

KINGDOM HOUSING ASSOCIATION

LEGIONELLA MANAGEMENT SCHEME

1. INTRODUCTION

- 1.1 The Approved Code of Practice (ACOP) “Legionnaires Disease: The Control of Legionella Bacteria in Water Systems (L8)”, under the Health and Safety at Work etc Act 1974 and the Control of Substances Hazardous to Health Regulations 1999 require that where water systems are installed then risk assessments need to be carried out to ensure the risks from the legionella bacteria are eliminated or reduced to the lowest practicable level.
- 1.2 This document outlines the procedure for managing the potential risks from legionella in the Associations premises and properties. It should be read in conjunction with Section 2.13 of the Associations Health and Safety Manual.
- 1.3 The aim of the Association is to prevent any growth of the legionella bacteria by ensuring that Risk Assessments are carried out and should any potential risks be indicated then this procedure details the steps to be taken to remove or minimise the risk.

2. MANAGEMENT

- 2.1 The Duty Holder, (employer, self employed person or person in control of premises or systems with water systems), shall have a suitable and sufficient risk assessment carried out to assess the risk of exposure to legionella bacteria from work activities and water systems on the premises and any necessary precautionary measures needed.

The Duty Holder is required to have access to competent help to carry out the risk assessment and any necessary control measures. This person or persons carrying out the assessment must have the ability, experience, instruction, information, training and resources to carry out the task competently and safely.

Each risk assessment will contain a schematic of the water system which will be updated if any changes are made to the water system.

- 2.2 If a risk assessment shows that there is a reasonably foreseeable risk and it is reasonably practicable to prevent exposure or control the risk from exposure the duty holder shall appoint a person or persons to take managerial responsibility and to provide supervision for the implementation of precautions.

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The Appointed Person should be a manager, director or have similar status and sufficient authority, competence and knowledge of the installations to ensure that all operational procedures are carried out in a timely and effective manner.

3. PROCEDURES

3.1 All Kingdom business properties and those where we are acting as a landlord which have a water system installed and we are responsible for the maintenance will be subjected to a legionella risk assessment. Where identical water systems are installed in identical properties then only one of the properties may be subjected to an assessment but the results will be applied to all.

Where properties are leased (other than to residents) then the responsibility for the water supply system, and consequently for ensuring the legionella legislative responsibilities, will be detailed within the lease agreements

3.2 Risk assessments will only be carried out by persons competent and trained to do so with regard to legionella in water systems. Currently this is carried out by a certified Contractor.

3.3 A register (Legionella Management Scheme Appendix) of all properties having a specific risk assessment carried out will be kept together with the original assessments for each property. Each risk assessment will be reviewed at 2 yearly intervals or whenever a change is made to the installed water system

3.4 Following receipt of a legionella risk assessment it will be reviewed to establish if there are any rectifications to the water system or components requiring to be made. Details of rectifications will be documented by Property Services and this will be used to monitor progress through to satisfactory completion. Arrangements will be made to rectify any areas of risk raised by the assessment in conjunction with professional guidance.

4. COMPETENCE

4.1 Those persons appointed to carry out control measures and strategies should be suitably informed, instructed and trained and their suitability assessed. Refresher training should be given as appropriate.

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5. CONTROLS

- 5.1 Dependant on the findings from the risk assessment, and from the specific plant operation, suitable controls will be introduced.
- 5.2 Where controls are introduced into a property then a specific logbook will be created which will detail the controls required, their frequency and who is responsible for carrying them out.

Currently weekly flushing (where necessary) and monthly temperature checks are made by a “responsible person” of Sentinel taps and Calorifiers and annual temperature checks made to Representative taps within the fitted water systems by Association staff at each premises. The results are recorded in a site specific logbook retained at that premises or by means of an electronic portal. Training and access to the portal is arranged through the H&S Officer and each staff base / HMO has a unique log-in.

