

Legionella Safety Policy

1. Summary

- 1.1. Legionnaires disease is a potentially fatal form of Pneumonia, which can affect anybody, but primarily affects those who are more susceptible because of Age - 45yrs plus; Illness, Immunosuppression, and Smokers; Legionella bacteria can also cause less serious illness but can leave people with lasting effects.
- 1.2. According to the National Office of Statistics there are on average 600 reported cases of Legionnaires Disease each year in the UK with approximately 7% fatalities.
- 1.3. Legionella bacteria is found in natural water systems and can enter a domestic water system via the incoming water supply and is most commonly contracted by the inhalation of spray or small water droplets that contain the Legionella bacteria into the lungs.
- 1.4. Suitable conditions for Legionella bacteria to form and multiply are;
 - 1.4.1. Water temperature between 20 and 45 degrees celsius
 - 1.4.2. The presence of Rust; Slime (Algae); Limescale; Sludge
- 1.5. Outbreaks of Legionnaires Disease have been associated with the formation of Legionella bacteria forming in cooling systems and cold water storage tanks commonly found in Hotels; Factories; Hospitals; Care Homes; that have cold water storage tanks supplying the cold and hot water systems, or Air Conditioning units.
- 1.6. Legionella bacteria can also form in stagnant water, which in domestic situations can occur in 'Dead Legs' in pipework, Shower heads and Taps; In the water system pipework when properties are empty.
- 1.7. Shal's properties that do not have water storage systems and are a very low risk

- 1.8. Shal's main risk of contamination is from properties being empty for long periods. A process has been produced to ensure the risk is eliminated. (annex 1.2)
- 1.9. This Policy will set out Shal's commitment to safe management of its water systems contained within its Tenant's homes and communal areas, and Shal's Offices, to take all reasonable steps to prevent the risk of legionella bacteria forming removing the risk of its Tenants; Employees; Board Members; Contractors; Sub Contractors; Visitors to Tenants homes and Shal Offices, and members of the general public from contracting Legionnaires Disease.
- 1.10. Shal will manage its Water Safety by adhering to the latest legislation, HSE guidance, and Good Practice contained in the following documents:
 - 1.10.1. Health and Safety Executive – Approved Code of Practice L8
 - a Legionnaires Disease; The Control of Legionella bacteria in water systems
 - 1.10.2. Health and Safety Guidance -HSG 274 parts 1, 2 and 3
 - a Legionnaires Disease – Technical Guidance
 - 1.10.3. Control of Substances Hazardous to Health (COSHH)
 - 1.10.4. The Health and Safety at Work Act 1974
 - 1.10.5. The Management of Health and Safety at Work Regulations 1999
 - 1.10.6. The Construction (Design and Management) Regulations 2015
 - 1.10.7. RIDDOR Regulations 2013

2. Objectives

- 2.1. To ensure effective management and processes are embedded to eliminate the risk of Shal's Tenants; Employees; Contractors; Sub Contractors; Visitors to Shal's Office and Tenants homes and members of the general public, contracting Legionnaires Disease
- 2.2. To ensure all Shal's staff Contractors and Sub Contractors are appropriately trained to understand Legionnaires Disease and the risks associated with

contracting the Legionella bacteria, and adhere to Shal’s Water Management Safety Plan

- 2.3. To ensure Legionella and Water Management information is accessible and communicated to Shal’s Tenants; Employees; Contractors; Sub Contractors to prevent exposure to the Legionella bacteria
- 2.4. To carry out Legionella Risk Assessments of all of Shal’s homes, communal areas, and offices and ensure the information is accurate and up to date and to form a list of remedial actions and preventative measures.

3. Details

3.1. Water Safety Legionella Plan

- 3.1.1. Shal will develop a Water Safety Management Plan which will set out how Shal will manage Water Safety in the properties it owns. It will include the identification, assessment and management of all water supply and systems.
- 3.1.2. To ensure there is no risk of exposure to Legionella bacteria to Tenants; Employees; Board Members; Contractors; Sub Contractors; Visitors to Tenants Homes and Shal’s Offices
- 3.1.3. The Plan will be communicated to Shal’s Employees; Board Members Contractors and Sub Contractors, and will be reviewed annually.
- 3.1.4. Contractors and Sub contractors will adopt and adhere to Shal’s Water Safety Management Plan when carrying out work to Shal’s properties and offices.

