

Governance & Business Resilience

Water Hygiene & Control of Legionnaires Disease Policy

VERSION 7 – MARCH 2022



North Kesteven
DISTRICT COUNCIL

Date of publication:

Date of Approval:

Approved by:

New or existing strategy:



Contents

Policy Statement	Page 5
Definitions	Page 6
Introduction	Page 7
Purpose	Page 7
Scope	Page 8
Legislation	Page 11
Policy Organisation	Page 13
Policy Management Arrangements	Page 14
Chief Executive	Page 14
Deputy Chief Executive / Director of Resources	Page 14
Assistant Directors	Page 14
Property Services Manager	Page 14
Health & Safety Regulatory Compliance Officer	Page 14
Architectural Design & Investment Manager/Repairs Manager/Building Managers & Those in Control of Premises	Page 15
Economic Development Manager	Page 15
Leisure Contracts Manager	Page 15
Governance and Business Resilience Manager / Housing & Property Services Health and Safety Coordinator	Page 15
Those who Design or Commission Work	Page 15
Those who Work on or Repair Hot & Cold Water Systems	Page 16
Water Hygiene Contractors	Page 16
All Employees	Page 17
Letting Agents	Page 17
Leisure Partners	Page 17
Water Hygiene Risk Assessment	Page 18
Written Scheme of Control	Page 19
Reviewing Risk Assessments	Page 19
Testing for Legionella Bacteria	Page 19
Water Temperatures	Page 20
Scalding	Page 20
Water Hygiene Log Book	Page 21

Housing Stock (Domestic Premises)	Page 21
Training	Page 21
Emergency Procedures	Page 21
Incident Investigation & Notification to the HSE	Page 21
Consultation	Page 22
Communication	Page 22
Policy Review	Page 22
Policy Audit	Page 22

Policy Statement

North Kesteven District Council firmly believes that the health, safety and wellbeing of all those who may be affected by its activities is of paramount importance.

The Council, through its Corporate Management Team, Heads of Service, Unit Managers and Elected Members, in consultation with the Unions will ensure that its activities in relation to water hygiene and the control of Legionella bacteria are conducted in accordance with current legislation, recognised guidance and best practice.

The Council has the following objectives:

- To provide sufficient resources necessary to establish, maintain and develop comprehensive health and safety practices, competencies, and safe places of work, including safe equipment and safe methods in relation to Water Hygiene and the control of Legionella bacteria.
- To ensure hazards are identified and the associated risks assessed, managed in a sensible way, and reviewed as necessary, providing those affected with appropriate information, training, instruction, or supervision.
- To comply with the requirements of current health and safety legislation and implement procedures to ensure a safe and healthy working environment with commitment to the prevention of injury and ill health.
- To maintain appropriate health and safety management systems and arrangements and to annually review the effectiveness of these arrangements, striving for continuous improvement.

North Kesteven District Council, its Directors and Elected Members give full backing to this policy and support all those who take action to implement it.

Ian Fytche
Chief Executive
Date

Definitions

ACOP – Approved Code of Practice

ACOPs describe methods used or the standards to be met to comply with health and safety legislation.

Non-Domestic Premises

Non-domestic premises are premises which are used as a place of work and include:

- visitor venues
- premises which provide support or facilities for members of the public
- communal areas of sheltered schemes
- communal parts of workshops managed/leased by the Council
- Council owned and managed premises where responsibility for water hygiene has not been specifically devolved as a Council responsibility through a lease contract or other agreement.

Domestic Premises

Domestic Premises are places of residence and include the Council's housing stock.

Hot and Cold Water Systems

Whilst the policy applies to the management of all hot and cold water systems it also relates to other "at risk" systems including for example:

- Cooling towers and evaporative condensers
- Showers and spray taps
- Humidifiers and air washers
- Spa baths and pools where the water is deliberately agitated
- Other plant and systems containing water likely to exceed 20°C that can release a spray or aerosol.

Therefore, where the term "hot and cold water system" is used it should be read as including the above definitions.

