

SAFE WORKING PROCEDURE

The Control of Legionella Bacteria in Water Systems

CORPORATE HEALTH & SAFETY SERVICE | VERSION 8.0 AUGUST 2017

STATEMENT:

In order to comply with legislation and fulfil statutory responsibility, Southampton City Council (The Council) must make sure that they:

Meet their statutory responsibilities as an employer under the Health and Safety at Work etc Act, the Management of Health and Safety at Work Regulations and the Control of Substances Hazardous to Health Regulations. It also has a legal duty as a Landlord to ensure that the risk of exposure of tenants and members of the public to legionella is properly assessed and controlled. This duty therefore extends to residents, guests, tenants and customers.

SCOPE:

This Safe Working Procedure (SWP) applies to:

- All Appointed Persons.
- All Responsible Persons.
- All contractors working on behalf of the Council.

Version Control

This Safe Working Procedure is issued and managed by Corporate Health and Safety Service.

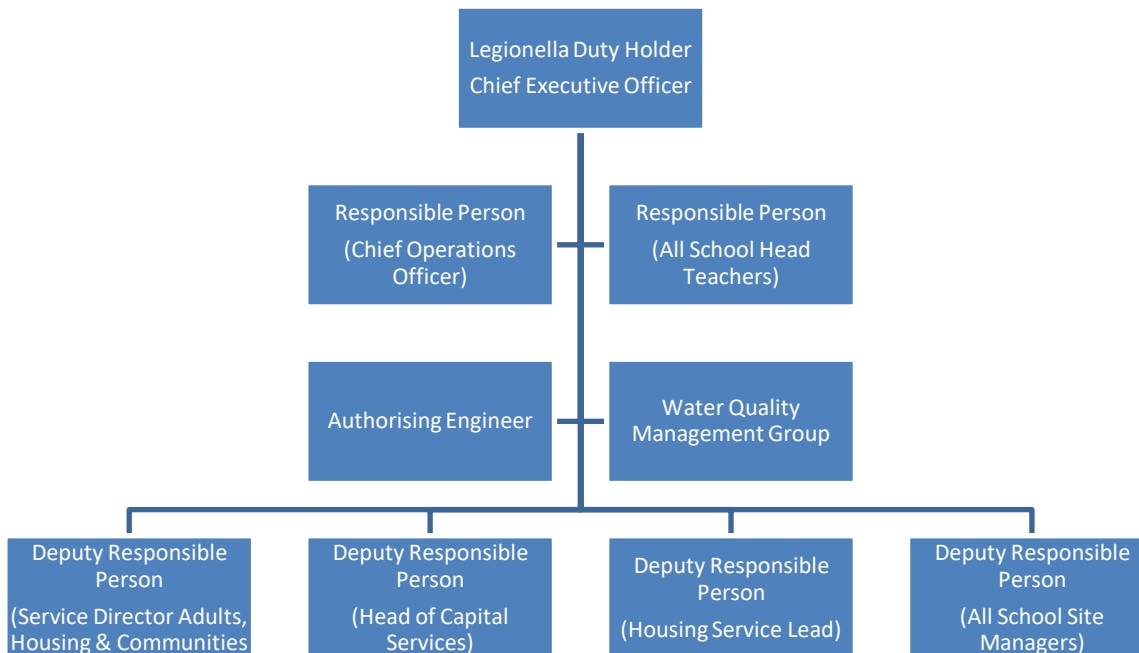
Version Number	Date	Amendments
Issue 1	1992	
Issue 2	unknown	
Issue 3	unknown	
Issue 4	Unknown	
Issue 5	Jul 2005	
Version 6	Jul 2010	
Version 6.01	Aug 2011	HSE reference INDG 367 replaced with INDG 376
Version 7.00	Sept 2012	Conversion to council policy
Version 8.00	Aug 2017	New SWP and policy produced.
Review Conducted	Next Review Date	
	Jul 2011	
Sept 2012	Sept 2013	
Aug 2017	Aug 2018	