3.2. Proactive Water Safety Management

- 3.2.1. Shal will have a proactive approach to Water Safety in the properties and offices it owns which will include the following:
 - a Shal has risk assessed it’s properties regarding water storage and have found that it does not have any water storage tanks supplying the C/W or H/W systems, and have identified the following;

- Homes have Gas Combi Boilers
- Homes have Oil Combi Boilers
- Homes have Gas System Boilers with H/W Cylinders
- Homes have Solid Fuel systems with H/W Cylinders
- Homes have Electric heating with H/W Cylinders
- Homes do not have have water storage tanks supplying the C/W and H/W water systems.

3.2.2. This information will be used to inform the Water Safety Plan

3.2.3. Shal’s Water Management information is be stored in Shal’s Housing System

3.2.4. Each member of Shal’s Staff will have Legionella Awareness Training carried out internally by the Maintenance Manager

3.3. Responsibilities

3.3.1. Water Safety is part of Shal’s Health and Safety Management and responsibility will be in line with Shal’s Health and Safety Management.

3.3.2. Shal will appoint a competent person who has received Water Safety/Legionella Training, this will be Shal’s Maintenance Manager.

3.3.3. The Housing Manager will be responsible for the notification of Void Properties and the length of time a property remains empty to the Maintenance Manager to instigate the Void Property Water Safety Plan

3.3.4. In line with the Health and Safety at Work Act 1974 every employee has a responsibility to take reasonable care of their Health and Safety and that of others.

3.3.5. It will be communicated to all Shal’s employees that they will have a duty to adhere to Shal’s Water Safety Plan.

3.4. Voids

3.4.1. The biggest risk to Shal’s water safety management is when a property becomes empty and remains empty for a period exceeding 2 weeks.

Shal will refer to the Void Property Water Safety Plan, this will be carried out by Shal's Housing and Maintenance Teams.

3.5. New tenancies

- 3.5.1. When a new Tenant is signed up, they will be given a copy of Shal's Tenant Water Safety Information Leaflet/Factsheet, it is to be given to the tenant as part of the sign up pack, and explained to the tenant.

4. Outcomes

- 4.1. Effective and Robust Water Safety Management to ensure Shal's Tenant's; Employees; Contractors and Subcontractors and Visitors to Tenant's homes and Shal's offices are not at risk of exposure to Legionella
- 4.2. Water Safety Risk Assessments that are up to date and accurate
- 4.3. Effective safe working systems to eliminate the risk of Legionella growth in Shals housing stock, communal areas and offices
- 4.4. Appropriately trained employees, contractors and sub contractors
- 4.5. Well communicated information to tenants, Employees, Sub Contractors and Sub Contractors.

5. Consultation

- 5.1. A Draft copy of this policy will appear on Shal's website for consultation with our Tenant's prior to being submitted to Shal's Board for approval
- 5.2. Shal's Tenant's will be contacted by Text and other usual forms of contact to publicise that the Draft Policy is available for consultation and to make Hard Copies available on request.
- 5.3. The Draft Policy will be put before Shal's Tenant's Together group for comment and amendment prior to the Policy be submitted to Shal's Board.
- 5.4. Translated copies of the Draft Policy will also be made available to those Tenant's we know will require this and provided to Tenant's who request it.

6. Equality and Diversity

- 6.1. Shal celebrates Diversity and recognises the needs of a Diverse population this policy will be applied in a way which meets the requirements of Shal’s Equality and Diversity Policy
- 6.2. The Policy will also comply with the Human Rights Act 1998 and the Equalities Act 2010
- 6.3. Shal works closely with its Partners and other Agencies to ensure it has a clear understanding of its resident community with clearly regularly updated service user profiles.

7. Value for Money

- 7.1. Shal is committed to delivering excellent service which are value for money, this Policy will ensure this by using the following means:
 - 7.1.1. All Shal’s properties are risk assessed and receive the appropriate monitoring and, Maintenance
 - 7.1.2. Ensure that any contractors and sub contractors deliver quality and an excellent service using contractors that are aligned to the same culture and principles as Shal, that works with Shal to with shared responsibility to working safely
 - 7.1.3. Regularly reviewing services, processes, systems and performance.

8. Owner

8.1. Maintenance Manager

9. Version and Revisions

9.1. This policy will be reviewed every 1 year(s).

9.2. Revisions

New version	Date	Revision details