Water Hygiene Log Book

The Water Hygiene Log Book is a record of the tests, measurements, or inspections identified as necessary by the premises risk assessment and Legionnaires Disease Management Plan. The Log Book also contains the frequency of the necessary water hygiene tasks that must be completed by the building manager or other appointed person at the site.

Written Scheme or Written Scheme of Control

A written scheme – also known as a written scheme of control – is a term used to describe a comprehensive documented risk management system which identifies and records the measures taken to control water systems and reduce the risk of exposure to Legionella bacteria.

1. Introduction

Legionella bacteria can be found naturally in many environmental water sources, usually in low numbers. Water temperatures in the range of 20 degrees Celsius to 45 degrees Celsius favour growth. Legionella bacteria require a supply of nutrients such as algae, sediment, sludge, scale etc. to grow.

As Legionella bacteria are encountered in water sources they may thrive in poorly maintained and vulnerable water systems such as cooling tower systems, hot and cold water systems and other plant which use or store water.

When Legionella bacteria is present within a system capable of producing a water mist, spray or droplets (e.g. humidifiers, spa baths, cooling towers and shower systems etc.), the bacteria can become airborne and be subsequently inhaled by an individual.

People contract Legionnaires disease by inhaling small droplets of water (aerosols), suspended in the air, containing the bacteria. Certain conditions increase the risk from legionella such as:

- water temperature in all or some parts of the system are between 20-45 °C
- creating and dispersing breathable water droplets e.g. aerosol created by a cooling tower or water outlets
- the presence of deposits that can support bacterial growth providing a source of nutrients for the organism e.g. rust, sludge, scale, organic matter, and biofilms.

Following respiration of the bacteria, an individual may develop a range of symptoms similar to flu – chills, fever, and diarrhoea. There are several different strains of Legionella bacteria, some causing mild symptoms and some that can develop into serious and life threatening conditions such as pneumonia.

Individuals in the following groups are at increased risk:

- The elderly
- The immune compromised
- Alcohol or substance abusers
- Those working to maintain water systems
- Males over 45
- Individuals with existing lung damage
- Smokers

2. Purpose

The purpose of the North Kesteven District Council's Water Hygiene and Control of Legionnaires Disease Policy is to ensure the Council effectively carries out its duties in relation to the management and control of the risks associated with legionella bacteria.

3. Scope

All NKDC owned or managed non-domestic properties including those which the Council manages on behalf of Lafford Homes Ltd, as detailed in the table below

Property name and address	Responsible Person	Contact details
North Kesteven District Council Offices, Kesteven St Sleaford	Russell Shortland Russell_shortland@n-kesteven.gov.uk	01529 414155 01529 308142 07810 853886
Billinghay Parish Office, The Old Vicarage, Billinghay	Russell Shortland Russell_shortland@n-kesteven.gov.uk	01529 414155 01529 308142 07810 853886
Ringmoor House, Billinghay	Russell Shortland Russell_shortland@n-kesteven.gov.uk	01529 414155 01529 308142 07810 853886
The Whyche Communal Room, Billinghay	Russell Shortland Russell_shortland@n-kesteven.gov.uk	01529 414155 01529 308142 07810 853886
Communal Room, 1 Linden Court, Bracebridge Heath	Russell Shortland Russell_shortland@n-kesteven.gov.uk	01529 414155 01529 308142 07810 853886
Communal Room, Clarke Avenue, Heighington	Russell Shortland Russell_shortland@n-kesteven.gov.uk	01529 414155 01529 308142 07810 853886
Communal Room, Caroline Road, Metheringham	Russell Shortland Russell_shortland@n-kesteven.gov.uk	01529 414155 01529 308142

