage legionella.
- Ensure that legionella KPI's are met by the management team.
- Monitor the performance of the Executive management team.

The Board satisfies this responsibility by delegating duties to the Chief Executive who is responsible for ensuring that adequate resources are made available to enable the objectives of this policy to be met.

### Key Persons

#### Group Chief Executive

Key responsibilities:

- Effective implementation of the Corporate Legionella Policy across the group.
- Adequate resources are made available to both develop and implement appropriate procedures.
- Effectively delegate responsibilities.

#### Executive Director (Customer)

Key responsibilities:

- Set performance indicators and targets relating this policy.
- Review performance against targets and take corrective action as required.
- Allocate resources and finance to ensure this policy can be met.
- Understand their responsibilities in line with this policy and any other rules or procedures.
- Know and understand applicable legislation, best practice guidance, policy and procedures covering legionella
- Ensure relevant Managers are trained in and understand their responsibilities.
- Report performance to the Board and initiate action on their behalf.

## Maintenance & Compliance Co-Ordinator

Key responsibilities:

- Management of legionella performance and monitoring
- Collating information to monitor performance indicators and targets related to objectives.
- Monitor and report on legionella compliancy
- Ensuring the integrity of certification, reviewing and updating legionella records on the database.
- Reviewing performance against targets and advise on corrective action as required.

## Mechanical & Electrical Supervisor

- Responsible for the implementation of the policy in relation to domestic properties and to ensure enough engineering resources are available.
- Communicating and promoting legionella and water safety.
- Developing procedures and safe systems of work.
- Ensure that any responsive actions arising are approved and authorised promptly (any remedial actions or risks will be prioritised according to their priority rating i.e. high-risk items tackled first).
- To monitor the quality of services and conduct audits on operatives, and contractors where necessary, ensuring compliance with contract specifications.
- Provide technical assistance to across the Group as appropriate.
- Reviewing incident reports and provide technical assistance for prevention of recurrences within domestic properties.
- Establishing and monitoring the training needs of the engineering teams.

## Facilities Co-ordinator

Key responsibilities:

- Appointed competent person for ateb
- Responsible for the implementation of the policy in relation to schemes and to ensure enough resources are available
- Communicating and promoting legionella safety.
- Developing procedures and safe systems of work.
- Ensure that any responsive actions arising are approved and authorised promptly (any remedial actions or risks will be prioritised according to their priority rating i.e. high-risk items tackled first)
- To monitor the quality of services provided by contractors and operatives ensuring compliance with contract conditions

- Provide technical assistance to Managers and Leadership Team members as appropriate.
- Reviewing incident reports and provide technical assistance for prevention of recurrences.
- Establishing the training needs and monitoring training programs.
- Facilitating and conducting audits to monitor progress.

### **Property Services Manager**

Key responsibilities:

- Ensure that all new equipment (either new build, refurbishment or replacement program) will be designed to minimise the risk of legionella.
- Ensure that prior to accepting handover from a building contractor for new build properties, cleaning and chlorination of all domestic hot and cold-water systems shall be carried out in accordance with L8.
- Ensure that at the point of handover all relevant information on system performance together with schematic and as fitted drawings along with the design criteria of the hot and cold-water systems plus any cleaning and chlorination certificate must be submitted.

The responsibility of maintaining the water systems remains with the contractor until handover.

### **Health & Safety Adviser**

Key responsibilities:

- Carry out Health and Safety audit inspections.
- Report any legionella related accident/incident or failures to comply with the health and safety policy by either employer or employee.
- Submit recommendations in relation to legionella policy to the Executive Management Team and Board of Management if necessary.

### **Repairs and Voids Supervisor**

Key responsibilities:

- Will have responsibility for water systems of all new properties from point of handover to occupation.
- Will also have responsibility for ensuring that Water systems to be flushed through to mitigate any legionella risk prior to re-let and showerheads cleaned, disinfected and descaled – and recording this.
- Repairs and Voids Supervisor and team will be trained in Legionella.



## Facilities Assistants

Key responsibilities:

- Will have responsibility for completing and recording checks to ensure the written scheme is effective and taking or reporting remedial action when the written scheme is shown to be ineffective.

## Heating Engineers

Key responsibilities:

- Completing risk assessments and reviews of domestic properties and taking / reporting any remedial action required to mitigate risks identified.

All employees have a leadership responsibility to operate within the boundaries of this policy and report any operational concerns to their line managers.

## 4. Control

The Facilities Co-ordinator is the lead contact for this policy and for ensuring it remains operationally effective. The Facilities Co-Ordinator will review this policy at least every 3 years (changes to legislation/ regulatory requirements will mean a review may need to take place before the date listed & lead contacts need to take responsibility for this).

This policy is a dynamic document and will be amended as required following service reviews or changes to the operating environment.

Board approval will be obtained before any amendments are published and employees will receive refresher training as applicable.

## 5. Links to other documents

Internal – Legionella Process Map

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# SA/06 – Compliance Legionella Policy

## Additional help

Contact our customer team  
quoting the policy reference:

Tel: **01437 763688**

Email: **hello@atebgroup.com**

Facebook **@atebgroup**

Face to Face: **Meyler House, Haverfordwest, SA61 1QP**

## Version History

Ver.	Date	Changes
1	25/06/20	Policy approved by Board
2		
3		