ST IVES TOWN COUNCIL

Legionella Policy

13 October 2023

Version	v.1.0	**Approving Body**	Full Council
Date	29.09.23	**Date of Approval**	14 December 2023
Responsible Officer	Town Clerk	**Minute Reference**	89.2
Oversight Committee	Facilities Committee	**Review Date**	October 2023

Version History

Date	Version	Author/Editor	Comments
26.10.23	0.1	Premises and Operations Supervisor	First draft considered by Facilities Committee

Review Record

Date	Type of Review Conducted	Summary of Actions Taken or Decisions Made	Completed By

1.0 INTRODUCTION

This policy has been developed to ensure an effective system for the management and control of Legionella bacteria in hot and cold-water systems is in place within the relevant buildings of St Ives Town Council as listed below.

- Guildhall
- Island Centre
- Market House
- Library and Information building
- Porthminster public toilets
- Porthgwidden public toilets
- Smeatons pier public toilets
- Longstone public toilets
- Drinking fountains Palemon Best and West Pier
- Allotments Borehole/Storage tank
- Trewyn Storage area and amenities
- West pier public toilets
- Sloop public toilets
- Dove street public toilets

2.0 **Policy statement**

St Ives Town Council will undertake to ensure compliance with the relevant legislation with regard to the control of legionella in hot and cold-water systems for all staff and visitors and will always strive to meet best practice. Wherever possible it will take steps to ensure that as far as is reasonably practicable measures are in place to prevent the risk of legionella for any who may also be affected by our activities.

3.0 **The Law**

As legislation is often amended and regulations introduced, the references made in the policy may be to legislation that has been superseded. For an up-to-date list of legislation and guidance documents please refer to the Health and Safety executive website https://www.hse.gov.uk . For the current version of this policy, relevant legislation and guidance include:

- The health and safety at work act 1974
- Management of health and safety at work regulations 1999
- Control of substances hazardous to health regulations 2002
- L8 approved code of practice – The control of legionella bacteria in water systems
- HSG 274 part 2 – The control of legionella bacteria in hot and cold water systems
- INDG 458 – Legionnaires disease – a brief guide for duty holders

4.0 **Definitions**

Legionella is a generic term for a type of bacteria which is common in natural and artificial water systems. Legionellosis is the name given to a group of pneumonia like illnesses caused by legionella.

5.0 **Management**

St Ives Town Council will ensure that:

- Relevant risk assessments are carried out every 2 years and that any required control measures are implemented.
- Legionella awareness training is provided to relevant persons (see below)
- The legionella responsible person is appointed and carries out his tasks as defined below.
- The building and amenities manager is informed of any problems with water or the water system.
- Monthly temperature monitoring is carried out by a responsible person of outlets
- Records are kept for each water outlet of flushing and testing and any disinfection procedures.

6.0 **Persons with Responsibility for Legionella Prevention and Testing**

The Building and Amenities Manager is responsible for overseeing the implementation, review and management of health and safety policies and practices across all council sites and buildings.

The Premises and Operations Supervisor is responsible for the day to day testing, monitoring and recording regime for the monthly legionella checks on all sites and will act in the Manager's absence.

- Responsible persons shall complete training as defined in the information, instructions and training section below They shall ensure that training is kept up to date.
- Responsible persons shall ensure that all periodic and exceptional recording, flushing, cleaning and general legionella management tasks are correctly completed and recorded in accordance with this policy.
- They will advise employees of any condition or situation relating to legionella which may affect the safety of any premises user.

7.0 **General information**

- Legionella bacteria is commonly found in water. The bacteria multiply where temperatures are between 20-45°C and nutrients are available. The bacteria are dormant below 20°C and do not survive above 60°C.

- Legionnaires' disease is a potentially fatal type of pneumonia, contracted by inhaling airborne water droplets containing viable Legionella bacteria. Such droplets can be created, for example, by hot and cold-water outlets; atomisers; wet air conditioning plant; and whirlpool or hydrotherapy baths.

- Anyone can develop Legionnaires' disease but the elderly, smokers, alcoholics and those with cancer, diabetes or chronic respiratory or kidney disease are at more risk.

- HSE's Legionnaires' disease page provides information on managing the risks.

- Legionella is a generic term for a type of bacteria (legionellae) which is common in natural and artificial water supplies.
- The bacteria thrive at temperatures between 20°C and 45°C but can be killed by elevated temperatures or chemical treatment.

- The Council mostly stores and distributes hot water above 50°C. Users are protected from scalding by controlling the delivery temperature of hot water from a tap to approx. 43°C using thermostatic mixing valves. Checks are required to ensure that the valves are working correctly.

- All illnesses due to the Legionella species are known collectively as "legionellosis" but the most well-known is "Legionnaires' disease" which can be serious for elderly people and others with respiratory problems or immune deficiency.