		07810 853886
Refuse Depot, Metherringham	Nina Camm nina_camm@n-kesteven.gov.uk	01529 414155 01529 308151 07793 431352
Moneys Yard Toilets, Sleaford	Nina Camm nina_camm@n-kesteven.gov.uk	01529 414155 01529 308151 07793 431352
Market Office, Market Place, Sleaford	Nina Camm nina_camm@n-kesteven.gov.uk	01529 414155 01529 308151 07793 431352
Mrs. Smith's Cottage, Navenby	Alan Gray alan_gray@n-kesteven.gov.uk	01529 414155 01529 308170 07816 294701
Blacksmith Mews, Navenby	Alan Gray alan_gray@n-kesteven.gov.uk	01529 414155 01529 308170 07816 294701
Communal Room, Grinter House, North Hykeham	Russell Shortland Russell_shortland@n-kesteven.gov.uk	01529 414155 01529 308142 07810 853886
Laundry Room, Edinburgh Road, Ruskington	Russell Shortland Russell_shortland@n-kesteven.gov.uk	01529 414155 01529 308142 07810 853886
Communal Room, Kesteven Court, North Hykeham	Russell Shortland Russell_shortland@n-kesteven.gov.uk	01529 414155 01529 308142 07810 853886
Communal Room & Laundry Room, Pinfold Way, Ruskington	Russell Shortland Russell_shortland@n-kesteven.gov.uk	01529 414155 01529 308142

		07810 853886
Communal Room, 15 Greenfield Road, Sleaford	Russell Shortland Russell_shortland@n-kesteven.gov.uk	01529 414155 01529 308142 07810 853886
Communal Road Elsaforde Gardens, Sleaford	Russell Shortland Russell_shortland@n-kesteven.gov.uk	01529 414155 01529 308142 07810 853886
Communal Room, Millers Road, Waddington	Russell Shortland Russell_shortland@n-kesteven.gov.uk	01529 414155 01529 308142 07810 853886
Communal Room & Agile Office, 22 Manor Close, Welbourn	Russell Shortland Russell_shortland@n-kesteven.gov.uk	01529 414155 01529 308142 07810 853886
Cranwell Aviation Centre, North Rauceby	Alan Gray alan_gray@n-kesteven.gov.uk	01529 414155 01529 308170 07816 294701
Cogglesford Mill, Sleaford	Alan Gray alan_gray@n-kesteven.gov.uk	01529 414155 01529 308170 07816 294701
Flats Northgate, Sleaford (inc pump house)	Russell Shortland Russell_shortland@n-kesteven.gov.uk	01529 414155 01529 308142 07810 853886
Pump House St Giles, Sleaford	Russell Shortland Russell_shortland@n-kesteven.gov.uk	01529 414155 01529 308142 07810 853886
Heritage Room and Post Office, North Scarle	Russell Shortland Russell_shortland@n-kesteven.gov.uk	01529 414155 01529 308142 07810 853886
Communal Room, Willow Close,	Russell Shortland Russell_shortland@n-kesteven.gov.uk	01529 414155

Heckington		01529 308142 07810 853886
Bristol Water Fountain, Market Place, Sleaford	Alan Gray alan_gray@n-kesteven.gov.uk	01529 414155 01529 308170 07816 294701
Communal areas of St Johns Craft Workshops and Sleaford Station Business Centre	Alan Gray alan_gray@n-kesteven.gov.uk Through the Council's Managing Agents	01529 414155 01529 308170 07816 294701

4. Legislation

The principal legislation associated with managing Legionella risks includes, but is not limited to;

- The Health & Safety at Work etc. Act
- Management of Health and Safety at Work Regulations
- Control of Substances Hazardous to Health Regulations
- The Notification of Cooling Towers and Evaporative Condensers Regulations
- The Control of Legionella Bacteria in Water Systems Approved Codes of Practice (ACOP) L8
- Construction Design Management Regulations
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

In particular, North Kesteven District Council will:

