

Beccles Town Council

Control of Legionella Policy

Relevant Legislation	Health and Safety at Work Act 1974
	Control of Substances Hazardous to Health (COSHH) Regulations 2002)
	The Management of Health and Safety at Work Regulations 1999
	HSG274 Parts 1-3
	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
	Approved Code of Practice (ACoP) L8
	The Health and Safety (First-Aid) Regulations 1981

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Version History and Approval			
Review date	Version	Review	Description

Link to Government Guidance

<https://www.hse.gov.uk/forms/incident/>

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1. Introduction

Legionella bacteria can pose serious health risks, potentially causing Legionnaires' disease, a severe form of pneumonia, as well as other illnesses. These bacteria can thrive in water systems under certain conditions, particularly in stagnant or improperly maintained water sources. Given the Council's responsibility to ensure the health and safety of employees, contractors, visitors, and the public, it is essential to implement effective controls to minimise the risk of Legionella.

This policy outlines the Council's commitment to proactively managing Legionella risks across all council-managed sites. Through regular monitoring, preventive measures, and compliance with best practices and legal standards, Beccles Town Council aims to protect all individuals who may come into contact with council water systems. The policy details the procedures and responsibilities required to prevent and control the growth of Legionella bacteria and ensure that water systems are safe and well-maintained.

2. Purpose

This policy aims to establish effective procedures for managing Legionella bacteria in all water systems under the management of Beccles Town Council. The Council is committed to ensuring a safe environment for employees, contractors, visitors, and the public by minimising the risk of exposure to Legionella.

3. Relevant Legislation and Guidance

The Council will comply with the following legislation and standards for Legionella control:

- **Health and Safety at Work Act 1974**
- **Control of Substances Hazardous to Health (COSHH) Regulations 2002**
- **Approved Code of Practice (ACoP) L8:** Legionnaires' disease: The control of Legionella bacteria in water systems (HSE).
- **HSG274 Parts 1-3:** Technical guidance on managing Legionella in various types of water systems.

4. Responsibilities

4.1 Duty Holder

The **Town Clerk** is the Duty Holder with overall responsibility for ensuring compliance with Legionella management across council properties.

4.2 Responsible Person

The **Deputy Town Clerk** will act as the Responsible Person, responsible for coordinating and managing Legionella control activities, record-keeping, and liaising with external contractors for monitoring and testing.

4.3 External Contractors

The Council has engaged **Hydro-X Water Treatment Ltd** to perform Legionella compliance checks, water testing, and regular system inspections as outlined in the annual contract.

5. Key Procedures and Control Measures

5.1 Legionella Risk Assessments

A Legionella risk assessment must be conducted for each council-managed site to identify and evaluate sources of risk. Assessments must be reviewed every two years, or sooner if there are changes to the water systems or if issues are identified.

5.2 Water Testing and Sampling

The Council has contracted **Hydro-X Water Treatment Ltd** to carry out monthly and annual water sampling and testing as per UKAS-accredited procedures. Testing includes Legionella bacteria sampling and Total Viable Counts (TVC) for bacterial control.

5.3 Preventive Measures

A written scheme of control must include the following:

- **Flushing of Infrequent Outlets:** Weekly flushing of outlets that are infrequently used to prevent water stagnation.
- **Temperature Control:** Maintain hot water systems above 50°C and cold water systems below 20°C to inhibit Legionella growth.
- **Cleaning and Descaling:** Regular cleaning and descaling of outlets like taps and showerheads.
- **Tank Maintenance:** Periodic inspection and maintenance of water storage tanks, ensuring that cold water remains below 20°C.

5.4 Remedial Actions

If a positive Legionella test result is detected:

- The Responsible Person must arrange immediate corrective action as recommended by **Hydro-X Water Treatment Ltd** and in consultation with HSE guidelines.
- Affected water systems will be isolated, and notifications will be made to restrict access as necessary until remedial work is completed.

6. Monitoring and Record Keeping

- **Service Reports:** Hydro-X will provide electronic reports after each visit, including compliance checks, sample results, and any identified issues.
- **Documentation:** The Responsible Person will maintain all records, including risk assessments, control measures, and service reports. These records will be stored securely and be accessible for audits.
- **Annual Review:** The Deputy Town Clerk will oversee an annual review of Legionella control measures, updating procedures as required.

7. Contractor Agreement and Compliance

Hydro-X Water Treatment Ltd is registered with the Legionella Control Association (LCA) and follows established protocols for Legionella management.

Hydro-X is contracted to:

- Perform monthly water sampling and system checks.
- Conduct annual comprehensive testing and analysis.

The Council must provide Hydro-X with updates on any changes to water system design that may impact Legionella risk.

8. Emergency Procedures

If Legionella contamination is confirmed:

- **Immediate Actions:** The affected area or system will be isolated. The Responsible Person will notify relevant stakeholders and restrict access until the issue is resolved.
- **Remediation:** Hydro-X will carry out decontamination procedures, including system flushing, chemical disinfection, or other necessary interventions.

- **Post-Remediation Testing:** Additional testing will be conducted to verify that Legionella levels are controlled before restoring the system to normal use.

G. Training

Council employees responsible for Legionella control will receive training to ensure they understand their role in the control process, including flushing protocols, temperature checks, and record-keeping.

Training records will be maintained, and training will be reviewed annually to ensure competency.

10. Maintaining and recording records

Recording Records

Records Management: All incident records will be maintained by the Town Clerk's office, securely stored and accessible only to authorised personnel.

Confidentiality: All personal data related to incidents will be handled in compliance with Data Protection Regulations.

Maintaining records

Retention: Incident records will be kept for a minimum of five years for reference and reporting.

11. Supporting Documents

Links to other documents

Third Party Legionella checks, inspections and testing records