

Isle of Anglesey County Council

Legionella Management Policy

Version 1.0 August 2016

About this policy

Legionnaires disease is a potentially fatal or permanently debilitating form of pneumonia which can affect anybody but which principally affects those who are susceptible because of age, illness and/or immunosuppressant. It is caused by the bacterium *Legionella pneumophila* and related bacteria. *Legionella* bacteria are common and can be found naturally in environmental water sources. *Legionella* bacteria may eventually colonise hot and cold water systems and other plant which use or store water.

This Guidance may be applicable to all County Council Business Units, Schools and other facilities.

The Policy is supported by resources on the Council's website.

Revision history

Version	Date	Summary of changes
1.0	August 2016	
1.0	July 2017	Section on Risk Assessment Each Directorate / Service Area should ensure that all HWS and CWS Systems have a suitable and sufficient legionella risk assessment in place. Directorate has been removed as only Service Areas relevant.
1.0	May 2019	No change
1.0	January 2021	No change

Date of next review	
This policy will be reviewed in:	July 2021
The review will be undertaken by:	Health and Safety

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We are happy to provide this policy in alternative formats on request. Please use the above contact details.

Mae'r ddogfen yma ar gael yn y
Gymraeg.

This document is available in Welsh.

Contents

1.0 Background

2.0 Preventive Measures in the Workplace

APPENDIX

1.0 Background

It is the responsibility of the Council to ensure an adequate Risk Assessment of the water systems is carried out and details held on file.

Additionally the Council has a duty to ensure people involved with the control of Legionella are adequately trained, qualified and experienced to fulfil their duties in executing the risk management programme.

The following legislation is applicable to the management and control of legionella:

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 2002 (as amended)
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- The Notification of Cooling Towers and Evaporative Condensers Regulations 1992.

Failure to comply with applicable legislation is a criminal offence that could result in unlimited fines for the Council (e.g. Sections 2 & 3 HSWA) and possibly fines and imprisonment for individuals found to be individually culpable (e.g. Section 7 HSWA).

The following approved code of practice and guidance has been issued to assist in maintaining compliance:

- L8 the control of Legionella bacteria in water systems - approved code of practice and guidance ISBN 0717617726.
- Legionnaires Disease - Essential information for providers of residential accommodation IND(G)376, and
- Controlling Legionella in nursing and residential care homes IND(G)253L.
- Essential information for providers of residential accommodation INDG376 05/03 C1000

2.0 Preventive Measures in the Workplace

The Council, through its managerial organisation, will allocate specific roles and functions to designated employees to manage and control the risk. The Council will comply with the Health and Safety Executives publication, "L8 the control of Legionella bacteria in water systems - approved code of practice and guidance" (ACOP L8). A flow chart of responsibilities appears in Appendix 1.

Risk Assessment

Each Service Area should ensure that all HWS and CWS Systems have a suitable and sufficient legionella risk assessment in place. The risk assessment should be carried out by a competent assessor.

The legionella risk assessment should identify preventive and protective measures with regard to legionella. The risk assessment should include a Schematic drawing of the water system as it is. This drawing should be altered as the system is altered.

The legionella risk assessment should consider the people that potentially may be exposed to legionella. Extra consideration should be given to people who may be more susceptible to the effects of legionella disease. This may be due to age, illness, immunosuppression, smoking, etc.

The risk assessment should consider the usage of the system. For example long periods without use, the likelihood of creation of an aerosol release, etc.

Risk assessments will be arranged by Property Services for those properties with a service agreement with the department.

Housing Services will arrange suitable assessments as required within the housing stock.

Responsible Person

A Responsible Person should be nominated to oversee the implementation of preventive and protective measures must be appointed. The responsible person should be a manager or have similar status and sufficient authority, competence and knowledge of installations and operations to effectively ensure the management of legionella. The Responsible person will be responsible for ensuring a Written Scheme for controlling legionella is prepared and implemented.

Local Responsible Persons

Each Service Area should have a nominated Local Responsible Person to assist and maintain the legionella safety measures. The Local Responsible Person should have sufficient status and authority, competence and knowledge to effectively assist with the management of controlling legionella.

Testing

Each Service Area should carry out suitable testing of the water systems within their areas. The type and frequency of testing should be identified by the risk assessment. A guide to periodic checks is detailed in Appendix 2. The guide is as provided in ACOP L8.