- Infection is only a risk when there is inhalation of fine water droplets that are contaminated with high concentrations of Legionella bacteria. Healthy people are unlikely to contract an infection and outbreaks are rare though well publicised.

- Control is normally achieved by suitable design and maintenance of the water system and its associated plant. Additional control is achieved by appropriate storage of water and delivery of water at temperature which do not allow the bacteria to proliferate.

- The Council regularly cleans and disinfects tanks used for storing large amounts of water.

8.0 **Risk assessment**

Assessment of risk is mostly confined to:

- Monitoring whether control measures are being instigated fully.
- Correct water temperatures are being maintained for hot and cold-water systems.
- Storage tanks meet the required specifications, are clean and water is of a good quality.
- Engineering measures, such as temperature control valves and any plant associated with the systems are working properly.

9.0 **Control measures**

To achieve ongoing control of Legionella, thorough flushing of the water system is required alongside any engineering controls.

Effective control measures will require the Council to:

- Monitor any water outlets that are not in regular use.

- Record the flushing of all water outlets.
- Record the temperature of hot and cold-water outlets.

Full details of flushing and testing regimes that need to be carried out can be found in the procedures.

10.0 **Testing arrangements**

Under certain circumstances, for example when there have been alterations or maintenance work to the water system, testing is to be carried out in accordance with Appendix 1.

Disinfection of the system will be necessary when testing indicates there is a sufficient level of Legionella present in the water system to require treatment

11.0 **Information, instruction & training**

The Town Council will ensure that suitable and sufficient training and information is given to all maintenance, premises and facilities staff as they have responsibilities for flushing, record keeping and taking temperature readings as required by the appendices.

In addition, postholders with specific responsibility for Legionella shall complete a minimum standard of awareness and testing training.

The Council will maintain a record of all instruction and training given to members of staff. Training shall be refreshed at least every 2 years.

13. **Review**

This policy will be reviewed annually and in the event of changes in national government policy or procedures.

APPENDIX A: PROCEDURES

Flushing and temperature testing procedures

Flushing

All water outlets (hot & cold) that are used infrequently will be flushed through weekly and a record will be kept in writing on the water outlet flushing checklist by the person carrying out the flushing. All outlets will be flushed weekly when a building is closed for a period of more than 7 days. Flushing is only required at the end of the period of non-use.

Flushing will last for at least two minutes at a reasonable flow rate.

Temperature testing

The sentinel outlets for the cold and hot systems must be tested monthly. This task shall be carried out by a responsible person, or their appointed representative. The sentinel outlets are those nearest to and furthest from the water supply.

- Other outlets on the system will be tested on a rotational basis ensuring that all outlets are covered within a twelve-month period. The schedule of outlet testing is covered by a responsible person.

- Outlets which are connected via a thermostatic mixing valve, must have the temperature recorded before the TMV with a probe connection.

- The cold-water outlet temperature should be below 20°C after two minutes of running the outlet.

The hot water outlet temperature should be above 50°C within one minute of running the outlet. If these temperatures cannot be maintained, then the appointed consultants will advise immediately.

- Water sampling tests may be required when there appears to be a problem with the water supply, eg discolouring, temperature problems, etc. Any water samples will be taken by an appointed consultant and delivered by them to a qualified laboratory for analysis.
- If a positive Legionella test is reported, remedial actions will be advised by a representative of our appointed consultant. After which a further sample will be taken for analysis. There will be a re-test every 3 months until two consecutive clear readings are established.
- Analysis of samples will take 10 days. The outlet(s) shall be withdrawn from use until satisfactory results are achieved. The outlets will however be subject to flushing every 7 days during this period.

Procedure for disinfection

- If the site produces a sufficiently high result after testing, it will be disinfected by our approved contractor.
- The Site Manager will arrange the time and date of disinfection with the contractor.
- Affected areas will be withdrawn from use until disinfection has been completed. Flushing of outlets in these areas will cease until disinfection has been completed.

- Once disinfection commences, the water system will not be usable (except in WC's) until the contractors declare it safe.
- Alternative hand cleaning methods will be instigated to supplement the wearing of protective gloves for personal care (eg Hibiscrub & antiseptic wipes).
- Disinfected areas will be re-instated immediately after completion of the disinfection process and the flushing regime will recommence.

Scheme of control

Weekly

1. Flushing of infrequently used outlets

Monthly

1. Take temperature of all outlets on a rotational basis
2. Check all outlets and showers for scale and damage
3. Take temperature at supply to TMV

Quarterly

1. Showers – clean and descale all heads

Bi-annually

1. Inspect logbook and review management procedures.

Annually

1. Service TMV's
2. Check tanks for cleanliness and silt/debris