

# LEGIONELLA POLICY

FEBRUARY 2022



LANARKSHIRE  
HOUSING ASSOCIATION LTD



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## **LEGIONELLA POLICY**

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### **1.0 ACTION IN THE EVENT OF AN OUTBREAK**

- 1.1 Legionellosis (**i.e. all diseases caused by legionella**) is notifiable under the Public Health (Notification of Infectious Disease) (Scotland) Regulations 1988.
- 1.2 An outbreak is defined by the Public Health Laboratory Service (PHLS) as two or more confirmed cases of legionellosis occurring in the same locality within a six month period. Location is defined in terms of the geographical proximity of the cases and requires a degree of judgement. It is the responsibility of the Proper Officer for the declaration of an outbreak. The Proper Officer is the Consultant in Public Health Medicine (CPHM) employed by the Health Board and acting as Designated Medical Officer for the local authority.
- 1.3 Local authorities will have established incident plans to investigate major outbreaks of infectious disease including legionellosis. These are activated by the Proper Officer who invokes an Outbreak Committee, whose primary purpose is to protect public health and prevent further infection. This will normally be set up to manage the incident and will involve representatives of all the agencies involved. Health & Safety Executive (HSE) or the local authority Environmental Health Officer (EHO) may be involved in the investigation of outbreaks, their aim being to pursue compliance with health and safety legislation.
- 1.4 The local authority, CPHM or EHO acting on their behalf (often the relevant officer from the enforcing authorities – either HSE or the local authority) may make a site visit.

### **2.0 THE COURSE OF ACTION IF AN OUTBREAK OF LEGIONNAIRES' DISEASE IS SUSPECTED**

- 2.1 As part of the outbreak investigation and control, the following requests and recommendations should be followed:

The **Responsible Person\*** should ensure the following actions are carried out immediately:

- 2.1.1 To shut down any processes which are capable of generating and disseminating airborne water droplets and keep them shut down until sampling procedures and any remedial cleaning or

\* Roles and responsibilities are set out in Appendix 1

other work has been done. **Final clearance to restart the system may be required.**

2.1.2 Contact legionella consultant to initiate remedial action and review control measures.

2.1.3 Inform the person responsible for Health & Safety.

2.1.4 To take water samples (as advised by legionella consultant) from the system **before any emergency disinfection being undertaken**. This will help the investigation of the cause of illness. The investigating officers from the local authority/ies may also take samples or require them to be taken.

2.1.5 If a water system is implicated in an outbreak of Legionnaires' disease, emergency treatment (cleaning and disinfection regime) of that system should be carried out as soon as possible.

**This is to be carried out in accordance with HSG 274 ACOP L8.**

2.1.6 During the temporary closure, a procedure for flushing hot and cold water systems shall be instituted. This shall include for opening all taps for a period of 3 minutes (Daily) and flushing WC cisterns etc on a weekly cycle as follows:

**Water temperatures to be recorded 3 times in 24 hours.**

Hot water minimum temperature of 50°C after 1 minute of running

Hot water return – minimum temperature 50°C

Cold water temperature recorded shall be <20°C (2 minutes of running)

Failure to achieve items above shall be reported to the Responsible Person who will consult with the Legionella consultant and review control measures.

2.2 Once the system(s) are proven to be free from legionella bacteria and under control, consideration can be taken to re-commissioning the affected systems however, **final clearance to restart the system may be required.**

2.3 Further assistance may be necessary as follows:

2.3.1 To provide staff health records to discern whether there are any further undiagnosed cases of illness and to help prepare case histories of the people affected.

2.3.2 To co-operate fully in an investigation of any plant that may be suspected for being involved in the cause of the outbreak. This may involve, for example:

Tracing of all pipework runs

Detailed scrutiny of all operational records

Statements from plant operatives and managers

Statements from water treatment contractors or consultants

**Any infringements of relevant legislation may be subject to a formal investigation by the appropriate enforcing authority.**

## RESPONSIBLE PERSONS (MANAGEMENT)

### Overall Responsibility: (Duty Holder)

**Name:** Simon McManus

**Position:** Chief Executive

### Legionella Consultant

Integrated Compliance Services Limited  
523a Main Street  
Bellshill  
North Lanarkshire  
ML4 1DG

### Responsible Persons Managerial (Client Manager)

**Name:** Gavin Young

**Position:** Property Services Director

#### **Duties:**

To ensure that:

- The operational requirements of HSG 274 (ACOP L8) are implemented
- Any risks identified in the Risk Assessment are acted upon
- Staff have enough time and resources to undertake their duties in respect of Legionella
- A 2 yearly review/audit is undertaken

## **Deputy Responsible Person (Facilities Manager)**

**Name:** Ann Marie Collins

**Position:** Business Manager

### **Duties:**

To ensure that:

- Maintenance tasks, as generally outlined in the Operational manual, are undertaken on a planned basis
- Emergency breakdown maintenance work is undertaken promptly and that any special precautions e.g. pasteurisation of DHW calorifiers, are undertaken
- The quality of workmanship is acceptable
- Property Services contractors employed to undertake any Legionella related maintenance activities are competent to do so and that they are fully briefed with a written specification/schedule of work before they commence work on site
- All maintenance work is undertaken in accordance with Health and Safety requirements, guidance, law etc
- Records are filled in on a regular basis, in accordance with the Operational manual
- Records are scrutinised as they are presented, with any remedial actions acted upon
- Records are kept in the appropriate log book

## **Health and Safety Consultant**

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