



## STANDARD OPERATING PROCEDURE LEGIONELLA MANAGEMENT

### ***Governing standards and regulations:***

- Health and Safety at Work act 1974 (HSWA)
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Management of Health and Safety at Work Regulations (MHSWR)1999
- The Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- Approved Code Of Practice (ACOP L8) for Legionnaires disease
- Health and Safety Guidance (HSG 274 PARTS 1,2,3) for ACOP L8

**SOP Number 010**

**SOP Title Legionella Management**

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## Acronyms:

BS: British Standard

CPT: Corporate Property Team

CAFM: Computer Aided Facilities Management

FM: Facilities Management

LRA: Legionella Risk Assessment

NCC: Norfolk County Council

SOP: Standard Operating Procedure.

TMV: Thermostatic Mixing Valve

## 1. PURPOSE & SCOPE

Legionella is a Bacteria which causes Legionnaires Disease and can be found in water systems in many applications including buildings and property. This Standard Operating Procedure (SOP) will set out how we will ensure the Management of Legionella within commercial and domestic buildings managed by NCC's Corporate Property team (CPT). Where Legionella is present, NCC CPT will ensure site safety from Legionella through inspection, removal, safety measures and warnings to protect anyone from the potential harmful effects of Legionella. As well as ensuring the Health and Safety at Work Act (1974), (External Reference 1), and the Control of Substances Hazardous to Health Regulation (1994), (External Reference 2) and HSE Approved Code of Practice L8 (External Reference 3) are adhered to.

The purpose of this SOP is to establish clear and comprehensive guidelines for the standard procedures to be followed for the Management of Legionella in commercial and domestic buildings managed by NCC's CPT.

## 2. RESPONSIBILITIES

### 2.1 Responsible or Accountable Person

The owner or person in control of the premises is the responsible person. The responsible person is defined as **Norfolk County Council** for the purpose of this SOP. The duties of the responsible person can be delegated, however, ultimately the responsible person, NCC, will remain accountable.

### 2.2 Responsibility by Proxy

The Responsible person, NCC, can appoint one or more competent persons by letter to assist in undertaking the preventative and protective measures. A competent person is defined as someone with sufficient training, knowledge, and experience. This will be determined and recorded by NCC CPT using the NCC training log. NCC CPT FM Operations Managers assigned to a specific portfolio in collaboration with the appointed Premises Manager for the individual properties and or portfolios will undertake duties to assist the responsible person.



## 3. OPERATIONAL PROCEDURE & ACTIVITIES

### 3.1 Legionella Initial Inspection & Control

NCC FM Operations Managers will ensure that a suitably trained assessor completes a Legionella Risk Assessment (LRA) and ascertain what, if any, Legionella is found at each property within their care or where the risks may lie. Norfolk County Council's appointed Legionella Management Provider can be found in the NCC Appointed Supplier Database (Internal Reference 1). If this LRA deems that any Legionella is present, or the risk of proliferation is high, then the following actions will commence:

- a. Once the LRA has been completed, and a report is forthcoming, the NCC FM Operations Managers will ensure all remedial actions are completed as set out in Section 3.4 of this SOP.
- b. The NCC FM Operations Managers will instruct a suitably qualified Legionella Specialist from the NCC Appointed Supplier Database (internal Reference 1) to complete all recommendations from the report and implement the actions detailed out in the written scheme of control for legionella as per the report. Sampling of the system will commence until legionella is at acceptable levels.

Where no legionella is present the NCC FM Operations Managers must ensure that all recommendations within the LRA are addressed so that all risk is managed.

The NCC FM Operations Managers will liaise with the Premises Manager to ensure an asset list is created for the premises manager to complete any Daily or monthly visual inspections as set out in NCC's Premises Manager Handbook, (External Reference 2). All other activities identified to comply with statutory obligations will be arranged by The NCC CPT FM Operations Manager who will select the supplier from the NCC CPT Appointed Supplier database (Internal Reference 1) to provide those services. The Premises Manager will coordinate the suppliers works with assistance from NCC FM Operations Managers who is there only to assist.

