



Broxtowe
Borough
COUNCIL

Control of Legionella Bacteria in Water Systems Policy



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Control of Legionella Bacteria in Water Systems

1. Introduction

This document outlines Broxtowe Borough Council's Policy in relation to the control of Legionella bacteria in 'hot and cold' water systems. It is supplemented with guidance and where applicable any relevant safe systems of work.

Legionnaires' disease (or Legionellosis) is the name given to a group of infections caused by Legionella bacteria. The illness caused by these organisms can range from the potentially fatal pneumonia caused by Legionella pneumophila to the Flu like illness' Pontiac Fever and Lochgoilhead Fever.

Breathing in fine droplets (aerosols) of water contaminated by the bacteria causes the infection. The disease cannot be passed from one person to another. Everyone is potentially susceptible to infection but some people are at a higher risk, e.g. males, those over 45 years of age, smokers and heavy drinkers, those suffering from chronic respiratory or kidney disease and people whose immune system is impaired.

Government statistics show that on average there are 200 - 250 cases of Legionnaires' disease recorded in England and Wales each year. Clearly Legionnaires' disease isn't going away and therefore rigorous and robust systems of mitigation and control need to be implemented.

2. Where is Legionella Found?

Legionella bacterium commonly occurs in natural watercourses such as rivers, ponds and also in the water supply network. Since Legionella is widespread within the environment, it may gain access to, contaminate and grow in manmade water systems such as cooling towers and 'hot and cold' water services. It becomes dormant at low temperatures and thrives/multiplies at temperatures between **20°C - 45°C** if the water conditions are suitable for proliferation (i.e. if a supply of nutrients is present in the water system such as rust, sludge, scale, algae, and other forms of bacteria).

3. Legislation and Applicable Standards

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (amendment 2006)
- The Control of Substances Hazardous to Health Regulations 2002.
- Legionnaires' disease. The Control of Legionella Bacteria in Water Systems. Approved Code of Practice and Guidance L8 (4th Edition)
- The Control of Legionella Bacteria in Hot and Cold Water Systems HSG274
- HSG 274 Part 1 (cooling towers)
- HSG 274 Part 2 (hot and cold water services)
- HSG 274 Part 3 ("other" water systems)
- BS 8580-1:2019 Water quality. Risk assessments for Legionella Control. Code of practice.
- HSG 282 - Control of Legionella and other infectious agents in spa-pools.
- Reporting Injuries, Disease and Dangerous Occurrences Regulations 2013
- Safety Representative and Safety Committee Regulations 1977 The Health and Safety (Consultation with Employees) Regulations 1996
- The Corporate Manslaughter Act 2007

4. Policy Statement - Control of Legionella Bacteria in Water Systems

Broxtowe Borough Council recognises and accepts its responsibility for the Control of Legionella under all relevant legislation (and applicable guidance/standards) and will take all reasonable precautions to prevent or control risks to employees, contractors and others (including tenants of Social Housing where the Council acts as Landlord) from the effects of contaminated water and/or airborne droplets.

Broxtowe Borough Council will comply with relevant legislation and take the following action to control Legionella in water systems and any associated plant and equipment: -

- **Appoint** officers to be responsible for implementing this policy. This will include a statutory 'duty holder' and a number of responsible and competent persons.
 - **Provide** training for all relevant employees in their duties.
 - **Establish, implement, monitor and review** robust and effective management systems relating to this policy.
 - **Identify** potential Legionella sources and assess the risk of proliferation and exposure.
 - **Identify** occupants who are especially susceptible to the Legionella bacteria.
 - **Prepare** a management plan for preventing or controlling the risk at each water system under the Council's control. This will include all elements of Social Housing where the Council act as Landlord.
 - **Prevent** or reduce the risk of Legionella proliferation and/or exposure from all operational sites using a combination of engineering, treatment and procedural controls as appropriate.
 - **Develop** an annual audit programme for checking, inspecting and monitoring risk controls at all operational sites. This will include any site owned and operated as part of "as part of an TECKAL (Arms Length Management Organisation) or Teckal (e.g. Liberty Leisure Limited)
 - **Address** any shortcomings in risk controls, including from possible cases of legionellosis or water samples containing significant Legionella bacteria counts.
 - **Maintain** records of all actions taken in the interests of Legionella control, including risk assessments, schemes of work, inspection and monitoring activities.
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5. Roles and Responsibilities

To ensure that water systems within the Council's control are suitably managed in accordance with specific legislation and to conform to the above general duties, the following posts have been identified in line with specific designated responsibilities.

