

**Policy on:**

**Legionella Management Policy**

**Compliant with Charter  
Outcomes and Standards:**

4 Quality of Housing

**Compliant with Equal  
Opportunities:**

Yes – Information leaflet

**Compliant with Business Plan:**

Yes - To ensure appropriate Health & Safety management of Legionella risk.

**Compliant with Risk**

Yes – Risk Four; Health & Safety – comply with employer and landlord Health & Safety obligations.

**Date for Approval:**

**September 2021**

**Date for Review:**

**September 2024**

**Responsible Officers:**

**Health & Safety Administrator  
Asset Manager**



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## **1. Purpose of Policy**

To set out Shire Housing Associations (SHA) management practice in relation to the control of legionella bacteria in water systems of properties owned or managed by SHA.

- ✓ All tenanted property owned by SHA
- ✓ SHA Office Premises

## **2. Definition**

Legionella is a naturally occurring bacterium and is common within environmental water sources such as rivers, lakes and reservoirs, usually in low numbers. Legionella bacteria growth is most prolific between temperatures of 20°C and 45°C. Although, the bacteria is common within environment water sources, there is a risk of contamination in domestic water systems such as cooling towers and hot and cold water systems.

Legionnaires' disease can cause serious illness of the lungs and could be potentially fatal in elderly or vulnerable people. The disease is normally contracted by inhaling air-borne particles of contaminated water. The collective term used to cover the group of diseases caused by the legionella bacteria is legionellosis. Incubation period is between 2–10 days.

## **3. Policy Statement**

To comply with health and safety legislation, we will implement the following Management Procedure to minimise the risk of Legionella within all our properties.

Management Procedure;

- Risk assess our properties to identify proportionate control procedures.
- Implement management control procedures.
- Keep Records for monitoring and reviewing risk.

## **4. Risk Assessment**

A suitable legionella risk assessment is required to cover water systems in any commercial premise. This includes rented housing stock, particularly where communal services are present.

There are 3 key risk ratings for the management & control of legionella;

1. High Risk - This category generally applies to large premises such as hospitals, factories and buildings with water cooling towers.



**SHA have no such properties in ownership.**

2. Medium Risk - This category generally applies to sheltered housing complexes, offices etc with communal or shared water storage systems.

**SHA have no identified properties with communal or shared water systems**

3. Low Risk – This category applies to domestic water systems, infrequently used or other water services.

**SHAs office premises and rented properties are considered low risk. See table 1;**

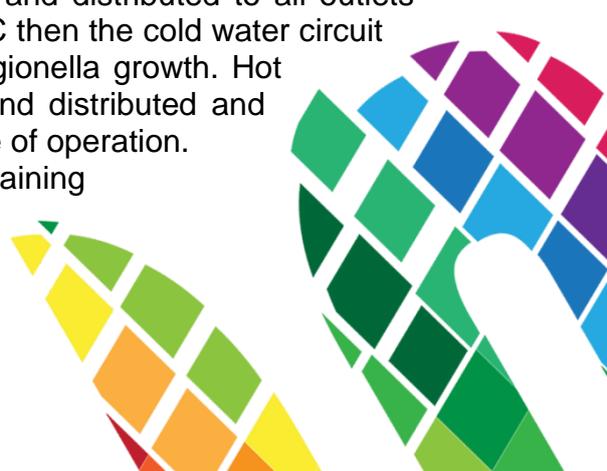
Table 1;

Legionella Risk Rating	Risk Rating		
	High	Medium	Low
Premises with communal cold water storage			✓
Domestic Houses – risk of stagnant water in redundant loft tanks or pipework. Shower heads & hoses			✓
Domestic Flats – risk of stagnant water in redundant loft tanks or pipework. Shower heads & hoses			✓
Office Premises – mains supply & water dispenser			✓
Void properties – Risk of water stagnation			✓

## 5. Proportionate Controls

Although the risk is categorised as low or negligible, proportionate controls will include;

- Advice To Tenants – provide customer information to manage risk of Legionnaires disease
- Temperature control– Cold Water –below 20°C and distributed to all outlets within two minutes of opening the tap below 20°C then the cold water circuit will not encourage bacterial growth including legionella growth. Hot Water – Hot water should be stored at 60°C and distributed and supplied to all outlets above 45°C within 1 minute of operation.
- Stagnation: Stagnation can be prevented by draining down void properties and removing redundant tanks or pipework.



- Cleaning: Regular cleaning and use of showers. Regular contracted maintenance of water dispenser units.
- Property Surveys: Sample surveys of flatted properties to update stock information to identify if further risk assessment in the management & control of legionella is required.

As is common within the housing sector the number of properties will fluctuate. SHA utilises ‘Capita Housing’ and ‘HUB Asset Management’ Software to record and manage stock information.

The following table provides guidance on the Categories assigned together with the required controls measures.

<b>Management &amp; Control of Low Risk Properties</b>			
<b>Low category</b>	<b>risk</b>	<b>Type</b>	<b>Controls</b>
<b>CAT. A</b>		‘3 &4 story blocks’ - Specifically any common Water storage tanks and associated system.	No Communal Water Systems - 24 months - a monitoring survey/ inspection to be undertaken by a suitably competent person. All survey, cleaning, treatment information must be recorded.
<b>CAT. B</b>		Voids	Refer to Voids procedure ( includes; shower head and hose replacement, flushing and draining of systems, )
<b>CAT. C</b>		‘4 in a Block’ – Common Water storage tanks and associated system.	No identified Communal Water Systems - 24 months - a monitoring survey/ inspection to be undertaken by a suitably competent person. All survey findings will be recorded on SHA’s HUB Asset Management System. Repairs to be recorded on Capita.
<b>CAT. D</b>		Occupied properties	Customer information available regarding Legionnaires disease via leaflets, SHA’s website and Newsletter publications
<b>CAT. E</b>		Office Premises	Quarterly House Keeping H&S inspection records temperature at all hot and cold water outlets. Water dispenser unit is subject to 6 monthly cleaning and disinfection by supplier contract.

## **6. Property Surveying**

The Asset Manager will be responsible for instructing additional property surveys to update stock information and identify if further risk assessment is required.



The Asset Manager will be responsible for ensuring that staff or contractors engaged to undertake further legionella risk assessments are suitably qualified ‘Responsible Person’ as described in ACoP L8. Information on the level of service to expect from Service Providers can be found in the Code of Conduct administered by the Legionella Control Association (LCA).

Further information

<b>Technical Guidance</b>	
<b>ID</b>	<b>Location / Owner</b>
<b>Legionnaires’ disease A brief guide for dutyholders</b>	Available on the HSE Website at... <a href="http://www.hse.gov.uk/pubns/indg458.pdf">http://www.hse.gov.uk/pubns/indg458.pdf</a>
<b>The control of legionella bacteria in water systems Approved Code of Practice and guidance</b>	Available on the HSE Website at... <a href="http://www.hse.gov.uk/pubns/priced/l8.pdf">http://www.hse.gov.uk/pubns/priced/l8.pdf</a>
<b>Part 2: The control of legionella bacteria in hot and cold water systems</b>	Available on the HSE Website at... <a href="http://www.hse.gov.uk/pubns/priced/hsg274part2.pdf">http://www.hse.gov.uk/pubns/priced/hsg274part2.pdf</a>

## **7. Information and Performance Management**

Property information is held electronically in HUB and CAPITA systems. The Management Plan will be monitored and reviewed by the Asset Manager.

## **8. Policy Review**

This policy will be reviewed every 3 years or in response to an outbreak or change in guidance or legislation.

