

## LEGIONELLA CONTROL PROCEDURE

### 1.0 INTRODUCTION

1.1 The purpose of this document is to provide a clear unambiguous statement of the Association's policy on Legionella control and prevention for the buildings owned and managed by Almond Housing Association.

#### Aim

1.2 This procedure aims to:

- minimise the risk of legionella from within those premises which we own or manage;
- ensure that legionella statutory compliance and performance of assets is appropriately recorded, monitored, reported, reviewed and where appropriate, improved;
- ensure an effective approach to risk management and service continuity.

#### Scope

1.3 This procedure will be applied throughout all premises owned or managed by Almond Housing Association. Its implementation will be encouraged throughout any premises which are used by our employees.

1.4 The mandatory requirements of this policy, along with the relevant regulations contained within the Health and Safety Commission's Approved Code of Practice and guidance document L8:2013 and the complimentary Health & Safety Guidance - HSG 274 part 2:2014, specifically apply to those premises from which we operate, irrespective of the ownership of the building.

1.5 Arrangements will be put in place throughout the full estate so that all employees understand this procedure along with their statutory obligations and implement the necessary measures in all areas. The resulting measures should ensure the arrangements include all Mandatory Requirements contained within this document.

1.6 Any relaxation of the Mandatory Requirements must be agreed in writing by the Chief Executive (Duty Holder) and the Head of Asset Management (HoAM - Responsible Person). The roles and responsibilities of AHA staff with regard to legionella control are detailed in *Appendix 1*.

1.7 **All policies, procedures and strategies should be administered by those with responsibility for managing the buildings. Cooperation between persons with legionella safety responsibilities in the above context is a fundamental requirement of this procedure.**

## 2.0 REQUIREMENTS

- 2.1 We will comply with all the statutes and guidance mentioned within this procedure to manage and control the risks of legionella in all buildings which we own or manage, in which any tenants or employees may come in contact with the water systems.
- 2.2 Although legionella prevention is generally assumed to relate to cooling towers and water storage systems, ventilation systems can have similar problems and will be considered as part of the risk assessment along with air conditioning systems.
- 2.3 All hot water systems should be designed so that they do not store water and be of a circulating type that can achieve a minimum temperature of 50°C at the outlets within 1 minute of opening any tap. Where hot water is stored for multiple users, the units installed must be capable of storing their entire contents at 60°C and be of a circulating type that can achieve a minimum return temperature of 50°C and provide water to any outlet at 50°C within 1 minute of opening any outlet.
- 2.4 All cold water systems should be designed so that they do not store water and can provide water at a maximum temperature of 20°C at the outlets within 1 minute of opening any tap. Where cold water is stored for multiple users, the cistern itself should comply with all current regulations and should store no more than 24 hours' supply of water. This volume will vary depending on the number of outlets fed and the amount of use of these outlets.
- 2.5 All water systems shall be constructed of materials that comply with the Scottish Water Bylaws 2014 as amended, and fittings shall be listed in the Water Regulatory Advisory Council Materials and Fittings Directory.
- 2.6 Every type of premises we own or manage shall have a written risk assessment for the prevention of legionella. This assessment will be carried out by a competent Risk Assessor. Each risk assessment will be reviewed every 2 years, or when water systems or management structures are "significantly" changed.  
  
All risk assessments will be checked and accepted by the HoAM, failing which the assessment will not be valid.
- 2.7 Every property shall have a written list of the necessary control measures, to ensure the measures specified in the premises risk assessment are being carried out. This schedule will be held by the HoAM and audited annually to ensure it has been followed.
- 2.8 Where buildings are provided by a third party, the arrangements for the management of legionella will comply with this procedure and will be monitored by a representative who is qualified and competent to recognise weaknesses in the arrangements and results. Third party providers should ensure that they meet the conditions of this procedure. Where failures are identified these will be detailed in writing by the HoAM, or a designated colleague on the HoAM's behalf, to the owner.
- 2.9 With regard to the analysis of water testing results **no** person other than a trained specialist will make a determination on the seriousness and remedial actions required following an elevated result.

- 2.10 The HoAM will ensure that a programme of staff training is implemented, so that all relevant employees have an overall appreciation of the practices affecting water hygiene and safety. While the rate of change in building service technology is not great, we will also provide suitable refresher training at required intervals. All training will be recorded as detailed in the Learning & Development procedure.
- 2.11 Where a sub-contractor is appointed, the HoAM will ensure that they operate a training and audit plan to ensure that those designated to carry out legionella control measures on our behalf are appropriately informed, instructed and trained, that they are assessed as to their competency, that competency is reviewed on a regular basis, refresher training is given, and that full records of training attendance are maintained. We recognise that while training is an essential element of ensuring competence, it should be viewed within the context of experience, knowledge and other personal qualities that are needed to work safely, and that competence is dependent on the specific needs of individual installations and the nature of risk.