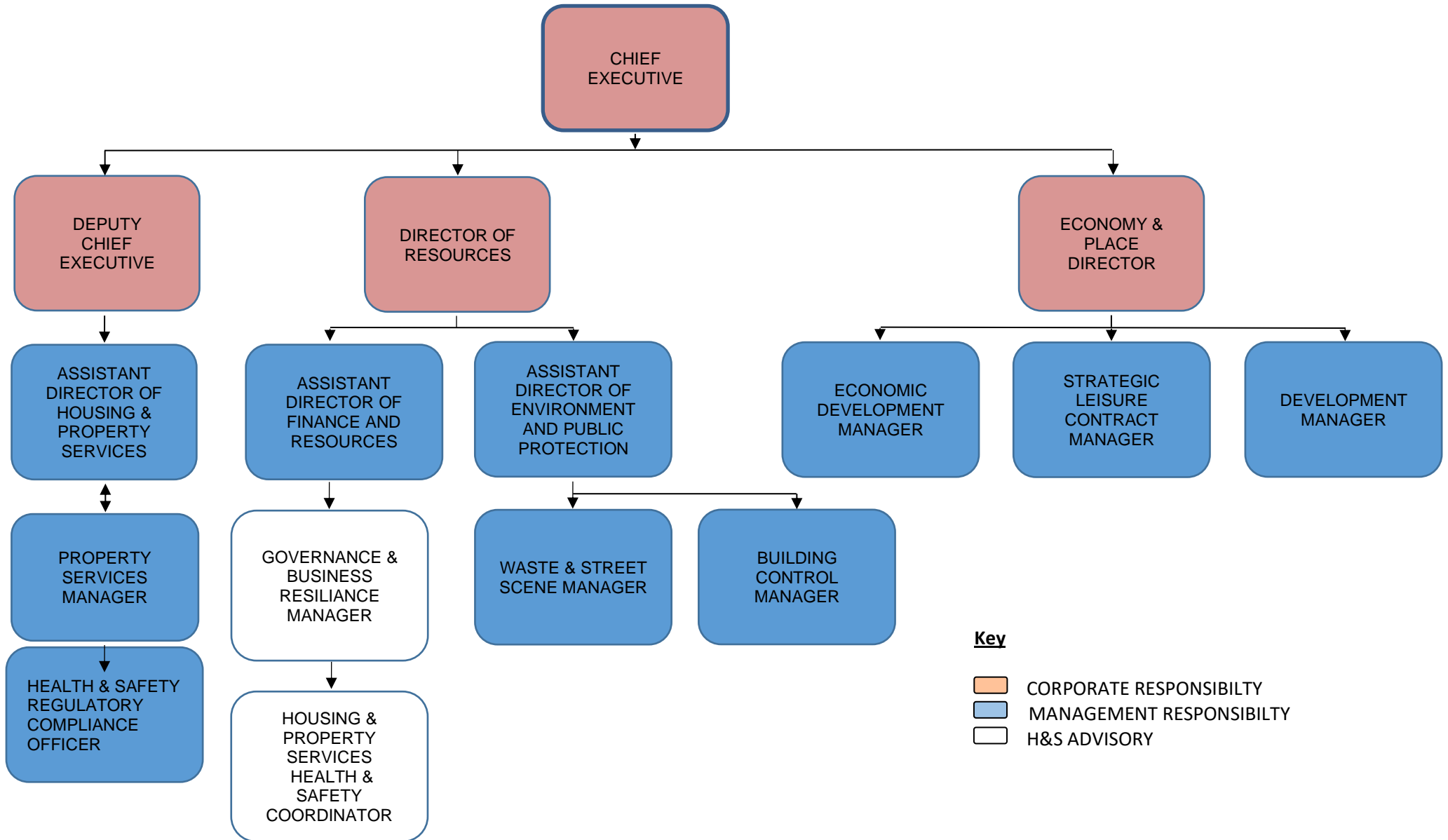
- Appoint a competent contractor to:
 - advise on the potential areas of risk and identify where systems do not comply with legislation or guidance
 - ensure all work is in accordance with HSE ACOP L8
 - prepare a full and detailed risk assessment for all non-domestic premises with regard to Legionella bacteria
 - prepare a full and detailed written scheme of control for controlling and minimising the risk from Legionella bacteria for all non-domestic premises.
- Provide those in control of premises and other relevant colleagues with adequate information, instruction, and training, in order that they may competently carry out their duties.
- Appoint letting agents to act on the Council's behalf to ensure all of the requirements of HSE publication L8 are implemented in relation to the Council's workshop portfolio.