### 3.2 Legionella Inspections and Risk Assessment Schedule

Once the initial Legionella Risk Assessment has been completed and all recommendations have been addressed, the NCC FM Operations Managers will arrange subsequent LRA's bi-annually from the date of the original assessment.

This LRA will be implemented bi-annually or where there is any significant change to a system, and can be brought forward to reduce cost, such as in line with other sites, but cannot be put back to ensure no site will be out of date.



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NCC FM Operations Managers will arrange relevant inspections as scheduled in Table 1 if deemed necessary by the LRA.

Where there are showers or spray taps; a quarterly clean of shower heads and taps must be completed.

Temperatures must be recorded at sentinels (nearest and furthest outlets from boiler or heating source) monthly.

Where there are Thermostatic Mixing Valves (TMV); these must be serviced annually.

The Legionella Risk Assessment must be completed every 2 years, and an annual monitoring done on each year in between so that an annual monitoring or a LRA is completed every year.

Scheduled Task	Task ID	Frequency
NCC-TASK-06-04	Temp Check	Monthly
NCC-TASK-06-05	Clean of Showerheads	Quarterly
NCC-TASK-06-09	TMV Servicing	Annual
NCC-TASK-06-23	Annual Monitoring	Bi-Annual
NCC-TASK-06-24	Risk Assessment	Bi-Annual

*Table 1 : Task Schedule*

The NCC FM Operations Managers will set this schedule up on the CAFM System using the Asset Naming Convention document (Internal Reference 3) to set the asset and the scheduled tasks as per CAFM System.

### 3.3 Legionella Reports and Documents

When Legionella Risk Assessment and Inspections have been completed, the reports should be made available to sites as well as being stored on the CAFM System.

All inspections and service reports will be stored on the CAFM System and any required remediations will be actioned as set out in Section 3.4.

Where reports show a high-risk Legionella or a sampling is recommended, Legionella sampling will be requested as shown in section 3.5.

### 3.4 Legionella Remedial/Reactive Works

If, during any visual or annual inspection, any defect is found the article in question will be identified and reported to the NCC FM Operations Manager via the helpdesk.

A repair will be achieved through the CAFM System. Once the defect has been raised either by Premises Manager, Inspection engineer or NCC FM Operations



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Manager through the helpdesk or direct on the CAFM System and a work order raised the NCC FM Operations Manager will contact the site to ensure the article is taken out of service or area or site closed.

- The NCC FM Operations Manager will instruct a suitable repairer to carry out maintenance to repair any faults. The NCC CPT FM Operations Manager will select the supplier from the NCC CPT Appointed Supplier database (Internal Reference 1) either through the helpdesk or directly on the CAFM system.

Where any works in the premises in question impacts the latest Risk Assessment, the NCC FM Operations Manager should contact the appointed supplier for LRA's as specified on the Appointed Supplier Database (Internal Reference 1) for advice or for a new Risk Assessment. This can be the addition or removal of the hot water system (HWS) outlets or a change in building layout or use.

## **3.5 Legionella Sampling**

Where Legionella sampling is required the NCC FM Operations Manager will instruct the contractor to sample as per the recommendations in HSG 274 and the NCC written scheme of control that details the method, forms and templates to be used.

Asset Naming Convention to be used for all assets and scheduled tasks on the CAFM System.

## **4. INTERNAL AND EXTERNAL REFERENCES**

### **4.1 Internal Resource References**

1. Approved Supplier Database
2. Norfolk County Council – Premises Manager Handbook
3. Asset Naming Convention
4. NCC Written scheme of control
5. Legionella Policy
6. Legionella Procedure
7. Responsible Person Appointment Letter

### **4.2 External Resource References**

1. Health & Safety at Work Act 1974
2. Control of Substances Hazardous to Health Regulation (2002)
3. ACOP L8 HSE Approved code of practice L8



## 5. CHANGE HISTORY

Should this SOP require alterations of any kind, they must be recorded as follows:

- **SOP Number:** The current SOP and new version number.
- **Effective Date:** The date the updated SOP becomes effective.
- **Changes:** A brief description of the main changes from the previous version.
- **Previous SOP Number:** The previous SOP and version number.

SOP no.	Effective Date	Changes	Previous SOP no.
010	01/12/24	Rebranding to NCC specifications	122