

Legionella Management Policy

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Legionella Management Policy	Construction Services	Sept 2013	Colin McConville	Oct 2016
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1. Policy Statement

The council has a duty of care to ensure employees and other parties accessing or in the vicinity of council premises are not exposed to legionella bacteria. The council will take all necessary steps to discharge this duty by complying with Health & Safety Executive Approved Code of Practice L8: The control of legionella bacteria in water systems

2. Policy Aims

The aims of the Policy are to prevent the exposure to legionella bacteria by:

- Setting clear responsibilities for ensuring those employees and other parties accessing or in the vicinity of council premises, are not exposed to legionella bacteria in a breathable form.
- Setting clear responsibilities for communicating and promoting the council's commitment to prevent exposure to legionella bacteria through adequate information, instruction and training.
- Ensuring strict compliance with the council's Legionella Management Plan.

3. Policy Implementation

The aims of this Policy will be implemented through the council's Legionella Management Plan

4. Responsibilities

In accordance with the council's Scheme of Delegation to Officers, the Chief Executive is responsible for ensuring that employees and others are protected from the hazards associated with legionella

Depute Chief Executives

Depute Chief Executives are accountable and responsible to the Chief Executive for ensuring the implementation of this Policy within their portfolio of services.

Head of Finance and Property Services

The Head of Finance and Property Services is responsible to the Chief Executive for ensuring the implementation of this Policy by ensuring that all employees and others who may be affected within their service are protected from the hazards associated with legionella bacteria.

Construction & Design Manager (Designated Person)

The Construction & Design Manager is responsible to the Head of Finance and Property Services for implementing this Policy by ensuring that all employees and others who may be affected within their service are protected from the hazards associated with legionella bacteria.

M&E Services Team Principal (Authorised Person)

The M&E Services Team Principal is responsible to the Construction & Design Manager for managing legionella across the council in line with the following key responsibilities.

- Ensuring services comply with the Legionella Management Policy and the Legionella Management Plan.
- Providing guidance and advice on legionella management and risk assessment.
- Ensuring adequate legionella databases for non-domestic council properties and communal parts of domestic council properties are in place and maintained.
- Monitoring the performance of contractors and consultants engaged in legionella risk assessment and monitoring activities.
- Ensuring suitable legionella risk assessment are undertaken by competent contractors
- Ensuring that a suitable Water Log Book is provided at all premises.
- Monitoring the provision of appropriate information, instruction and training.
- Record keeping.
- Developing and publishing the council's Legionella Management Plan.
- Liaising with the HR Manager (Health and Safety) on all aspects of legionella management.

Persons in Control of Construction or Maintenance Work

Persons in control of construction or maintenance work are responsible for ensuring that work carried out to water systems is in accordance with HSE ACOP L8.

Persons in Control of Premises (Responsible Officers)

Persons in control of premises are responsible for ensuring that a Water Log Book is present on site and made available to legionella control contractors who visit the premises to carry out monitoring and testing of water systems. Persons in control of premises are also responsible for identifying little used water outlets, carrying out regular flushing of these outlets and recording the action in the appropriate section of the Water Log Book.

HR Manager (Health and Safety)

The HR Manager (Health and Safety) is responsible to the Head of Corporate Services for reporting legionella incidents to HSE, leading and co-ordinating investigations. The development, publishing and maintenance of the Legionella Management Policy and Legionella Management Plan will be undertaken by the M&E Services Team Principal in consultation with the HR Manager (Health and Safety).

5. Business Continuity

Services should include appropriate procedures in their Business Continuity Plan to deal with an unplanned legionella incident.

6. Review of Policy

The HR Manager (Health and Safety) will review the Policy as appropriate in conjunction with the Services Team Principal, and in consultation with recognised trade unions and other relevant parties.