- Ensure suitable emergency procedures are in place to respond to a possible Legionella outbreak and that these procedures are routinely tested for effectiveness.
- Promote awareness of the hazards of Legionella bacteria and poor water hygiene and the Council's management procedures to all colleagues through induction and periodic training appropriate to their role.
- Allocate sufficient resources to ensure the effective management and control of Legionella bacteria.

5. Covid 19

The Council will ensure the risks associated with Covid 19 are considered and reduced to the lowest level practicable and the necessary control measures communicated to all relevant persons.

7. Policy Organisation



8. Policy Management Arrangements (roles and responsibilities)

Chief Executive

The Chief Executive has overall responsibility for this policy and the arrangements described within.

Deputy Chief Executive and Director of Resources

In the absence of the Chief Executive, the Deputy Chief Executive or the Director of Resources has overall responsibility for the policy and the arrangements described within.

Assistant Directors will, directly or through delegation to a suitable person:

- Receive appropriate training to keep themselves informed of issues affecting the health, safety and welfare of individuals who may be affected by the Council's acts or omissions.
- Implement the Water Hygiene and Control of Legionnaires Disease Policy and ensure compliance with any accompanying procedure within their area of control.
- Ensure all colleagues and contractors within their area of control understand and fully comply with the Water Hygiene and Control of Legionnaires Disease Policy and procedures.
- Identify and provide necessary resources to reduce the risks presented by Legionnaires' disease within the premises under their scope of control.

Assistant Director of Housing and Property Services will:

- Appoint a competent person to administer the Council's contract with the appointed water quality management contractor.
- Ensure effective systems are in place which maintain appropriate records as required in relation to water hygiene and the control of Legionella bacteria.
- Ensure appropriate resources are available to enable the necessary water hygiene risk assessment reviews to be undertaken.
- Ensure arrangements are implemented which allow for effective audit of the water hygiene contractors processes and procedures.
- Attend and actively participate in the Water Hygiene Health & Safety Working Group or appoint a suitable person to attend in their absence.

Health & Safety Regulatory Compliance Officer – (Contract Administrator) Asset Management will:

- Provide advice and assistance on effective implementation of the policy and procedures to Responsible Persons.
- Administer the contract with the Council's appointed water quality management contractor.
- Attend regular meetings with the Council's water quality management contractor.

- Ensure all relevant information regarding risk assessments is acted upon within a reasonable time limit.
- Act as first point of contact during any escalation relating to:
 - Positive reading from water sampling;
 - Continued loss of control of any water system under NKDC responsibility.
- Attend and actively participate in the Water Hygiene Health & Safety Working Group.

Those in Control of Premises will:

- Allow reasonable access to premises to enable the water hygiene risk assessment and any remedial works to take place.
- Put in place arrangements which ensure remedial work identified following water hygiene risk assessments and testing is communicated and acted on.
- Ensure **no** repair, maintenance, or alteration work takes place on the hot and cold water system within the building(s) under their control without notifying Property Services of the planned changes so an assessment can be made as to the potential water hygiene impact on the system.
- Ensure that the *written scheme*, as documented in the property water hygiene risk assessment, is implemented.
- Report any non-conformities and remedial actions to the Water Hygiene Working Group.
- Ensure a copy of the water hygiene risk assessment, any review and *written scheme* is held on site and available, and a copy retained by the Health & Safety Regulatory Compliance Officer (Asset Management).

Economic Development Manager will:

- Ensure competent Management Agents are appointed and that they implement suitable arrangements which allow for full legal compliance with regard to water hygiene and the control of Legionella bacteria.
- Attend and actively participate in the Water Hygiene Health and Safety Working Group.