Maintenance

Each Service area should ensure that the premises and any water system are covered by a suitable system of maintenance conducted by a competent person.

Log Book

Each Service area should ensure there is a Log Book for the relevant area / premise. The times and dates of maintenance and testing of water systems should be recorded in the log book. The log book should be kept with other records concerning the water systems.

Information, Instruction and Training

Appropriate information, instruction and training should be provided to employees, during normal working hours about the precautions in place for the management of legionella.

Records should be maintained of information, instruction and training provided.

Audit

The systems put in place to assist with the management of legionella should be periodically audited against this procedure.

Further Information

For further information contact the Corporate Health and Safety Team on 01248 752820

APPENDIX

Appendix 1: Examples of checks and tests

Checklist 1: Cooling water installations

System/service	Task	Frequency
Cooling towers and evaporative condensers	Monitor water quality, water use and biocide/chemical use to assess and ensure effectiveness of water treatment regime, including key chemical and microbiological parameters, and observations of internal condition of pond, pack and water	Frequency dependant on risk and a competent person should be enlisted to assist with this.
	Central control function, conductivity sensor calibration, blow down function, uniformity of water distribution, condition of sprays/troughs, eliminators, pack, pond, immersion heater, fans and sound attenuators	Monthly to three monthly, according to risk as above.
	Clean and disinfect cooling towers/evaporative condensers, make-up tanks and associated systems, including all wetted surfaces, de-scaling as necessary. Packs should be removed and cleaned where practicable	Six monthly

checklist 2: Hot and cold water services

Service	Task	Frequency
Hot water services	Arrange for samples to be taken from hot water calorifiers, in order to note condition of drain water	Annually
	Check temperatures in flow and return at calorifiers	Monthly
	Check water temperature up to one minute to see if it has reached 50°C in the sentinel taps	Monthly
	Visual check on internal surfaces of calorifiers for scale and sludge. Check representative taps for temperature as above on a rotational basis	Annually
Cold water services	Check tank water temperature remote from ball valve and mains temperature at ball valve. Note maximum temperatures recorded by fixed max/min thermometers where fitted	Six monthly
	Check that temperature is below 20°C after running the water for up to two minutes in the sentinel taps	Monthly
	Visually inspect cold water storage tanks and carry out remedial work where necessary. Check representative taps for temperature as above on a rotational basis	Annually
Shower heads	Dismantle, clean and de-scale shower heads and hoses	Quarterly or as necessary
Little-used outlets	Flush through and purge to drain, or purge to drain immediately before use, without release of aerosols	Weekly

Checklist 3: Other risk systems

System/service	Task	Frequency
Ultrasonic humidifiers/foggers and water misting systems	If equipment fitted with UV lights, check to ensure effectiveness of lamp (check to see if within working life) and clean filters	Six monthly or according to manufacturer's instructions
	Ensure automatic purge of residual water is functioning	As part of machinery shut down
	Clean and disinfect all wetted parts	As indicated by risk assessment
	Sampling for legionella	As indicated by risk assessment
Spray humidifiers, air washers and wet scrubbers	Clean and disinfect spray humidifiers/air washers and make-up tanks including all wetted surfaces, de-scaling as necessary	Six monthly
	Confirm the operation of non-chemical water treatment (if present)	Weekly
Water softeners	Clean and disinfect resin and brine tank – check with manufacturer what chemicals can be used to disinfect resin bed	As recommended by manufacturer
Emergency showers and eye wash sprays	Flush through and purge to drain	Six monthly or more frequently if recommended by manufacturers
Sprinkler and hose reel systems	When witnessing tests of sprinkler blow-down and hose reels ensure that there is minimum risk of exposure to aerosols	As directed
Lathe and machine tool coolant systems	Clean and disinfect storage and distribution system	Six monthly
Spa baths	Check filters – sand filters should be backwashed daily	Daily
	Check water treatment – pools should be continuously treated with an oxidising biocide	Three times daily
	Clean and disinfect entire system	Weekly
Horticultural misting systems	Clean and disinfect distribution pipe work, spray heads and make-up tanks including all wetted surfaces, de-scaling as necessary	Annually
Dental equipment	Drain down and clean	At the end of each working day
Car/bus washes	Check filtration and treatment system, clean and disinfect system	See manufacturers' instructions
Indoor fountains and water features	Clean and disinfect ponds, spray heads and make-up tanks including all wetted surfaces, de-scaling as necessary	Interval depending on condition