



Control of Legionella Policy

January 2022

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Our Vision

Excellent housing in vibrant communities.

Our Values

Respect

We see the positive in everyone, especially our tenants. We treat everyone fairly, regardless of age, race, gender, sexuality or background. We ask for opinions even if we know we might not like what we hear. And we address people's concerns in any way we realistically can.

Integrity

What we say in public is the same as what we say behind the scenes. If we say we'll do something, we mean it. Our tenants can count on us to solve their problems and make sound decisions.

Aspiration

We want the best for all our current and future tenants. We're not afraid to strive for things that won't be easy – or try things that haven't been done before. We seek out opportunities and welcome change. If it doesn't turn out as planned, we learn and improve again. And then we try again.

Our Strategic Objectives

- A. Building and sustaining popular neighbourhoods
- B. Creating and supporting greater life opportunities for all
- C. Developing greener spaces and community wellbeing
- D. Being a dynamic and listening community partner
- E. Treating people equally and with respect

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1. Introduction

- 1.1 Queens Cross Housing Association recognises that it has a duty of care to employees, tenants, visitors and the general public that may be affected by the operation and maintenance of premises owned and managed by the Association.
- 1.2 To ensure that the highest standards are maintained throughout the Association all directives issued by the Health & Safety Executive, Department of Health and the British Standards Institution relating to prevention and control of Legionella will be adopted where relevant.
- 1.3 Queens Cross Housing Association will therefore ensure that sufficient resource is made available to ensure that water storage and distribution systems are operated and maintained in accordance with current legislation and guidance and shall take all reasonably practical steps to ensure risk of Legionella proliferation and contamination is minimised.

2. Scope

- 2.1 This policy covers the management and control of Legionella and other contaminants in water systems in our domestic housing properties, including all communal areas / facilities and offices.
- 2.2 Legionella bacteria is common in natural water (such as rivers and ponds). However Legionella can grow in other water systems such as cooling towers, evaporative condensers, showers, spray apparatus and hot and cold water systems.
- 2.3 Legionnaires' disease is a potentially fatal form of pneumonia caused by the inhalation of Legionella bacteria. The bacteria is normally contained within fine water droplets (aerosol) that may be caused by operating a cooling tower, shower, spray apparatus, running a tap outlet or operating a humidifier.
- 2.4 Legionnaires' disease has the potential to affect anybody. However those more susceptible are normally in the age range of 45 and above, smokers, heavy drinkers, or suffer from chronic respiratory or kidney disease or have impaired immune systems.
- 2.5 Legionella survive low temperatures and thrive at temperatures between 20-45 degrees Celsius if the conditions are right (e.g. if a supply of nutrients is present such as rust, sludge, scale and other bacteria).

3 Definitions

- 3.1 Legionella - A potentially dangerous type of bacteria when inhaled with water vapour. Bacterium grows best in warm, nutrient rich water.
- 3.2 Legionnaires' disease - A potentially fatal form of pneumonia caused by the Legionella bacteria.

- 3.3 Legionella Risk Assessment – An assessment to identify and assess whether there is a risk posed by exposure to Legionella from a hot and cold water system or any work associated with it.
- 3.4 Legionella Control Scheme– A scheme will specify the various control measures to prevent or control Legionella, how to use and carry out those measures, describe the water treatment regimes and the correct operation of the water system. The scheme will be specific and tailored to the system covered by the risk assessment.
- 3.5 Record Keeping - A record of all local checks and tests carried out by Association staff are kept on the “J” Drive, whilst certificates of works carried out by external contractors can be found on QL, as specified by Legionella Risk Assessment.