5.1 Chief Executive

The Chief Executive is the '**Duty Holder**' as defined in the document, Legionnaires Disease: Control of Legionella Bacteria in Water Systems (L8) and will through the Council's management structure, take all reasonable steps to protect employees and other persons likely to be affected from exposure to Legionella bacteria in water systems under the Council's direct control. The Chief Executive will also support the Council's Departmental Directors and those identified as '**Responsible Persons**' in fulfilling their responsibilities in accordance with this policy.

As the '**Duty Holder**' the Chief Executive must;

- (a) Ensure that the policy is effectively implemented and that adequate resources are made available to achieve this.
- (b) Ensure that an effective and robust management structure is in place identifying those persons/posts with designated roles in the effective management/control of Legionella within the Council's premises (see appendix 1).
- (c) Ensure that Directors and Heads of Service are familiar with the policy and effectively implement it within their area(s) of responsibility.
- (d) Ensure that Departmental Directors have appointed **Responsible Person(s)** and Deputies to take day-to-day responsibility for controlling any identified risk from Legionella bacteria.
- (e) Ensure that Departmental Directors have received 'suitable and sufficient' information, instruction and training in order to discharge their responsibilities relating to Legionella effectively.

5.2 Departmental Directors

All Departmental Directors must:

- (a) Ensure that suitable budgetary allowance and appropriate resources are made available to manage the water systems within their control in accordance with the relevant guidance and risk assessments.
- (b) Ensure that robust management systems are in place to guarantee that all specified checks/maintenance programmes are completed within specified timescales.
- (c) Ensure that all identified controls/recommendations are actioned in accordance with guidance provided by the competent contractor(s) and/or the competent person(s). Where this cannot be completed, the relevant Director (of the affected Department) must ensure that an action plan is implemented and/or a written statement is provided to the **Duty Holder** detailing why the recommendation(s) and/or control measures cannot be implemented.

- (d) Appoint **Responsible Person(s)** and **Deputy Responsible Person(s)** for managing individual water systems as identified by the risk assessment. The responsible person(s) must be identified/documentated within all water systems risk assessments and control systems produced as a requirement of this policy.
- (e) Ensure all employees responsible for, and having a role in, the Control of Legionella bacteria in water systems have received 'suitable and sufficient' information instruction and training.
- (f) Ensure all incidents or accidents concerning Legionella are properly reported and investigated with suitable preventative measures implemented.

5.3 Departmental Heads of Service

All Heads of Service must (for areas within their control);

- (a) Liaise with and support the Directors in carrying out their responsibilities.
- (b) Maintain a list/record of all buildings/properties that fall under their remit. Ensure this list/record is made available to the nominated Responsible Person(s) for those buildings for the purposes of implementing the Legionella control measures as outlined within this Policy
- (c) Heads of Service must ensure that all necessary controls and actions are being carried out at premises they are responsible for.
- (d) Advise the relevant Director of any non-compliance with this Policy.

Note: Directors/Heads of Service must **NOT**;

- (a) Cancel, vary or amend any control measures identified within the applicable risk assessment(s) without prior consultation and subsequent agreement with the relevant Responsible Person(s) and the Health and Safety Manager or relevant Compliance Officer (Housing).
- (b) Directly appoint an individual to undertake Legionella risk assessments without prior consultation and subsequent agreement with both the Responsible Person and the Health and Safety Manager (Competent Person).

5.4 Responsible Person(s) and Deputy Responsible Person(s)

The **Responsible Person** and **Deputy Responsible Person** must;

- (a) Have received full training in Legionella awareness and the role of the Responsible Person.
- (b) Appoint Competent Contractor(s) and ensure there is documentation in place that clearly identifies the scope of their role and responsibilities.
- (c) Monitor Competent Contractor(s) to ensure compliance with any agreed specification or documentation.
- (d) Ensure the Competent Contractor(s) undertake risk assessments, scheduled maintenance, routine monitoring and checks in line with the Approved Code of Practice L8.

- (e) Review the risk assessments internally when submitted by the Approved Contractor(s) and action any defects or shortcomings.
- (f) Ensure that risk assessments are produced for all new builds.
- (g) Ensure Legionella log books are provided and maintained at all relevant sites.
- (h) Ensure that the statutory monitoring tasks identified by the risk assessment such as weekly flushes, monthly temperature checks, quarterly shower cleaning etc. are completed where required and evidence documented in the site Legionella log book.
- (i) Ensure all appropriate information / reports / failings / defects provided by the approved Competent Contractor(s) are immediately forwarded to the relevant person(s) for action.
- (j) Respond accordingly to all failings / defects notified to them and ensure that the necessary actions are undertaken and reported in the site Legionella logbook.
- (k) Inform the Director/ Head of Service if they are unable to satisfactorily deal with any failings / defects identified within a reasonable time scale
- (l) Action any requirements upon a positive test of Legionella to isolate / contain contamination.
- (m) Identify persons that require training and advise the Health and Safety Manager accordingly.
- (n) Appoint persons to assist where necessary in order to achieve compliance with this policy and statutory requirements.