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1. Responsibilities

- 1.1. Under the Health and Safety at Work etc Act and the Management of Health and Safety at Work Regulations, The Council has an obligation to demonstrate the safe management of all water systems under their control.
- 1.2. As the statutory Duty Holder for Legionella, The Council has a responsibility for all their employees, members of the public who visit or use council premises, and where they act as the Landlord across its housing portfolio.
- 1.3. A representative Governance structure is below:



Duty Holder

- 1.4. Under general health and safety law, as an employer or person in control of a premises (e.g. a landlord), The Council needs to take suitable precautions to prevent or control the risk of exposure to legionella.
- 1.5. The Duty Holders responsibilities include:

Identifying and assessing the source of risk
Managing the risk
Prevent or control the risk
Record keeping

Responsible and Deputy Responsible Person

- 1.6. The appointed Responsible and Deputy Responsible Persons are to take day-to-day responsibility for managing risks in their service/school etc, and will need to understand the water systems, any equipment associated with the system such as pumps, heat exchangers etc, and all its constituent parts. The Responsible and Deputy Responsible Persons appointed to implement the control measures and strategies should be suitably informed, instructed and trained and their suitability assessed.

Authorising Engineer

- 1.7. The Authorising Engineer is the Subject Matter Expert (SME) who, as a member of the Water Quality Management Group, will take responsibility for the Water Quality Management Plan. He is to assist with building and systems design to eliminate or reduce risk and make recommendations for Responsible and Deputy Responsible Persons appointments. He is to report on the ongoing compliance that is being achieved by SCC.

Water Quality Management Group

- 1.8. The Water Quality Management Group is a multidisciplinary group who will provide strategic direction towards water management issues. They will:
- Agree the priority of Water Quality Management across Southampton City Council controlled premises.
 - Develop and maintain an up-to-date Water Quality policy and fit-for-purpose SWP
 - Investigate any breaches of the SCC Water Quality Policy and SWP Water Quality and report any breaches as required by RIDDOR.
 - Maintain clear operational guidance for SCC and Capital Assets staff in response to cases of poor water quality including legionellosis etc, and their health and safety.

Scientific Services

- 1.9. Scientific Services will act as SCC's auditing team for Water Quality and will conduct a series of reviews annually to monitor compliance. These reviews will include, but are not limited to:
- Governance
 - Risk Assessments
 - Action/Management Plans – risk reduction
 - Written Schemes
 - Monitoring and Inspections
 - System schematic drawings and asset lists

2. Procedures

This SWP applies in all circumstances where water is stored and/or used in a way which may create a foreseeable risk of exposure to legionella bacteria in:

- Water systems incorporating a cooling tower;
- Water systems incorporating an evaporative condenser;
- Hot and cold water systems;
- Other plant and systems containing water which is likely to exceed 20°C and which may release a spray or aerosol (i.e. a cloud of droplets and/or droplet nuclei) during normal

The Council's responsibility towards Legionella is managed internally under a set of Service Level Agreements using the services of external subcontractors and Housing Operations. Notwithstanding who delivers the service, the respective Responsible Persons remain responsible. All Service Level Agreements should be reviewed annually.

Record Keeping

The Council must record the significant findings of their risk assessment and the steps taken to prevent exposure to substances hazardous to health. They are also required to keep suitable records of examinations, tests and repairs of control measures.

Records should include details about:

- The appointed Responsible Person(s) for conducting the risk assessment, managing, and implementing the written scheme
- Any significant findings of the risk assessment
- The written scheme and its implementation
- Details about the state of operation of the water system, i.e. in use/not in use
- The results of any monitoring inspection, test or check carried out, and the dates

These records should be retained throughout the period they are current and for at least two years afterwards. Retain records of any monitoring inspection, test or check carried out, and the dates, for at least five years.

Records should be kept in dedicated department SharePoint folders, Keystone or Information Exchange until an overarching strategy for Compliance document control is established. All records must be easily accessible to evidence.

Information, Instruction and Training

All persons in a responsible position should be training and Competent:

Competency statement – for a person to be competent, they need “qualifications, experience, and qualities appropriate to their duties”. These include:

- *Such training as would ensure acquisition of the necessary knowledge of the field for the tasks which they are required to perform,*

- Adequate knowledge of the hazards and failures of the equipment for which they are responsible,
- Knowledge and understanding of the working practices used in the organisation for which they work, the ability to communicate effectively with their peers, with any employees working under their supervision, and with their supervisors
- An appreciation of their own limitations and constraints, whether of knowledge, experience, facilities, resources, etc., and a willingness to point these out.”