### **3.0 IMPLEMENTATION AND REVIEW**

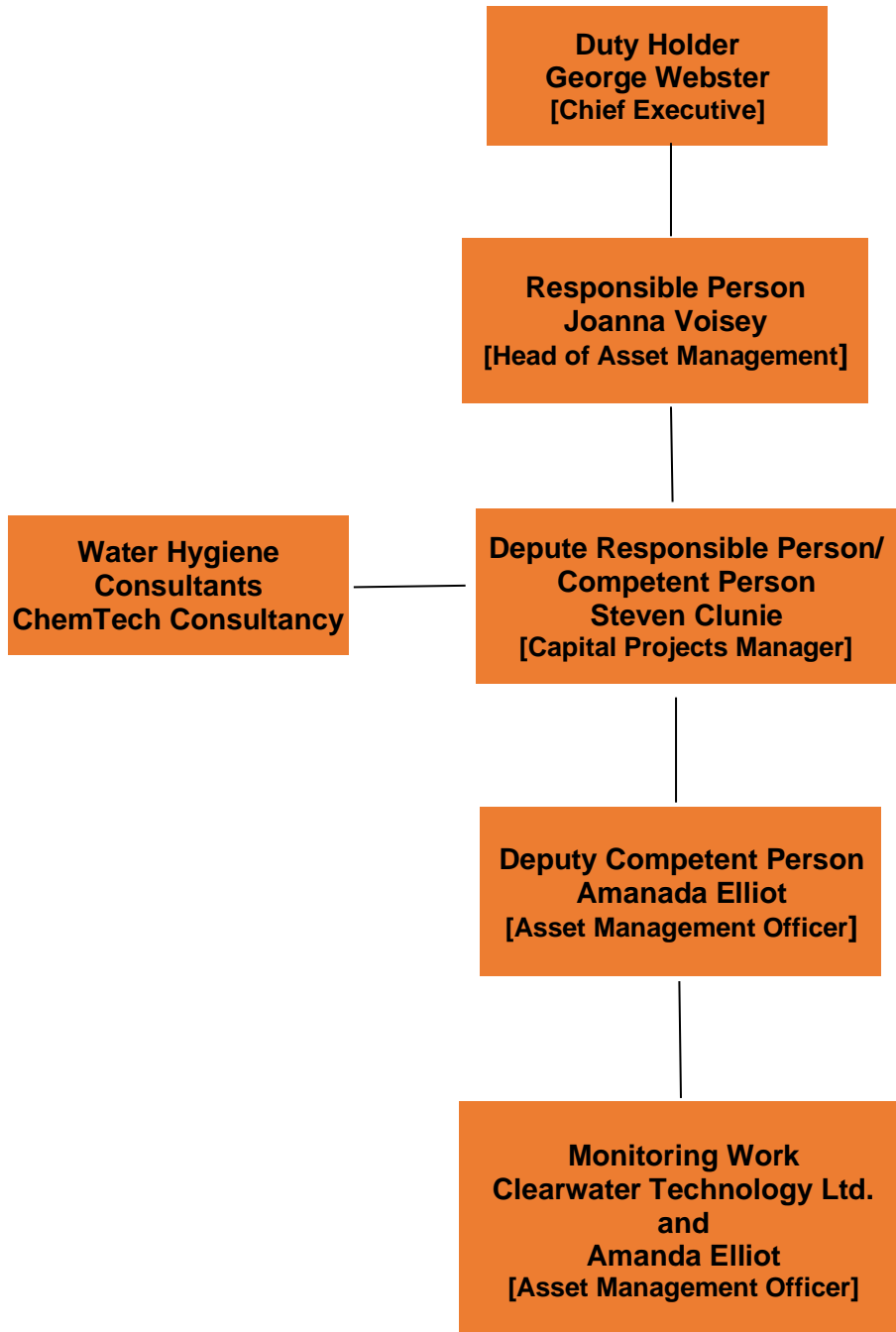
- 3.1 This procedure has been prepared by Chemtech Consultancy Ltd. for Almond Housing Association Ltd. The Head of Asset Management is responsible for ensuring that this procedure is implemented.

A flowchart (*Appendix 2*) summarises the process.