The Strategic Leisure Contract Manager will:

- Appoint competent contractors to manage the Council's leisure service and implement effective monitoring arrangements to satisfy the requirements of L8 and the management of risks associated with Legionella bacteria.
- Attend and actively participate in the Water Hygiene Health and Safety Working Group

Governance and Business Resilience Manager and Housing and Property Services Health and Safety Coordinator will:

- Provide advice and support to named persons in respect of this policy.
- Review the effectiveness of the policy at least every three years or sooner as may be necessary.
- Assist the HR Department in the provision of relevant training to named persons in order that they may perform their roles effectively.
- Facilitate and attend the Water Hygiene Health & Safety Working Group.

Those who Design or Commission Work on Hot and Cold Water Systems Must:

- Ensure that any changes to any water system are designed and constructed to ensure that the system will be safe and without risks to health.
- Ensure that L8 The Control of Legionella Bacterium in Water Systems and the CIBSE guide TM13 2000 “Minimising the risk of Legionnaires’ Disease” and other relevant standards are strictly followed.
- Consult the water hygiene risk assessment and written schematic for the building as part of the planning process.
- Comply with all relevant British standards.
- Aid safe operation of the system by making water circuits as simple and short/direct as possible.
- Aid cleaning and disinfection to ensure those parts of the system that require routine/regular cleaning are easily accessible.
- Ensure designs reduce the amounts of stored cold/hot water to the minimum required to meet peak demands.
- Ensure designs minimise heat gain/loss by ensuring water pipes and storage tanks are insulated.
- Ensure hot and cold pipes are designed to be suitably separated to prevent heat transfer.
- Update existing schematics and register any changes with Property Services.
- Select materials which do not support bacterial or fungal growth e.g. polythene construction.
- Ensure designs allow for calorifiers and hot water pipes to be lagged to ensure water temperatures are compliant.
- Ensure designs prevent or reduce the risk of scalding.
- Ensure designs minimise the ingress of organic material into water storage tanks.

Those who work on, or repair, hot and cold water systems (Contractors or Council Employees) must:

- Ensure a risk assessment has been completed and that relevant health and safety precautions are in place for the work.
- Record any changes/repairs made to the system and record them within the sites water hygiene log book. Where necessary the schematic drawing must also be updated.
- Ensure that L8 The Control of Legionella Bacterium in Water Systems and the CIBSE guide TM13 2000 “Minimising the risk of Legionnaires’ Disease” and other relevant standards are strictly followed.
- Contractors who conduct work on behalf of the Council, or undertake any activity as required by this policy, must ensure the risks associated with the task are managed and reduced to the lowest level practicable

Water Quality Management Contractor (Risk Assessors) will:

- Ensure all work is conducted in accordance with the ACOP L8. The Control of Legionella Bacterium in Water Systems.
- Ensure that those engaged in the risk assessment process are suitably qualified and competent.
- Provide a suitable method statement and general risk assessment for the work to ensure the safety of their workforce and Council colleagues/members of the public.
- Prepare a detailed water hygiene risk assessment of the hot and cold water systems at the premises covered within the scope of the contract.
- Prepare a specific written scheme of control for minimising the risk from legionella bacteria and to ensure good water hygiene at each of the premises risk assessed.
- Prepare a full and detailed written schematic of the hot and cold water system at each of the premises risk assessed.
- Provide both a written and computer-based record of the risk assessment, scheme of control and schematic of the water system.
- Provide the Building Manager or Responsible Person with a Site Water Hygiene Log Book
- Carry out digital thermometer tests and record the water temperatures.
- Provide the Building Manager and other relevant colleagues with adequate information, instruction and training to carry out the required water hygiene tasks and checks for the premises they are responsible for as listed in the Water Hygiene Log Book.
- Where temperature non-conformities are identified, adjust the system accordingly, retest until satisfactory temperatures are achieved, record the

actions and inform the contract administrator. Where the temperature cannot be altered due to failure of the controls, the contractor shall report this to the contract administrator as a non-conformity requiring client action.