Training is Mandatory for Responsible Persons, Auditors and Managers (in positions where risk based decisions are made for water quality). The following courses are available through Learning and Development:

- Legionella Interactive - ELearning
- Understanding Legionella – ELearning
- The Role of the Responsible Person - ELearning
- P901 – Legionella – Management and Control of Building Hot and Cold Water Services
- Legionella – The role of the Responsible Person

The matrix below shows the minimum level of training required by all persons appointed and auditors:

	Legionella Interactive - ELearning	Understanding Legionella – ELearning	The Role of the Responsible Person	P901 – Legionella – Management and Control of Building Hot and Cold Water Services (external course)	Legionella – The role of the Responsible Person (external course)
Appointed Director	√	√	√		
Authorising Engineer	√	√	√		√
Responsible Person	√	√	√		
Deputy Responsible Person	√	√	√		
Auditor	√	√	√	√	

Control of Contractors and Service Providers

Any provider of services whose work could, foreseeably, expose them and others to Legionella (i.e. any maintenance, refurbishment, construction activities or demolition) must be able to demonstrate competence and evidence of appropriate training in Legionella

Awareness. These records of competency and training must be held before they carry out any work for The Council.

Additional Guidance

The Health and Safety Executive (HSE) have provided free downloadable guidance on Legionnaires' disease [L8 'Control of Legionella Bacteria in Water Systems'](#), Approved Code of Practice and guidance. Responsible Persons should use this guide and other information detailed below to help inform the risk assessment process and the management of legionella control in their properties where a risk is identified to enable valid decisions to be made about the level of risk to health and the measures for prevention and control of the risk.

Cases of legionellosis are reportable to the HSE, the PHE, PH (Southampton) and Environmental Health as appropriate. Any confirmed cases of Legionella will be investigated by the relevant authority and advice provided by that authority on any required remedial action.

See [SWP Accident/Incident Reporting and Investigation](#) for the Council's policy for reporting such occurrences to Corporate Health and Safety Services, who will report to the appropriate authority and investigate.

3. Safe Working Procedures Relevant to This Document

[Risk Assessment](#)

[Accident/Incident Reporting and Investigation](#)

[Work Equipment](#)

Note: Other safe working procedures may apply and the Responsible Person should consult the SWPs. An A-Z is available on the Council's [Health and Safety Intranet](#).

4. Main Legislation Relevant to This Document (Not tenanted housing – see Note 1)

[Health and Safety at Work etc Act](#)

[The Management of Health and Safety at Work Regulations](#)

[The Provision and Use of Work Equipment Regulations](#)

[The Control of Substances Hazardous to Health Regulations](#)

[The Notification of Cooling Towers and Evaporative Condensers Regulations](#)

[BS 8580:2010 Water quality – Risk assessments for Legionella control – Code of practice.](#)

Note1: Although not relevant to tenanted domestic properties we have adopted best practise as advised by the HSE. That although low risk they must be considered.

5. Contact Address's and Guidance Links

Health and Safety Executive

www.hse.gov.uk

L8 – [Legionnaires' disease: the control of legionella bacteria in water systems](#)

INDG 458 – [Legionnaires - A brief Guide for Duty Holders](#) HSG274 Parts 1, 2 & 3 –
[Legionnaires Disease - Technical Guidance](#)

SIM03/2009/06 – [Legionella in aqueous tunnel washers](#)

[HSE legionella DVD](#)

Public Health England

<http://www.gov.uk/>

[Legionnaires Disease](#)

[Management of Spa Pools: controlling the risk of Infection](#)

European Working Group for Legionella Infections

www.ewgli.org/

Royal Society for the Prevention of Accidents

www.rospa.co.uk/

Institute of Occupational Safety and Health

www.iosh.co.uk/

Corporate Health and Safety Service

[Health and Safety Intranet](#)

For full contact address visit the health and safety intranet [Useful Contacts](#).