5.5 Corporate Health and Safety Manager (Competent Person)

The Health and Safety Manager will:

- (a) Act as the overall '**Competent Person**' for matters relating to the Control of Legionella.
- (b) Have received specific training in relation to the Control of Legionella, all associated legal requirements and any approved codes of practice.
- (c) Advise the '**Duty Holder**' and '**Responsible Person(s)**' in respect of any changes to legislation or standards for the Prevention/Control of Legionella in Water Systems.
- (d) Develop an annual programme of 'management compliance audits' across all areas (with defined timescales) to ensure compliance with this policy. Report findings to the Safety Committee and relevant **Responsible Person(s)**. Any serious breaches should be reported immediately to the Chief Executive as '**Duty Holder**'. The audit programme should encompass Liberty Leisure Limited (Housing (Independent Living), Housing (All Electric) and all community assets falling under the umbrella of Asset Management Services and Environment.
- (e) Where required, investigate and report to the Safety Committee (or Liberty Leisure Limited Board if appropriate) on any alleged incident of accidental Legionella exposure, and also where appropriate for ensuring correct reporting of incidents under RIDDOR.

- (f) Review and update the Legionella Policy and the list of Responsible Persons identified within to reflect any changes.
- (g) Organise Legionella training and refresher training.
- (h) Maintain a central database of those persons who have received training.

5.6 Competent Contractor(s)

All Competent Contractor(s) employed by Broxtowe Borough Council for the purpose of Controlling the risks from Legionella within 'hot and cold' water systems will need to;

- (a) Provide evidence of competence/qualifications/professional membership of a relevant water management association or body.
- (b) Have the necessary professional indemnity insurance.
- (c) Provide appropriate documentation in relation to the service that they are providing including a detailed service contract and documents such as risk assessments, management plans and schematic diagrams where necessary
- (d) Ensure checks and maintenance is completed in accordance with the risk assessment(s) and any applicable service contract.
- (e) Ensure any defects or concerns are brought to the attention of the relevant person in accordance with the lines of communication outlined in 5.7 (below).

5.7 Contacts with a Competent Contractor

To ensure all contractors know who to contact within the Council with respect to Legionella, the following lines of communication are in place;

Housing Operations

First Contact: Housing Repairs Manager

First Deputy: Asst. Housing Repairs Manager

Second Deputy: Health & Safety Manager / Chief Environmental Health Officer

Public Buildings (includes Kimberley Depot)

First Contact: Senior Public Buildings Maintenance Officer

First Deputy: Multi Skilled Plumber (Public Buildings)

Second Deputy: Health & Safety Manager / Chief Environmental Health Officer

Bramcote Crematorium

First Contact: Crematorium Manager

First Deputy: Senior Crematorium Technician

Second Deputy: Health & Safety Manager / Chief Environmental Health Officer

L Leisure Ltd

First Contact: Managing Director (L Leisure Ltd)

First Deputy: Leisure Centre Manager / Museum Manager (DH Lawrence Birthplace Museum)

Second Deputy: Health & Safety Manager (Broxtowe Borough Council)

6. Managing Director (L Leisure Ltd)

L Leisure Ltd is a TECKAL company, owned 100% by the Council

L Leisure Ltd currently operates from the following sites;

- *Bramcote Leisure Centre*
- *Kimberley Leisure Centre*
- *Chilwell Olympia Leisure Centre*
- *DH Lawrence Birthplace Museum - Eastwood*

The Appointed Managing Director of L Leisure Ltd will;

- a) Act as statutory '**Duty Holder**' as defined in the document, Legionnaires Disease: Control of Legionella Bacteria in Water Systems (L8) and will through the L Leisure Ltd management structure, take all reasonable steps to protect employees and other persons likely to be affected from exposure to Legionella bacteria in water systems under L Leisure Ltd.'s direct control.
- b) Create a local policy for the Control of Legionella Bacteria in Water Systems for all of L Leisure Ltd.'s undertakings (as identified above).
- c) Ensure that the local policy is effectively implemented and that adequate resources are made available to achieve this.
- d) Ensure that all Liberty Leisure Managers and Supervisors are familiar with the policy and effectively implement it within their area(s) of responsibility.
- e) Appoint **Responsible Person(s)** and **Deputies** to take day-to-day responsibility and accountability for controlling any identified risk from Legionella bacteria and/or for overseeing arrangements.
- f) Ensure that all 'appointed persons, their deputies and any relevant employees who have essential roles relating to the Control of Legionella Bacteria in Water Systems have received 'suitable and sufficient' information, instruction and training in order to discharge their duties and responsibilities effectively.
- g) Report any failings or non-compliances immediately to the identified **Competent Person** (see appendix 1).
- h) Liaise directly with other interested parties particularly where premises are shared, owned or part-managed by others. Ensure effective lines of communication are in place and any control measures involving the different parties involved are effectively coordinated.

