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WATER HYGIENE	Issue:	Eight

1 Objective and Scope

- 1.1 It is the objective of the Trust to comply with its legal duty to prevent or control legionellosis by ensuring that a thorough and detailed preventative maintenance programme is identified and initiated and that suitable and sufficient records are maintained.

2 Responsibility

- 2.1 It is the responsibility of the General Manager to ensure that all of their nominated deputies provide the correct level of support to staff to comply with the contractors designated to provide the relevant tests.
- 2.2 It is also the responsibility of the Managers or nominated competent person to ensure that the correct procedures are in place and can be accessed for audit purposes.
- 2.3 Managers will be responsible for the implementation, via their nominated competent person(s), of the required flushing regime and disinfection of showerheads (where applicable) as per the programmed maintenance schedule and recorded in the Water Services Log Book.
- 2.4 All employees are instructed, trained and where necessary supervised to ensure compliance.
- 2.5 The nominated competent contractor to create, sign off and implement a suitable and sufficient site specific risk assessment and safe system of work for this practice.
- 2.6 It is the responsibility of the Manager or nominated competent person, to check that the risk assessment is current and valid.
- 2.7 It is the responsibility of the nominated competent contractor to carry out all works, as per the contract and agreement, in a safe and professional manner as laid down in within the current legislation and in conjunction with relevant risk assessments being carried out by the contractor.

3 Reference Documentation

- L8 Legionnaires' Disease - Control of legionella bacteria in water systems (ACOP-4th Edit)
 Water Services Log Book
 Maintenance Programme
 Quarterly Shower Head Cleaning Record
 Risk Assessment and Water Hygiene Survey Report
 Method Statement for Showerhead Cleaning and Disinfection
 Weekly Flushing Record (Form IPFWQ11)
 Chlorine Dioxide Test Records
 Breakdown In Process (BIPs) form

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4 Procedure

4.1 Background

4.1.1 Legionnaire's disease is a potentially fatal form of pneumonia which can affect anybody, but which principally affects those who are susceptible because of age, illness, immuno-suppression, smoking etc. It is caused by the bacterium legionella pneumophila and related bacteria. Legionella bacteria can also cause less serious illnesses which are not fatal or permanently debilitating.

4.1.2 A number of factors are required to create a risk of acquiring legionellosis, such as:

- (a) The presence of legionella bacteria
- (b) Conditions suitable for multiplication of the organisms, e.g. suitable temperature (20°C - 45°C) and a source of nutrients, e.g. sludge, scale, rust, algae and other organic matter.
- (c) A means of creating and disseminating breathable droplets, e.g. the aerosol generated by a shower or cooling tower; and
- (d) The presence (and numbers) of people who may be exposed, especially in premises where occupants are particularly vulnerable, e.g. the elderly or immuno-suppressant.

4.1.3 While there will inevitably be common factors associated with the many and varied types of premises being assessed, the individual nature of each site should be taken into account. In complex systems or premises, a site survey of all the water systems should be carried out, by a competent person or nominated competent contractor, and should include an asset register of all associated plant, pumps, strainers and other relevant items.

4.1.4 The following list contains some of the factors which should be considered, as appropriate, when carrying out the risk assessment:

- (a) The source of system supply water, for example, whether from a mains supply or not
- (b) possible sources of contamination of the supply water within the premises before it reaches the cold water storage cistern, calorifier, cooling tower or any other system using water that may present a risk of exposure to legionella bacteria
- (c) the normal plant operating characteristics; and unusual, but reasonably foreseeable operating conditions, for example breakdowns.

4.2 Safe System of Work

4.2.1 A suitable and sufficient risk assessment will be conducted, by a competent person, to determine the risk of exposure to legionella in accordance with current legislation. A competent specialist contractor will be engaged in any premises except where the system is identified as very simple and straight forward.

4.2.2 The risk assessment is conducted by the nominated contractor. This risk assessment should also contain a Management Pathway which, in the event of a suspected outbreak of Legionella, has the relevant contact information.

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- 4.2.3 Results of the risk assessment, including schematic diagrams, are kept in the water services log book and should be relayed to staff.
- 4.2.4 Any risk reduction and control measures are identified and forwarded to the Senior Management Team (SMT) for consideration and any actions or rectifications, where appropriate.
- 4.2.5 Implementation of suitable risk reduction measures is conducted and the nominated competent person monitors to ensure that the action is taken in an appropriate timescale.
- 4.2.6 The risk assessment is reviewed as a minimum every two years, sooner if;
- (a) Facility circumstances change
 - (b) Is found to be no longer valid
 - (c) There is a problem
 - (d) Changes have been made to the pipe work
 - (e) An outbreak of legionella occurs

4.3 Inspections

- 4.3.1 A programme of works and temperature checks are all detailed on the maintenance programme.
- 4.3.2 The nominated competent person shall ensure that all works are completed, as outlined in the maintenance programme and completed in conjunction with the Work Method Statement.
- 4.3.3 All faults should be recorded and a BIPs form completed.

4.4 Other Risk Systems

Emergency showers and eye wash sprays	Flush through and purge to drain	Six monthly or more frequently if recommended by manufacturers
Sprinkler and hose reel systems	When witnessing tests of sprinkler blow-down and hose reels ensure that there is minimum risk of exposure to aerosols	As directed
Spa baths	Check filters – sand filters should be backwashed as per industry guidelines (Pool Water Treatment Advisory Group)	Industry Guidelines
	Check water treatment – pools should be continuously treated with an oxidising biocide	Three times daily
	Clean and disinfect entire system	Weekly

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4.4.1 Hot water services and, exceptionally cold water services, should be cleaned and disinfected in the following situations:

- (a) If routine inspection shows it to be necessary
- (b) If the system or part of it has been substantially altered or entered for maintenance purposes in a manner which may lead to contamination
- (c) During or following an outbreak or suspected outbreak of legionellosis.