- Work collaboratively with the Council on periodic reviews of this policy, arrangements and procedures.

All Colleagues, Line managers, Managers and Supervisors will:

- Immediately report to the Health and Safety Regulatory Compliance Officer any changes in the water quality within the building they work.
- Immediately report to the HR Department, Manager and the Governance and Business Resilience Team any confirmation from a Medical Practitioner that they have been diagnosed with any form of Legionellosis.

The Management Agents acting on behalf in relation to the Council workshop portfolio will:

- Implement the requirements of HSE ACOP L8 the Control of Legionella Bacterium in Water Systems on the Councils behalf for the premises identified in the policy scope.
- Implement effective Legionnaires Disease Management Plans (including appropriate risk assessment and written scheme of control) and manage these plans on behalf of the Council for the premises identified in the policy scope.
- Ensure all non-conformances, risks or concerns are raised in an appropriate and timely way with the relevant Council representative.

Leisure Partners will:

- Implement the requirements of HSE ACOP L8 the Control of Legionella Bacterium in Water Systems on the Councils behalf for the premises identified in the policy scope.
- Implement effective Legionnaires Disease Management Plans (including appropriate risk assessment and written scheme of control) and manage these plans on behalf of the Council for the premises identified in the policy scope.
- Ensure all non-conformances, risks or concerns are raised in an appropriate and timely way with the relevant Council representative.

9. Water Hygiene Risk Assessment

All Council managed premises covered by the scope of this policy will be subject to a water hygiene risk assessment.

Risk Assessments will be carried out by a competent contractor appointed by Property Services.

The assessments will be conducted in accordance with L8 and the order and timescales for assessments will be prioritised based on the risks presented.

The risk assessment will focus on eliminating the risk of Legionnaires Disease. Where risks cannot be eliminated, the risk assessment will identify the remedial actions necessary in order of priority to ensure the risk of Legionnaires Disease is minimised to an acceptable level.

Written Scheme of Control

As part of the water hygiene risk assessment a site specific written scheme of control will be established by the Risk Assessor to minimise the risks of Legionella bacteria and ensure good water hygiene for each premises.

The scheme will include:

- A detailed schematic of the hot and cold water system.
- A description of the correct and safe operation of the system.
- Precautions to be taken.
- The required routine water hygiene tasks and checks for the building to ensure the system is functioning efficiently. These will be listed within the water hygiene site logbook.
- Remedial action to be taken in the event that the scheme is shown not to be effective.
- Whether routine water testing/monitoring is required for the system e.g. legionella bacteria, other general bacterial testing, e.g. Total Viable Count (TVC) etc.

Review of Risk Assessments

The premises Legionella Risk Assessment will be reviewed at least every 2 years and following significant change such as modifications or changes to water systems, changes in the use of the water system, changes in responsible persons or when there is reason to believe the legionella control measures are no longer working

Testing for Legionella Bacteria and Microbiological Monitoring

On-going monitoring of general bacterial numbers Total Viable Count (TVC) of hot and cold water systems will not normally be carried out. The Council's competent contractor will do this if required as part of the risk assessment, or reported as necessary, or suspected, changes in the water system e.g. taste, odour, colour etc.

Testing for legionella bacteria will normally be completed in accordance with L8 where:

- It is identified as necessary within the water hygiene risk assessment.
- Water storage and distribution temperatures are reduced from those recommended in L8.
- An outbreak of Legionella is suspected.

- Controls of a system e.g. temperatures/biocide levels cannot be consistently achieved.
- It may be required by inspectorate bodies such as CSCI as part of any registration process.
- Analysis of water samples will only be carried out by a UKAS accredited laboratory.

Implementation of remedial action following the results of any test will be prioritised on the action levels contained within L8.

Water Temperatures

Temperature control is an effective means to ensure the risks from legionella bacteria are minimised.