7. Management Structure – Control of Legionella Bacteria in Water Systems

The full Legionella management structure for Broxtowe Borough Council (and L Leisure Ltd.) can be found at Appendix 1 of this document.

8. Periodic Review

This policy shall be reviewed at least annually or, following changes in legislation, changes in best practice or when incidents have occurred. The Legionella Management Structure should be reviewed when a named person within the structure changes.

9. Water System(s) Risk Assessment(s)

All Council premises (except those occupied by third parties where the responsibility for maintenance of the water system is clearly identified within the letting/leasehold contract as that of the tenant) will need to be risk assessed, this includes domestic premises.

This assessment must be carried out by a 'competent person' (usually a Competent Contactor) and shall be documented. For most residential settings, the risk assessment may show the risks are low, in which case no further action may be necessary, e.g. housing units with small domestic-type water systems where water turnover is high. If the assessment shows the risks are insignificant and are being properly managed to comply with the law, no further action may be required, but it is important to review the assessment periodically in case anything changes in the system. The frequency of inspection and any ongoing maintenance will depend on the system type and the level of risk it presents.

The assessment must include identification and evaluation of potential sources of Legionella, methods of prevention and methods of controlling the risk(s).

The Housing Repairs Manager / Senior Public Buildings Officer / Crematorium Manager / Managing Director (L Leisure Ltd) must ensure that all Legionella risk assessments are reviewed at least annually, or sooner in the case of alterations to the water systems or to the nature of the persons being exposed.

Copies of all water system risk assessment must be kept for a **minimum of 5 years**.

10. Design of Water Systems (New Builds and Refurbishments)

Consideration must be given to controlling the potential risks from Legionella during the design of all new buildings, where existing buildings are refurbished and where alterations take place. A water systems risk assessment must be undertaken (for new buildings) prior to use/occupation. For existing buildings, the risk assessment already active may also need reviewing/updating (including any schematic drawings). The person(s) commissioning works to water system(s) are directly responsible for ensuring that this takes place.

11. 3rd Party Letting(s) of Council Premises

Some Council premises are let out via an external landlord or managing agent. In these circumstances the landlord / managing agent is responsible for ensuring the risk from exposure to Legionella in these premises is properly managed. The Estates Manager must ensure that the landlord / managing agent are aware of their responsibilities.

12. Water System(s) Records

Responsible Persons and their Deputies should have access to the following up to date records / documentation in relation to the water system for which they have responsibility;

- Risk assessment(s) and management plan(s).
- Schematic diagram(s) of the water system(s).
- Records of site reports and recommendations provided by the competent contractor.
- Records of all tests and maintenance carried out on site by the competent contractor and others.
- Details of all works carried out to ensure safe management of the water system.
- Legionella log book records and entries.
- Training records.
- Audit reports undertaken by the Health and Safety Manager.

Copies of all schematic diagrams, management plans and other associated documentation relating to a buildings' water system must be kept for a minimum of 5 years.

13. Information, Instruction and Training (Competence)

All persons involved with the Control of Legionella Bacteria in Water Systems must receive 'suitable and sufficient' information, instruction and training in order for them to discharge their duties effectively. Persons requiring this training will include;

- Duty Holder
- Directors
- Competent Person(s)
- Responsible Persons and their Deputies.
- Heads of Service with building management responsibilities.
- Water system designers and those responsible for replacement and refurbishment programmes.
- All employees involved in the 'day to day' management and maintenance of water systems (e.g. repairs operatives, work planners, general maintenance staff, building cleaning operatives and those responsible for weekly flushing activities and the maintenance of site log books).

14. Reporting Non Conformities

The appointed Competent Contractor and Health & Safety Manager must ensure the relevant Responsible Person is notified immediately of any non conformity, failing or non-compliance with the control of legionella management systems outlined within this policy document that they identify as part of the testing / auditing arrangements.

15. Decommissioning Water System(s)

If a water system remains unused for an extensive period of time (more than 2 weeks), it is recommended that it should be 'drained down' fully, ensuring that any calorifiers and water heaters are also taken off-line (out of service). For shorter periods localised procedures and control measures must be adopted to prevent the water stored within the systems from becoming stagnant.

At all void (empty) properties/premises shower heads and hoses must be removed and disposed of, with new equipment only being provided when the water systems are re-commissioned and the property is ready to re-let.

