

ROYAL HOLLOWAY, UNIVERSITY OF LONDON

LEGIONELLA MANAGEMENT POLICY

(Version 2)

This Policy identifies the College's arrangements for the management of Legionella, including the measures to be taken for the protection of staff, students and visitors to its premises. The management arrangements are based on the requirements of the Health and Safety Commission's '*Legionnaires disease, The control of legionella bacteria in water systems*', Approved Code of Practice (L8). The Policy also takes into account the formal requirements to manage risk contained in the Health and Safety at Work Act 1974, the Control of Substances Hazardous to Health Regulations 2002 (as amended), the Management of Health and Safety at Work Regulations 2002 (as amended) and other applicable legislative requirements.

Section 1 – Objectives of the Policy

The Policy is based on the elimination of the release of legionella bacterium in the form in which it may present a risk to health to staff, students, visitors and contractors to its premises. It identifies the need to assess the risks to which persons may be exposed and to implement such arrangements as may be necessary for their management, including prevention and control. In the execution of its duties, the College is also committed to managing potential risks to staff engaged in the maintenance of its premises by the provision of such information, instruction, training and other means as are established necessary.

The College will achieve the objectives stated by the management arrangements identified in this Policy and the application of the risk assessment process.

Section 2 – Organisation and Arrangements for Carrying Out the Policy

In meeting its statutory obligations, the College has instituted the organisational arrangements for Legionella management detailed below.

The Director of Facilities Management

Responsible for the overall management of legionella within the College, including all relevant policies and associated procedures and for obtaining such resources as are appropriate to discharge the College's statutory obligations.

Maintenance and Services Manager (FM)

Is responsible for ensuring that the requirements of this Policy are implemented and for drawing to the attention of the Director of Facilities Management any matters which may inhibit the execution of the Policy which lie outside of the post holders remit to resolve.

Legionella Manager

Responsible to the Maintenance and Services Manager for the day-to-day implementation of the College's Legionella Management Policy, including the undertaking of, or overseeing the conduct of, legionella risk assessments. Also has delegated responsibility for the management and implementation of the Facilities Management Department's specific arrangements for Legionella.

The post holder will develop a 'Guide to Legionella Management in the Workplace'. The document will contain information on legionella, essentially for the use of Facilities Management staff but also those other staff who have the potential, during the course of their normal duties, to come into contact with possible sources of infection.

The post holder will also develop a Legionella Management Plan based on the principles of a risk assessed programme of action derived from legionella surveys and based on water treatment programmes. These will include cleaning and disinfection programmes of hot and cold water systems and where necessary, improving their design and construction and monitoring their effectiveness.

The Health & Safety Adviser

Responsible for the provision of advice on the application of the Legionnaires' disease Approved Code of Practice (L8) and other relevant legislation and for undertaking an annual audit of compliance with the College's Legionella Management Policy as identified in Section 8 below.

Section 3 – The Legionella Survey and Register

All of the College's academic, administrative and accommodation buildings have been subject to a comprehensive Legionella Survey from which programmes of remedial works and subsequent maintenance arrangements have been implemented. The survey was undertaken to ensure the safety of College water systems and to meet the requirements contained in the *Legionella Approved Code of Practice (L8)* and records the details of the plumbing installations within each building. From this information, a risk assessed, prioritised schedule of essential remedial works has been developed.

The results of the survey and maintenance work are contained in the Legionella Register which is held in the Facilities Management Department and divided building-by-building. The information is held and maintained under the direct supervision of the Legionella Manager.

Section 4 – Updating the Register and Monitoring for the presence of Legionella

The Legionella Manager is responsible for maintaining and developing the Legionella Register and for undertaking monitoring and routine inspections of water systems at intervals determined from the risk assessment process.

Section 5 – The Legionella/Water Management Plan

In order to ensure the effective management of the risks presented by legionella, together with the need to maintain functional integrity of both hot and cold water systems, including storage, the College operates a Legionella/Water Management Plan. The Plan is an annual prioritised schedule of works developed from Legionella surveys and risk assessments conducted of the College's water systems. From the results of these, the Legionella Manager develops a risk assessed priority listing of works to be undertaken to which the College allocates funding on an annual basis.

Funds are allocated for both improvement works and on-going monitoring arrangements. The risk assessed programme of works is developed by the Legionella Manager for the annual budget setting process. Full details of each annual programme of works dating back to 2004 are to be held with the Legionella/Water Management Plan.

Section 6 – Facilities Management Staff Information, Instruction and Training

Members of the Facilities Management staff, or other staff who are required to undertake duties which may bring them into contact with potential sources of infection, shall receive such information, instruction and training as is identified to be necessary by the Legionella Manager, based on the findings of the post holders risk assessments. The content of the training will include familiarising them with the risks associated with legionella, safe operating procedures and the use of personal protective equipment.

Section 7 – Legionella/Water Management Review Group

Under the direction of the Deputy Director of Facilities Management, one meeting will be held annually to review and monitor the Legionella Policy, Legionella/Water Management Plan and any associated issues. The Legionella Manager will present his formal report of the proceeding year and any risk assessed reasons for deviating from the annual Legionella/Water Management Plan.

The purpose of the Group will be to review, on behalf of the College that all appropriate and reasonably practicable measures are being taken to meet the requirements of the Legionella Code of Practice and other relevant legislation.

Section 8 – Annual Legionella Management Audit

The Health & Safety Adviser will undertake an annual review of the Legionella Management Policy, Legionella/Water Management Plan and other associated issues, including compliance with the Legionella Approved Code of Practice. Copies of such audit reports will be passed to the:

Director of Facilities Management
Maintenance and Services Manager

The agreed audit report will be passed to the:

Health and Safety Executive Group
Estates Committee
Health and Safety Committee

Section 9 – Procedure in the Event of an Outbreak of Legionellosis

The Legionella Manager, with the assistance of the College Health & Safety Adviser, will develop the procedures to be followed in the event of an outbreak of legionella.

Dr Richard Fisk
Health & Safety Adviser
Version 2
20/07/11

Signed by the Principal, Professor Paul Layzell on 29th July 2011.

In accordance with the College's commitment to equality and diversity, this Policy has been written and screened to avoid discrimination and promote a positive approach to race, disability and gender issues. Comments on the content of this document should be directed to the College Health & Safety Adviser.