

# LEGIONNAIRES' DISEASE & WATER HYGIENE POLICY V4.0

## Inside you will find information on....

1. Understanding your individual responsibilities to manage water quality
2. How the council intends to manage the control of Legionnaires Disease
3. How the council monitors its water hygiene management arrangements
4. The duties for specific roles and responsibilities within the council

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## A Quick Summary

No individual should be exposed to Legionella bacteria, that is known to be harmful to short- and long-term health, without strict control measures being in place

Everyone who works for, or undertakes work on behalf of, Warwickshire County Council must adhere to the requirements of this Policy.

Everyone who carries out defined building works must be aware of the Water Hygiene control measures in place and always adhere to them

If you are an appointed 'responsible person' it is your responsibility to ensure you are aware of your duties and you are always capable to undertake them when required

**If you have any questions regarding the contents of this document please contact the Warwickshire County Councils Health and Safety Team**

## 1. Purpose

This policy and its supporting information (arrangement document and guidance documents) explain the management framework by which Warwickshire County Council is committed to ensuring that, so far as is reasonably practicable, the Council meets all relevant statutory requirements regarding the general provision of water hygiene and Legionella disease control; and provides a standardised approach for all \*employees who are responsible for undertaking water hygiene duties on behalf of Warwickshire County Council.

*\*In the context of this policy, the term "employees" applies to Warwickshire County Council employees, agency workers, consultants, volunteers, visitors and any other persons who may carry out duties on behalf of Warwickshire County Council.*

## 2. Scope

**This policy applies to the following:**

- to all premises owned by WCC and includes the maintenance responsibilities.
- to leased premises where WCC has the maintenance responsibilities (e.g. through a full repairing lease).
- to Community and Voluntary Controlled Schools where WCC is the employer and thus falls under WCC control.
- to all employees and others who work within or visit those premises.
- it also covers all WCC employees who occupy buildings not owned or managed by WCC as they must have water hygiene arrangements in place.

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**It does not apply:**

- to premises which WCC lease to third parties and where WCC do not provide services. If there is any doubt about the maintenance responsibility for a particular building, please contact the CDM Compliance team on Tel: 01926 476611, e-mail [cdmcompliance@warwickshire.gov.uk](mailto:cdmcompliance@warwickshire.gov.uk)

### 3. Definitions & Abbreviations

The definitions & abbreviations found in this policy and arrangements are as follows:

Term	Definition and Abbreviation
<b>Health &amp; Safety at Work Act 1974</b>	General health and safety law covering the employer's responsibility to ensure all water hygiene safety arrangements are in place.
<b>HSE Approved Code of Practice L8 'Legionnaires' Disease, The control of Legionella bacteria in water systems'</b>	This guidance is aimed at duty holders, including employers, those in control of premises and those with health and safety responsibilities for others, to help them comply with their legal duties in relation to Legionella bacteria.
<b>Responsible Person</b>	The Responsible Person shall have responsibility for the development and implementation of the policy corporately, and the allocation of adequate resources for the management of Legionellosis risk within County Council occupied buildings.
<b>Site Responsible Person</b>	Is the person with the overall day-to-day responsibility for water hygiene management on that premise/site. This person may be the Premise Representative or Facilities Support Manager for Facilities Management (FM) centralised properties, or the manager at non-FM centralised properties, or Head teacher at a school.
<b>Central reporting and recording of incidents</b>	Site Responsible Person to contact the Council's hotline, the Council's accident reporting system and the Council's Health & Safety team and inform them of / or suspected water hygiene incidents. This process will ensure all relevant persons in WCC are informed so that appropriate action can be taken.

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## 4. The Councils Water Hygiene Statement

The Councils Corporate Board, supported by the Chief Executive, has overall responsibility for ensuring that the Council maintains high standards of Health, Safety & Occupational Wellness across the Council. This water hygiene statement has been produced in accordance with Warwickshire County Council's overall commitment to ensure that all Health and Safety issues relating to water hygiene are adequately managed and controlled.

To support the Council's commitment to Health, Safety and Occupational Wellness we require all of our employees, agency workers, consultants, volunteers, visitors and any other persons who may carry out duties on behalf of Warwickshire County Council to play their part in effectively implementing and adhering to our water hygiene commitment, to ensure that:

- a) The Council remains fully compliant to all relevant legislation and regulations regarding the management of Warwickshire County Councils stored / shared water supplies to minimise the risk of Legionella disease.
- b) All the Council's water systems, pumped mains and water equipment is maintained in a safe and usable condition in accordance with our commitments to maintain high levels of water hygiene.
- c) Water hygiene surveys, which include risk assessments, are regularly carried out by an approved specialist contractor on all Council premises. Inspection regimes will include recording, monitoring, and testing the condition of our water systems to ensure they are maintained in a suitable condition to minimise the risk from Legionella bacteria.
- d) The Council will complete water hygiene and Legionella bacteria inspections regularly where there have been any significant changes to the building or occupancies.
- e) Wherever the Council's water hygiene inspections report a low standard of water hygiene, the Council will take measures to improve the quality wherever possible. If all reasonable improvement measures cannot sufficiently improve the water hygiene, the Council will ensure that clear communication and warning signage is placed to avoid water consumption.
- f) The Council will maintain an internal auditing schedule to ensure the Council is maintaining good standards and complying with legislation and statutory requirements, of which water hygiene management arrangements will be included.
- g) Metrics and data on non-conformances found during internal audits will form part of the Council's corporate board reports to maintain strong leadership commitment to prioritise and maintain high standards of compliance.
- h) All incidents resulted from poor water hygiene and /or all near miss incidents that could have resulted in failure to safeguard against Legionella disease must be reported and recorded on the Council's Health & Safety accident reporting system. All incidents of poor water hygiene will be investigated, and the findings, recommendations and actions reported to the leadership teams.
- i) All relevant information, instruction and training on water hygiene is provided to all staff at induction or as necessary.