The Responsible Person should also notify the relevant Manager in the event of any decommissioning taking place.

16. Re-commissioning Water System(s)

If a water system has been out of use and not regularly flushed or it has been drained down, it will require chlorination prior to being used. This process should be carried out by a Competent Contractor as the levels of disinfection must be carefully controlled.

Where a system has been out of use but regularly flushed and system managed in accordance with guidance provided by the Competent Contractor, cold systems may be returned to normal use with no further measures to be taken.

Hot water calorifiers should be brought to full pasteurisation temperature (depending on the site, all re-circulating pumps operating where fitted) and be maintained at this temperature for a minimum continuous period of one hour before returning the system to the operating temperature – temperature must be retested again at outlets to prevent scalding.

17. Testing for Legionella Bacteria in Water Systems

The approved code of practice "The Control of Legionella Bacteria in Water Systems (L8)" does not advocate routine testing for Legionella in water systems. Testing for Legionella bacteria in water systems under the Council's control will therefore only be undertaken when;

- A case (or cases) of Legionellosis have been directly linked to a specific water system.
- Significant failures/non compliances have been noted which present a high risk of Legionella proliferation. In such cases the advice of the Competent Contractor will be sought.
- As recommended by the risk assessment to test the effectiveness of the management system(s) in place.
- Where control levels of the treatment regime (e.g. temperature, or chemical biocide levels) are not being consistently achieved.
- Where re-assurance is required to ascertain if current control measures are effective.

- On the direct advice of the Competent Contractor or other Competent Person.

Any water sampling/testing in respect of the above must be carried out by a Competent Contractor.

18. Action in the event of detecting/suspecting Legionella Bacteria being present within a Water System

Where a positive count between **100 - 1000 colony-forming units (cfu)/litre** or greater has been identified from the analysis of a water sample taken by the Competent Contractor, or where the physical condition of the water system(s) is such that there is an increased possibility of legionella proliferation, the relevant Responsible Person with assistance from the Competent Person (Health and Safety Manager) will arrange for appropriate action to be taken in accordance with the document 'The Control of Legionella Bacteria in Water Systems (L8).

If the count is **greater than 1000 colony-forming units (cfu)/litre**, or the physical condition of the water system(s) is such that there is an increased possibility of legionella proliferation, the following immediate actions must be taken;

- Immediately inform the Premises/Property Manager and Responsible Person.
- An Initial site/premises visit by the Responsible Person, Competent Person and Competent Contractor to examine local control measures. Following advice from the Competent Person and Competent Contractor the Responsible Person must decide whether to isolate/close down **all** (the entire system) or **part** (only those areas directly affected) of the hot and cold water system(s) within the premises/property.
- Responsible Person to arrange via the Competent Contractor for further samples to be taken from the affected water system(s).
- Responsible Person must ensure that suitable control measures have been implemented where all or part of a 'hot and cold' water system has been isolated/closed down due to a positive count.
- Advice will be given to Premises/Property Manager regarding the implications of elevated levels of Legionella bacteria in the water systems.
- The risk assessment and site/premises legionella log book shall be consulted for any outstanding recommendations for the affected system(s).
- Arrange for the entire hot and cold water system(s) to be chlorinated by a Competent Contractor.
- Following chlorination reassurance water samples will need to be taken by a Competent Contractor and analysed.
- The system will only be put back in to use on the direct advice of the Competent Contractor and Competent Person or following the receipt of negative test results relating to the affected water system(s).
- Additional reassurance samples will be taken weekly for a period of 1 month or longer if deemed necessary by the Competent Contractor.

- Following disinfection and in order to prevent a re-occurrence of legionella colonisation - the water system(s) and/or the control measures currently in place may require modifications in order to remove any factors that have previously allowed legionella bacteria to multiply.
- Ensure that all actions taken are in accordance with the document 'The Control of Legionella Bacteria in Water Systems (L8) and are recorded in the log book.

19. Action in the event of detecting/suspecting Legionella Bacteria being present in a DOMESTIC Water System (Housing)

Legionella sampling of domestic hot and cold water systems is not usually necessary unless the risk assessment or routine monitoring indicates that there may be a problem.

Where a positive count between **100 - 1000 colony-forming units (cfu)/litre** or greater has been identified from the analysis of a water sample taken by the Competent Contractor, or where the physical condition of the water system(s) is such that there is an increased possibility of legionella proliferation, the relevant Responsible Person (with assistance from the Health and Safety Manager) will arrange for appropriate action to be taken in accordance with the document 'The Control of Legionella Bacteria in Water Systems (L8).