- 5.3 Quarterly and Annual testing will be carried out by competent contractors and results recorded in the log book for the premises.

6. CONTROL FAILURES

- 6.1 Staff are instructed who to contact should any of the control checks fail to meet requirements.
- 6.2 All control activities will be recorded in the logbook or portal by the person carrying out the required checks.
- 6.3 In the event of a control check failure, or any other concern regarding the control process, contact with the Health and Safety Officer should be made. The problem(s) will be investigated by the most suitable person with regard to the failure indicated.
- 6.4 Any failure within the control system will be highlighted as a non-conformance and recorded on the portal.

7. REMEDIAL WORK TO THE SYSTEM

- 7.1 Any remedial work required to the system will be arranged through Property Services and if this results in changes to the system the schematic and, if necessary, the control requirements will be updated.

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8. RISK ASSESSMENT REVIEW

- 8.1 The risk assessments will be reviewed at two yearly intervals or earlier if there is any significant change made to the water system.

Listing of Risk Assessed properties attached.

9. DOMESTIC RENTED PROPERTIES

- 9.1 For domestic properties where it is not reasonable to carry out individual property risk assessments a register of differing house types or water systems archetypes will be created covering all relevant water system combinations. A generic risk assessment will be carried out for each of these archetypes.
- 9.2 Any recommendations or system improvements identified by these risk assessments will be carried out to all properties within the effected archetypes.
- 9.3 General tenant information on Legionella prevention and control will be issued to each new tenant at the start of their tenancy. This will include advice on regularly flushing little used taps, cleaning shower heads and advice on particular dangers to avoid.
- 9.4 Tenants expecting to leave properties empty for any extended period of time will be advised to contact the Association to allow the water systems to be drained down or otherwise protected from possible Legionella growth conditions occurring.
- 9.5 The archetype group will be regularly reviewed and new water system types added as required. Generic risk assessments will be reviewed at two yearly intervals.
- 9.6 Property Services will ensure risk assessments are completed by a competent person and are regularly reviewed and will organise any follow up improvement work identified.
- 9.7 Housing Management will ensure that the tenant information is provided at each new tenancy with regular reminders through other tenant information resources such as the Resident publication.

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Appendix 1**

LISTING OF RISK ASSESSED PROPERTIES

STAFFED PROPERTIES
32 The Henge Balfarg Glenrothes KY7 6XU
11a Boston Road Glenrothes KY6 2RE
39/41 Rose Gardens Cairneyhill KY12 8QS
2 Natal Place Cowdenbeath KY4 8HX
James Bank James Street Dunfermline KY12 7QE
Saltire Centre Pentland Court Glenrothes KY6 2DA
8 John Woods Office St Andrews Road Upper Largo KY8 6HB
72a Denvale Gardens Kennoway KY8 5UB
28 Saunders Court Saunders Street Kirkcaldy KY1 1PZ
35 Allison Crescent Falkirk KY2 9FB
LEASED PROPERTIES
30 Claymore Court Collydean Glenrothes KY7 6TY
132 Stenhouse Street Cowdenbeath KY4 9DH
55 Blackburn Avenue Dunfermline KY12 9BD
20 The Castings Dunfermline KY12 9BD
90 Robertson Road Dunfermline KY12 0AP
Hepburn Court Blair Avenue Glenrothes KY7 4RT
2 Munduff Drive Markinch Glenrothes KY7 6BF
19 Methven Road Kirkcaldy KY1 1TS
18 Crannag Court Glenrothes KY7 6QZ
Flat 1 Glamis House Blair Avenue Glenrothes KY7 4RT
Flat 2 Glamis House Blair Avenue Glenrothes KY7 4RT
West Lodge Blair Avenue Glenrothes KY6 3HY
13 Lorimer Gardens Dunfermline KY12 8AN
6 Maitland Street Dunfermline KY12 8AE
2 Orchard Court Auchtermuchty KY14 7HX