Management and Control of Legionella

Contents

Policy Statement ........................................................................................................................ 2
Principles .................................................................................................................................... 2
Responsibilities .......................................................................................................................... 3
Reporting or Suspect an Outbreak ............................................................................................ 4
Additional Information .............................................................................................................. 6
Policy Statement

Summary

This policy outlines the Force’s responsibility to manage and control the threat of Legionella within its premises.

West Yorkshire Police (WYP) has a responsibility to comply with the requirements detailed in the HSE Approved Code of Practice and Guidance (ref. L8), “Legionnaires’ disease: The control of legionella bacteria in water systems”. Referred to as “L8 ACOP” in this document.

The aim of this policy is to explain:
- What legionella is;
- What your responsibilities are; and
- How the force will:
  - Manage risk;
  - Raise awareness of standards; and
  - Ensure compliance with specific statutory requirements.

Scope

This policy applies to all police officers and police staff.

Principles

General

- This policy applies to:
  - All cold water systems:
    - Domestic showers;
    - Domestic hot water systems;
    - Ancillary plant; and
    - Air conditioning plant.
- No new water systems will be introduced and no changes made to water systems unless they have first been authorised by the relevant site responsible person.

Definition - Duty Holder

- The Duty holder is defined as:
  - The employer, where the risk from their undertaking is to their employees or to others; or
  - A self-employed person, where there is a risk from their undertaking to themselves or to others; or
  - The person who is in control of premises or systems in connection with work where the risk is present from systems in the building (e.g. where a building is let to tenants but the landlord retains responsibility for its maintenance).
Responsibilities

**Health and Safety Manager**

The Health and Safety Manager is responsible for:
- The writing of this policy document and reviewing it at regular intervals; and
- Providing guidance to managers on legionellosis.

**Director of Assets and Logistics**

The Director of Assets and Logistics is responsible for:
- Appointing a person to deliver the operational requirement of this policy;
- Ensuring adequate resources are allocated to enable this policy to be delivered;
- Forming an outbreak committee and appointing a chairperson, in the event of an outbreak; and
- Appointing a deputy to ensure the Force has a nominated person to at all times to act on their behalf in the event of an outbreak.

**Energy and Compliance Manager**

The Energy and Compliance Manager is responsible for:
- Implementing the requirements of this policy;
- Ensuring a premises-specific assessment of the risk of contracting legionellosis is carried out in line with the recommendation in the L8 ACOP, for premises under their direct control;
- Arranging for risk assessments to be reviewed at least every two years or when there is reason to suspect it may no longer be valid as identified in the L8 ACOP;
- Appointing competent contractors to undertake monitoring and remedial work as required by the risk assessments and provide them with appropriate reports;
- Ensuring any requisite physical modifications to the water systems and/or where necessary any appropriate water treatment regimes are carried out, in conjunction with WYP property;
- Providing training to Estates staff involved in the management of water distribution systems; and
- Ensuring records are retained for at least five years.

**Estates Asset Manager**

The Estates Asset Manager is responsible for:
- Ensuring that the owner, landlord, sub-lessee or agent of any premises occupied by the Force is in control of the maintenance and repair of the water system is made aware of their responsibilities in respect of the control of legionella bacteria and the requirement to meet the standards set out in this policy.
Estate Facilities Officers

Estate Facilities Officers are responsible for:
• Managing all water systems in any premises that they are responsible for, in accordance with the guidance given in Appendix A (Local Maintenance section);
• Ensuring that where they delegate water system management roles to staff at any particular site, that the delegates have sufficient understanding and resources to be able to carry out this function effectively;
• Understanding the action to be taken if a suspected case of legionella is reported at their premises; and
• Ensuring that a copy of the latest Water risk assessment is held on each site.

Individuals

All Individuals of WYP responsible for:
• Adhering to advice given in relation to the control of legionella; and
• Reporting any concerns, where they are concerned about the risk of an outbreak of legionellosis, to Force Health and Safety department so that appropriate measures can be taken to identify and eliminate or reduce the risks.

External Consultants/Contractors

• Competent contractors/consultants may be appointed to provide advice/guidance or undertake any of the roles identified above as is deemed necessary by the duty holder to fulfil the Forces statutory responsibilities.

Reporting or Suspect an Outbreak

Information

Anyone who has been exposed to a significant occupational risk of infection will receive information about the nature of the risks, including advice on precautions and symptom.

There are two recognised types of outbreaks, explained below:

Limited Outbreak

• This is where no more than one person is known to be infected.
• No notification to external bodies/organisations/departments will be necessary.
• Notification of this type of outbreak will usually be received from an external agency such as the local Environmental Health department or local hospitals, clinics etc.
• Following the notification, an outbreak committee will be formed. This will consist of members from:
  o Asset and Logistics;
  o Health and Safety;
Health and wellbeing professionals;
Local representatives; and
Where necessary consultants.

Outbreak

- Where two or more persons are known to be infected, from an identified source - over a six-month period this would constitute an “outbreak”.
- This will be notified by the “proper officer” appointed by the local authority.
- An outbreak committee will be formed and continue to run chaired by an appropriate person.
- The responsible person must inform the “duty holder” of the current situation.

Outbreak Committee

During the outbreak, the Outbreak Committee is responsible for:
- Coordinating the activities required to bring the outbreak under control;
- Making and recording any decisions required; and
- Acting in accordance with the LB ACOP and the recommendation of the enforcing authorities at the time.

Outbreak Over

- The outbreak incident will only be deemed to be over when so described by the HSE.
- All personnel associated with the conduct of the incident shall be involved in a review of all the actions taken in order to reduce the risk of a reoccurrence, and to assimilate any lessons to be learnt.
Additional Information

Compliance

This policy complies with the following legislation, policy and guidance:

- **L8 – The Control of Legionella bacteria in water systems – Approved Code of Practice & Guidance 2013.**
- HSG 274 Part 2
- Health and Safety at Work etc. Act 1974, Sections 2, 3 and 4 (HSW).
- Control of Substances Hazardous to Health Regulations 2002, Regulation 6 (COSHH).
- Food Act 1990.

Further Information

Further guidance in relation to this policy can be sought from:

- **Appendix A**

---

**Policy Database Administration**

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document title:</td>
<td>Management and Control of Legionella</td>
</tr>
<tr>
<td>Owner:</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Author / Reviewer:</td>
<td></td>
</tr>
<tr>
<td>Date of last review:</td>
<td>17/10/2018</td>
</tr>
<tr>
<td>Date of next review:</td>
<td>17/10/2022</td>
</tr>
</tbody>
</table>

The Equality and Human Rights Assessment for this policy is held on Force Registry which can be accessed via [this link](#).

The table below details revision information relating to this document:

<table>
<thead>
<tr>
<th>Topic title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>