If the count is **greater than 1000 colony-forming units (cfu)/litre**, or the physical condition of the water system(s) is such that there is an increased possibility of legionella proliferation, the following immediate actions must be taken;

- Inform the Responsible Person.
- Consider the isolation of the system in order to protect occupants/tenant(s).
- An initial site/property visit by the Responsible Person, Competent Person (Health and Safety Manager) and Competent Contractor and to examine the system and any control measures currently in place.
- Advice will be given to occupants/tenant(s) regarding the implications of elevated levels of Legionella bacteria in the water systems.
- The risk assessment for the property type shall be consulted for any outstanding recommendations for the affected system(s).
- Responsible Person to arrange via the Competent Contractor for further samples to be taken from the affected water system(s) prior to chlorination.
- Responsible Person to arrange for the entire hot and cold water system to be chlorinated by a Competent Contractor.
- Reassurance water samples will be taken by a Competent Contractor and analysed.
- The system will only be put back in to use on the direct advice of the Competent Contractor and Competent Person or following the receipt of negative test results relating to the affected water system(s).
- Additional reassurance samples will be taken weekly for a period of 1 month or longer if deemed necessary by the Competent Contractor.

- Following disinfection and in order to prevent a re-occurrence of legionella colonisation - the water system(s) and/or the control measures currently in place may require modifications in order to remove any factors that have previously allowed legionella bacteria to multiply.

20. Action in the event of a known or suspected case of Legionnaires' Disease

The relevant Director or Responsible Person must contact the Competent Person (Health and Safety Manager) immediately if it is known or suspected that an Employee, Council Tenant or user of a Public Building has contracted Legionellosis.

21. Legionella Monitoring Activities - Personal Safety for Employees (and others)

Any person working on a water system should not be at any greater risk than anyone else if appropriate legionella risk controls are in place to prevent proliferation. However, there are some tasks that might expose these people to a water spray or aerosol.

As a consequence of the above, the first action any person must take is to check the site's written scheme and legionella log book. This will indicate whether the risk is being adequately managed and controlled and any weekly flushing activities are 'up to date'. Based on what the person finds, they will need to make a decision on whether they need to;

- Contact and consult their line manager for advice before starting work.
- Work with no additional risk controls or;

Work using additional risk controls such as a safe system of work to reduce exposure (refer to the Safe System of Work for Safe Techniques for the flushing of Communal and Infrequently Used Taps and Shower Outlets)

Broxtowe Borough Council has produced a generic safe system of work for typical water system monitoring and flushing activities. These documents aim primarily to control the amount of water spray produced during a task such as tap and shower flushing activities. Managers must ensure these documents are suitable, and if not adapt them, for their circumstances and communicate them to their staff. Please refer to the Safe System of Work for Safe Techniques for the flushing of Communal and Infrequently Used Taps and Showers.

22. Supplementary Information – Other Legionella Risks

Responsible Persons need to be aware that Legionella risks may exist aside from the use of 'hot and cold' water systems within buildings. These risks in the main relate to operational activities undertaken by employees or are linked to static water sources/containment which may not be subject to strict management controls. Responsible Persons and Managers need to consider the following items;

- Use of pressure washing equipment.
- Storage and use of hose pipes.
- Wheel washing equipment.
- Dust suppression.
- Ponds.
- Re-circulating water features.

- Re-circulating fountains.
- Automatic plant watering systems.
- Water butts – under no circumstances use this water in conjunction with any mist or spray generating equipment.
- Rainwater harvesting systems.
- Jacuzzi baths.

If in doubt – Responsible Person(s) and Premises/Property Managers should consult with the Health and Safety Manager (Competent Person) at the earliest opportunity.