4. Policy- Aims & Objectives

- 4.1 The Association will aim to minimise and control the risk from Legionnaires’ disease by implementing the practical advice and specific guidance contained within the Health & Safety Executives Approved Code of Practice (ACOP) L8 & HSG274, including:
 - a) Identify and assess sources of risk via a Legionella Risk Assessment. This includes checking whether conditions will encourage bacteria to multiply and if there are ‘at risk’ susceptible people who may be exposed;
 - b) Review Legionella Risk Assessment every 2 years, or when required following significant changes of occupancy and/or services installation that could affect the risk rating of the system.
 - c) Prepare a Legionella Control Scheme; See 3.4 above
 - d) Implement, manage and monitor precautions identified;
 - e) Keep records of the precautions within a logbook for a period of 5 years. All records will be stored within QL;
 - f) Appoint a competent person with sufficient authority and knowledge of the installation to advise on the measures needed to comply with the law.
 - g) Provide information to residents on good water management and Legionella control. This can be found under the “Legionella” heading in the “Home Safety” section of our website- <https://www.qcha.org.uk/my-qc-home/your-home/home-safety>
- 4.2 The Association may engage suitably competent and qualified consultants/contractors to undertake Legionella Risk Assessments, and to prepare Legionella Written Control Schemes.
- 4.3 The control of legionella is managed in void properties and the procedure for this can be found in the Legionella Procedure document.

5. Legionella Outbreak

- 5.1 An outbreak is defined by the Public Health Laboratory Services as two or more confirmed cases of Legionellosis occurring in the same locality within a six month period. If it is suspected or confirmed that a tenant, employee or visitor has contracted Legionnaires' disease, the Association will report the incident to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- 5.2 The Association's duty holder will also immediately arrange for the suspected system to be sampled and an urgent review of control measures and risk assessment will be carried out to identify any other remedial action required.

6. Responsibilities

- 6.1 Responsibilities for this Policy are:
- **Director of Property, Enterprise and Regeneration (Duty holder)**
Has overall responsibility for ensuring that the Association takes suitable precautions to prevent or control the risk of exposure to Legionella.
 - **Head of Property Services/ Maintenance & Depute Maintenance Manager (Responsible Persons)**
Have responsibility to monitor and manage policy objectives and ensure suitable resources and training is provided to responsible person(s).
 - **Members of the Maintenance Team**
Are responsible for undertaking day to day management of the policy objectives;
 - **Staff Members/Contractors**
Are responsible for carrying out remedial works, monitoring checks, inspections or tests within designated property blocks.
 - **Consultants and Contractors**
Are responsible for carrying out Risk Assessments and preparing Written Control Schemes

7. Monitoring and Review

- 7.1 An Annual report will be prepared by the Associations Asset Legislation and Compliance Team indicating compliance with this policy and presented to the Health & Safety Committee.
- 7.2 This Policy will be subject to a review every three years, or sooner in the event of any relevant legislative or regulatory changes or best practice guidance.

8. Competency & Training

- 8.1 Legionella Awareness training will be undertaken by relevant staff members, with annual refresher training undertaken.
- 8.2 Bi-annual in-depth training will be undertaken by staff members carrying out monitoring checks/inspections.

- 8.3 Legionella Duty Holder/Responsible Person training will be undertaken by the Duty Holder and the Responsible Persons.
- 8.4 Staff members or Contractors carry out remedial works, monitoring checks, inspections or tests will be appropriately trained for the works instructed.
- 8.5 Contractors/Consultants who carry out Risk Assessments/ Written Schemes will be suitably qualified and competent.

9. Related Policies and Documents and Legislation

QCHA Legionella Procedure
QCHA Repairs & Maintenance Policy
Health and Safety at Work act 1974
The Control of Substances Hazardous to Health Regulations 2002
The Management of Health and Safety at Work Regulations 1999
Approved Code of Practice (L8)
British Standards 8580:2010 – Water Quality: Risk Assessment for Legionella
HSG Health and Safety in Residential Care Homes (2001)
INDG 458 Legionnaires Disease – A brief Guide for Duty Holders (2012)
HSG274 Legionnaires Disease – Technical Guidance (in 3 Parts) (2013)
IACL27 (rev2) Legionnaires Disease – A guide to Employers
The Water Supply (Water Quality) (Scotland) Regulations 2001
The Building (Scotland) Regulations 2004
The Housing (Scotland) Act 2006
QCHA Health and Safety Policy.

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