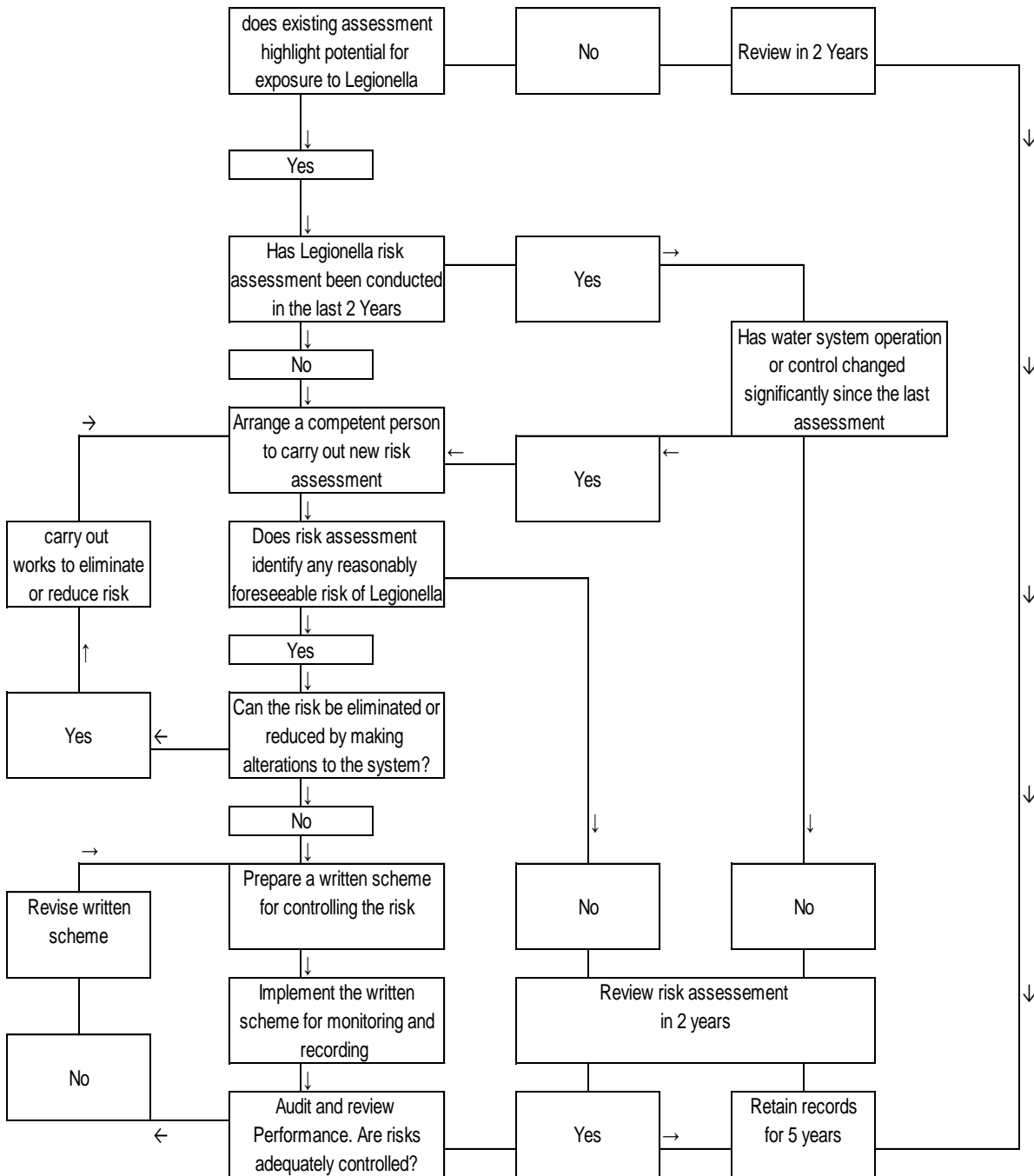
- 3.2 The HoAM will ensure that this procedure is reviewed every 2 years, or whenever a change in legislation or statutory regulations requires a review.

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| <b>FIRST APPROVED IN</b>               | <b>DECEMBER 2019</b> |
| <b>CURRENT VERSION 1.0 APPROVED IN</b> | <b>DECEMBER 2019</b> |
| <b>NEXT REVIEW DUE BY</b>              | <b>DECEMBER 2021</b> |

## Organisational Chart: Almond Housing Association Legionella Control (December 2019)



**Control of legionella - process**



**[Note:** Overall responsibility for legionella control in Almond Housing Association owned and managed premises rests with the Chief Executive and Duty Holder (George Webster). This responsibility has been delegated to the Responsible Person (Joanna Voisey) and a Deputy Responsible Person (Steven Clunie) who will manage the day to day responsibilities of ensuring compliance with this procedure and the accompanying written scheme. Amanda Elliot has been appointed to carry out some of the necessary control measures (within the office).]