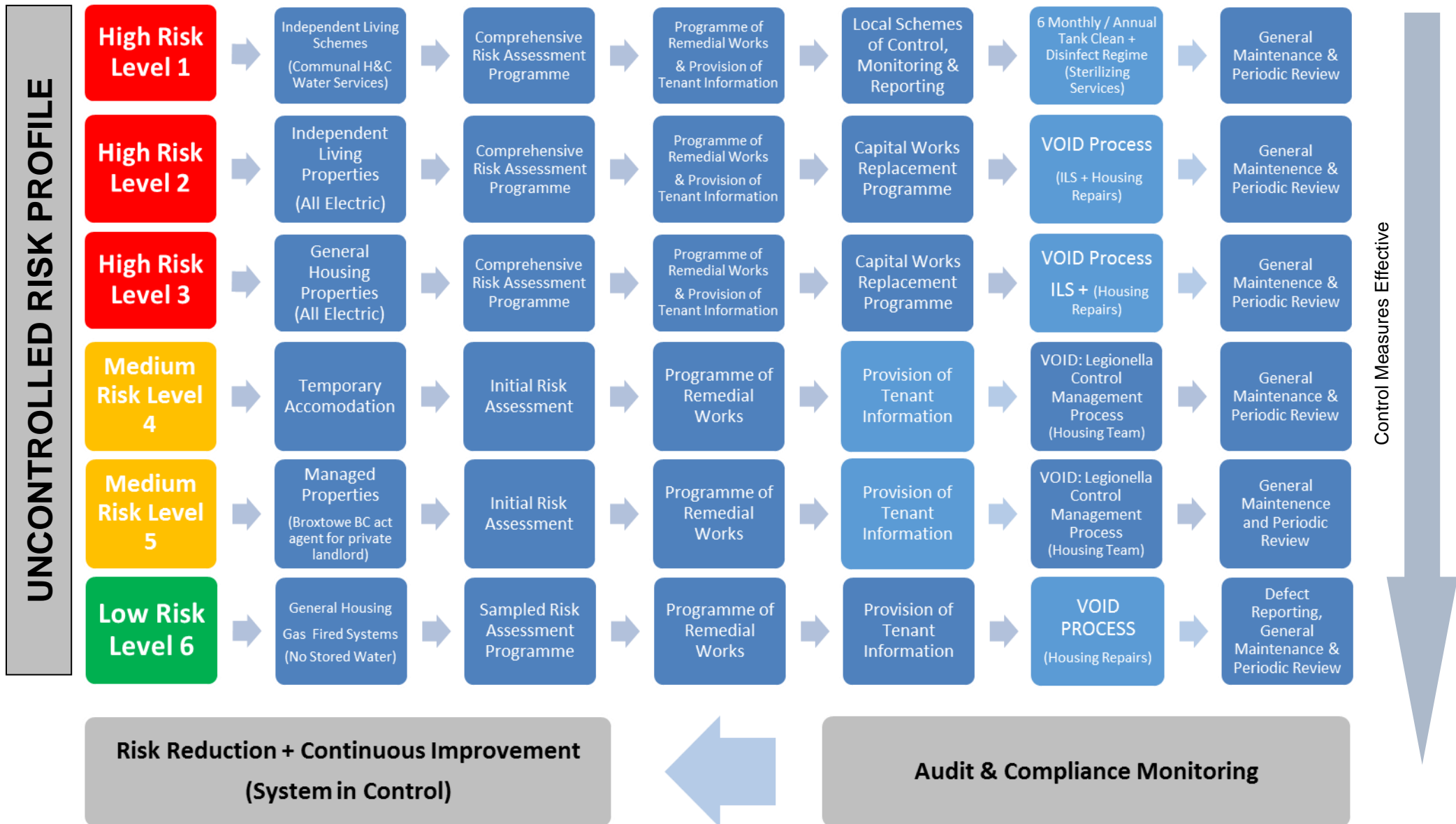
Management Structure Chart - Control of Legionella

Appendix 1

	Broxtowe Borough Council		L Leisure Ltd (TECKAL)
	Housing Operations	Public Buildings (includes Crematorium & Kimberley Depot)	Leisure Centre Operations (includes DH Lawrence Museum)
Duty Holder	Chief Executive		Managing Director
Responsible Person(s)	Housing Repairs and Compliance Manager	Senior Public Buildings Supervisor	Manager Kimberley LC Manager Bramcote LC + Chilwell Olympia LC (Events & Heritage Manager) DH Lawrence Birthplace Museum
Deputy Responsible Person(s)	Asst. Housing Repairs Manager	Multi-Skilled Plumber	Technical Supervisor Kimberley LC Asst. Managers & Duty Manager Bramcote LC Asst. Manager(s) Chilwell Olympia LC (Museum & Collections Officer) DH Lawrence Birthplace Museum
Competent Person(s)	Health & Safety Manager Health & Safety Officer	Health & Safety Manager Health & Safety Officer	Health & Safety Manager - Broxtowe BC Health & Safety Officer - Broxtowe BC
Nominated Post(s) with a role in legionella control	<ol style="list-style-type: none"> 1. Senior Maintenance Officer (Compliance) 2. Maintenance Inspector (Compliance) 3. Facilities Coordinator (Ret. Living) 4. Cleaning Supervisor (Ret. Living) 5. Cleaning Operatives (Ret. Living) 6. Lettings Officer 7. Private Sector Liaison Officer 8. Leaseholder & Temp Accommodation Officer 9. Housing Repairs Operatives 10. Senior Maintenance Officer(s) 11. Senior Work Planner 	<ol style="list-style-type: none"> 1. Crematorium Manager 2. Park Attendants 3. Cleaners (Parks & Pavilions) 4. Cleaners (Public Buildings) 5. Multi-skilled Plumber (Public Buildings) 	<ol style="list-style-type: none"> 1. Duty Manager(s) 2. Technical / Plant Room Supervisors 3. Leisure Centre Operatives 4. Cleaning Supervisors / Operatives
Approved Contractor(s)	<ol style="list-style-type: none"> 1. UBIQUE Building Services Limited 2. Sterilizing Services 	<ol style="list-style-type: none"> 1. Sterilizing Services 	<ol style="list-style-type: none"> 1. Sterilizing Services 2. Broxtowe Borough Council (Public Buildings) 3. Nottinghamshire County Council (ARC) 4. MA Technical Services 5. Kohler Mira Ltd – Rada Controls