4.4.2 Disinfection of the water services may be carried out in two ways:

- (a) By the use of suitable chemical disinfectants, e.g. by chlorination when it is necessary to disinfect the whole system, including storage tanks
- (b) By thermal disinfection, i.e. by raising water temperature to a level at which legionella will not survive.

4.5 Record Keeping

4.5.1 Records shall be maintained of all inspection and maintenance conducted.

4.5.2 The water services log book is a primary file for maintenance of information.

4.5.3 Details are maintained of:

- (a) Persons responsible for conducting the risk assessment, managing and implementing the written requirements of this health and safety manual
- (b) Significant findings with a risk assessment
- (c) Schematic plan of the water system
- (d) Results of monitoring, inspection and tests carried out, including dates

4.6 Specific Site Risk Precautions

Following the completion of the site risk assessment the nominated competent contractor should prepare a list of site specific risk precautions.

4.7 Suspected / Confirmed Legionella Outbreak

4.7.1 In the event of a suspected / confirmed outbreak of Legionella an emergency shut down or facility closure should be incorporated in the Site Specific Emergency Action Plan.

4.7.2 The following procedure should be followed;

- All admissions to facility to be stopped immediately.
- The Line Manager to be contacted.

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- The nominated competent contractor should also be informed of this issue and any immediate action plan identified for implementation.
- Await further information from Line Manager/Technical Manager/Health & Safety Team.
- All external enquiries (i.e. Press, T.V. etc) to be directed to South Lanarkshire Council Public Relations Department.

4.8 Gardening Compost, Potting Mix, Mulches and Soils

4.8.1 Gardening Hygiene

- Wear gloves when working with compost.
- Do not work with dry dusty compost, mixes, and mulches. Dampen down any dry compost.
- Wash your hands as soon as you finish.
- Wash your hands before eating, drinking and/or smoking.

4.8.2 Storage and handling of compost, potting mix, mulches and soil

In addition to the above, the following must be undertaken:

- Store compost, potting mixes, mulches and soil, in a cool place away from the sun.
- Open any bags carefully, in a well ventilated area, preferably outside, using a safety blade or knife.
- Seal the bag when finished working.
- If using an opened bag which has dried out slightly, moisten the contents of the bag by making a small opening and pouring in some water.
- Keep the door or windows open in a greenhouse or shed when working with compost, potting mix, mulches and soil.

4.8.3 Compost making

- Manufactured purpose built compost bins must be used.
- All compost must be kept covered.
- Homemade compost must only be used outside.
- Do not store homemade compost in bags for later use.
- Wear gloves when working with compost.
- Do not work with dry dusty compost, mixes, and mulches.
- Dampen down any dry compost.
- Wash your hands as soon as you finish.
- Wash your hands before eating, drinking and/or smoking.

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5 Amendment Details

July 2008

The procedure was amended to reflect an update in documentation and to re-reference the procedure in line with new system therefore remains as issue one.

August 2008

Issue two has been produced to include the Management Pathway within the Water Services Log also the reference the completion of the risk assessment by the Recreation Supervisor has been removed and replaced with that of the nominated contractor. Reference has been made to the communication of risks and controls to staff.

September 2011

Issue Three has been produced to reflect the inclusion of Culture as part of the new Trust, South Lanarkshire Leisure and Culture and remove "Duty Officer" and replace with "Manager" and also insert "nominated competent person".

Also included is "Certificate of calibration for thermometer" (3.0) and Breakdown in Process (BIPs) form (4.3.3).

May 2013

Issue Four has been produced to show the change to 4.4 "Other Risk Systems" in line with industry guidelines and also to reflect the new approver of the documentation. "Maureen Macfarlane" has been removed and replaced with "Valerie Kemp".

May 2014

Issue Five has been produced to include 4.8 "Gardening Compost, Potting Mix, Mulches and Soils" following recent cases where it has been identified that some people, when working indoors with garden compost, may be susceptible to a form of Legionella bacteria.

March 2016

Issue Six has been produced to include changes as follows:

- Item 4.2.1: Changed to include "suitable and sufficient; by a competent person" and
- Item 4.2.1: "in accordance with current legislation" added.
- Item 4.7.2: Changed to include "Line Manager/Technical Manager/Health & Safety Team
- Item 4.8.4: Removed from document and details incorporated into point 2.5

August 2017

Issue Seven has been produced to reflect the changes to:

- Item 2.2: Phrase now included "...for audit purposes
- Item 2.3: Include in this is the mention of a flushing regime.
- Item 2.5: Nominated competent contractor now responsible for the production & update of site risk assessment
- Item 2.6: This section has been added to reflect there is also a management responsibility to ensure that there is compliance.
- Item 2.7: Mention of the [Health & Safety at Work] Act has been removed and replaced with "current legislation"
- Item 3: Removal of some paperwork and added "L8 (ACOP)."

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- Item 4.1.3 “competent” has been added to “nominated contractor”.
- Item 4.6 “competent” has been added to “nominated contractor”.
- Item 4.7.2 “Management Pathway” has been removed and contact now with the nominated competent contractor to instigate and implement an action plan.

April 2022

- Item 4.6 Removal of the secondary reference to competent (typo).

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