Operation of the hot and cold water system should therefore be designed to restrict bacterial growth (legionella proliferates between 20°C and 45°C) by keeping;

- Calorifier temperatures above 60°C.
- Cold water temperatures (taps and storage) below 20°C.
- Hot water temperatures at taps above 50°C (after one minute).
- Water softeners and filters maintained according to manufacturer's instructions.
- Older water systems that are unable to achieve required temperatures will have an alternative means of controlling growth of bacteria defined within the written scheme of control.

Scalding HSG274

There is a risk of scalding where the water temperature at the outlet is above 44°C.

Some individuals may be at increased risk of scalding such as the very young, elderly people, and people with disabilities or those with sensory loss who may not be able to recognise high temperatures and respond quickly.

The scalding risk should be assessed and controlled in the context of the vulnerability of those who may use the premises.

For most people, the scalding risk is minimal where water is delivered up to 50°C at hand washbasins and using hot water signs may be considered sufficient, where a TMV is not fitted.

Where vulnerable people are identified and have access to baths or showers and the scalding risk is considered significant, TMV Type 3 (TMV3) are required. This shall be reviewed for all disabled toilets in use and communal facilities provided in housing schemes.

Water Hygiene Site Log Book

Following a risk assessment, a Water Hygiene Log Book will be provided to each Building Manager or Responsible Person. The log book will contain details/frequency of the necessary water hygiene tasks that must be completed by the Building Manager or Responsible Person or other appointed person at the site.

10. Housing Stock (Domestic Premises)

The Council maintains effective procedures for managing the risk from legionella bacteria within the housing stock (domestic premises) property portfolio.

These procedures are produced and maintained by the Housing and Property Services Department and address:

- Risk Assessment
- Void Properties
- Capital Works
- Tenants of Sheltered Schemes
- General Water Hygiene Advice to Tenants

11. Training

The Council has in place arrangements for provision of training to those who are identified as having a role to manage risk associated with Legionella.

The Legionella training matrix detailing type of training, frequency and for who, is managed and maintained by the Council's HR Department.

12. Emergency Procedures

The Council has emergency procedures which document the action necessary in the event of an outbreak of Legionnaires Disease for which it is responsible.

Emergency Procedures are in place in the event of a Positive Sample Analysis or continued Loss of System Control.

The procedures are produced and maintained by the Housing and Property Services Team and can be obtained by contacting the Health and Safety Regulatory Compliance Officer (Asset Management)

Emergency contact details are held on site in the water hygiene log book.

13. Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR)

A suspected case of legionella through a council work activity should be reported to the Governance and Business Resilience Team and a response team set up to:

- Identify remedial measures to reduce exposure
- Contain and control access to contaminated area
- Measure contamination
- Establish removal and decontamination
- Report to HSE
- Investigate cause
- Identify actions to prevent a reoccurrence
- Communication with affected persons, CMT and others as necessary

14. Consultation

Consultation on the production of this policy took place with those with responsibilities under the policy and the trade unions represented at the Council.

15. Communication

This policy will be communicated by:

- Providing all those named in the policy with a copy
- Ensuing a copy is in a readily accessible location of the Council's intranet (The Orange)

16. Review

This policy will be subject to review by the Housing and Property Services Health and Safety Co-ordinator with the participation of all interested parties named in the policy.

- At least every three years
- Following a report of a non-compliance with the policy or any supporting procedure
- Following an actual or suspected case of Legionnaires Disease with which the Council is associated
- Following changes to resources, officer's roles and responsibilities, legislation or guidance or contractor.

17. Policy Audit

The policy will normally be subject to external audit every three years.

Specific aims of the Audit include:

- To report on the effectiveness of the policy and supporting procedures and identify areas of statutory non-compliance.
- To report on areas of non-compliance with legislation, approved codes of practice and relevant British Standards.
- To comment on the effectiveness of the systems in place for the management of contractors appointed to assist the Council to discharge its duties in relation to legionella risks.



North Kesteven
DISTRICT COUNCIL

District Council Offices, Kesteven Street, Sleaford, Lincolnshire NG34 7EF
Telephone Number: (01529) 414155
180912-JA2