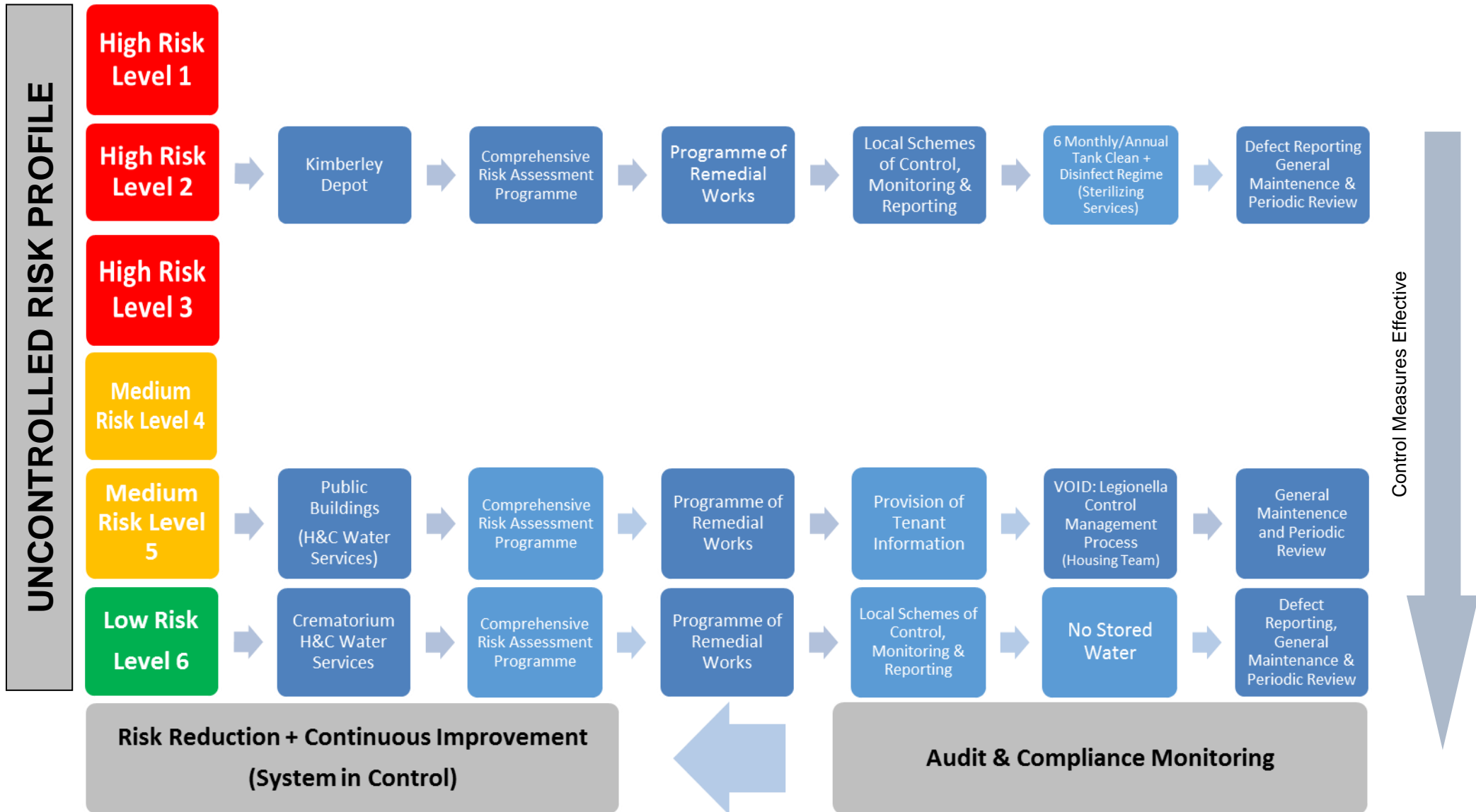
Housing Operations

Legionella Risk Profile & Management Framework



Public Buildings

Legionella Risk Profile & Management Framework



Liberty Leisure Ltd

Legionella Risk Profile & Management Framework