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## 5. Roles and Responsibilities

The following specific roles and responsibilities apply to this Policy and are in addition to the general roles and responsibilities placed on all managers and employees within Warwickshire County Council's corporate Health and Safety management framework.

### Statutory Duty Holder

The Chief Executive is the Statutory Duty Holder and will ensure that, so far as is reasonably practicable, adequate resources are made available to enable the Council to fulfil its duties under the **HSE Approved Code of Practice L8 'Legionnaires' Disease, The control of Legionella bacteria in water systems'**

**The Statutory Duty holder is responsible for appointing the Responsible Person.**

### Responsible Person

The Responsible Person will have the responsibility for ensuring that:

- The Responsible Person shall have responsibility for the development and implementation of the policy corporately, and the allocation of adequate resources for the management of Legionellosis risk within County Council's occupied buildings.

### Deputy Responsible Persons

They must ensure that:

- In conjunction with the Responsible Person, responsibility shall include developing and implementing training programmes for all Premises Representatives (Site Responsible Persons), County Council employees who are likely to come into contact with Legionella sp. or who plan, manage or implement works that may involve Legionellosis risk.
- The Deputy Responsible Persons are the named individuals within the resources directorate with whom the duty is placed in order to fulfil the Council's commitment to manage water hygiene and Legionella disease.

### Site Responsible Person

The most senior person on the premises with Health and Safety responsibilities is required to;

- Ensure that adequate resources are made available to enable water monitoring to be carried out on the premises to which they are responsible.
- Appoint, in writing, a competent person(s) for carrying out water hygiene monitoring work in accordance with this policy.
- Ensure that sufficient competent person(s) are trained in order to carry out the role.
- Ensure that the Health and Safety arrangements for the premises takes into account the additional responsibilities and arrangements for water hygiene.

It is recognised that certain WCC establishments do not use the services of the County Council's Property Services within the Resources Directorate as agents for new build projects, extensions, refurbishments, repairs and maintenance etc. and may directly employ contractors to undertake work on their behalf. Where this is the case the Site Responsible Person for those establishments is responsible for compliance with the **HSE Approved Code of Practice L8**

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**'Legionnaires' Disease, The control of Legionella bacteria in water systems'** and must comply with WCC water hygiene and Legionella management arrangements.

## Employees

All employees have the responsibility to ensure:

- Their own safety (in WCC premises or others), the safety of others and the premises in which they work or visit.
- They advise their line manager of any water hygiene or suspected Legionella disease symptoms or diagnosis by a licensed medical general practitioner.
- They raise any Health and Safety concerns over water hygiene with their line manager.

## 6. Implementation & Distribution of this Policy

The Council's strategic assets team are responsible for ensuring this Policy and its arrangements are adhered to across the Council and / or wherever required.

The Council's strategy & commissioning property management team will ensure the Policy and arrangements are distributed throughout the Council using the widest possible communication channels and learning formats to reach all Council employees and any interested third parties.

## 7. Monitoring our Effectiveness

To ensure this Policy remains effective and appropriate to the Council's activities, the Council will ensure that:

- Monitoring compliance performance through effective on-going monitoring and measuring of targets is undertaken.
- Compliance improvement plans are monitored, tracked, and reviewed at a local level and at a corporate level.
- The Council communicates any monitoring & measuring results to employees and others affected.
- The Council's Health & Safety Service may commission additional monitoring and measuring audits to ensure this Policy and its arrangements are being affectively delivered.

## 8. Supporting Information

**The principal Legislation with which Warwickshire County Council aims to discharge its legal duties are:**

- The Health and Safety at Work
- The Management of Health and Safety at Work Regulations
- The Workplace (Health, Safety and Welfare) Regulations
- The Construction (Design and Management) Regulations

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- School Premises Regulations
- The Health and Safety (Safety Signs and Signals) Regulations

**Additional legislation and Approved Codes of Practice/Guidance are:**

- HSE Approved Code of Practice L8 'Legionnaires' Disease, The control of Legionella bacteria in water systems'
- WCC Legionella & Water Hygiene Management Arrangements

## 9. Authorisation

Authorised for publication by the appointed responsible person: **Assistant Director for Enabling Services**

Date: 27<sup>th</sup> June 2022

This policy will be reviewed on an annual cycle and updated if required.

### INFORMATION IN OTHER FORMATS

If this information is difficult to understand, we can provide it in another format, for example, large print, audio tape, easy read, or in another language.

Please contact the Interpreting and Translation Unit on 01926 410410

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