Control of Legionella Bacteria Policy

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| Key Words: | Water legionella |
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| Date issued for publication: |  |
| Review date: |  |
| Expiry date: |  |
| Target audience: | Premise managers  Project managers  Maintenance contractors  Internal maintenance staff |

# Version Control and Summary of Changes

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| **Version number** | **Date** | **Comments**  **(Description of change and amendments)** |
| 2.0 | 12/07/2022 | Removal of “The Notification of Cooling Towers and Evaporative Condensers Regulations 1992”  Appendix A List of properties added. |
| 3.0 | 05/02/2025 | Review of documentation following the change in FM delivery model. |
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**Purpose**

The Control of Legionella Bacteria in Norfolk County Council (NCC) managed property is described in three documents:

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| **Document** | **Propose** | **Owner** |
| Policy for the Control of Legionella Bacteria (this document) | Explains how NCC will fulfil the legal requirements. | Duty Holder |
| Procedure for the Control of Legionella Bacteria | Detail management processes and actions | Head of FM |
| Written Scheme of Control for Control of Legionella Bacteria | The site-specific measures and records for each property are contain in the individual written schemes of control. This will also record and audit the precautions in place.  The Written Scheme shall detail responsibilities for all tasks required, location of records, task frequencies, and reporting structure. | Responsible Person for each property |

This Control of Legionella Bacteria Policy outlines Norfolk County Council (NCC) management arrangements to control legionella within its properties including operational procedures to ensure it meets its statutory obligations.

This Policy applies to all staff employed by Norfolk County Council to be referred to throughout as ‘NCC’ and is a legal requirement.

NCC has a wide range of teams and services operating from many properties making up our overall estate. The combination of mix and ageing condition of the estate means that NCC has several water systems in different conditions and complexity. All water systems will require managing in an appropriate way in accordance with statutory requirements.

NCC has made a commitment to effectively manage all its estate with all tasks being undertaken in a safe and appropriate manner by proactively managing these systems NCC will reduce any potential risks to staff and visitors.

It is the intention of this policy to provide guidance to employees to ensure that all appropriate steps are taken to comply with the duty to manage water systems and the risks associated with the control of legionella. The organisation will comply with related legislation, approved codes of practice, guidance, and relevant standards. NCC seek to prevent exposure or where this is not reasonably practical, to minimise the exposure of all persons.

This Policy applies to all premises owned by NCC or where NCC holds maintenance responsibilities and to all employees and contractors involved in the construction, management, design, upgrading, refurbishment, extension, maintenance and operation of plant, equipment, buildings, and services.

It is the responsibility of NCC to ensure adequate risk assessments of all its water systems are carried out with details of all the arrangements required to ensure the safe management of the water systems.

Additionally, NCC have a duty to ensure people involved with the control of the water systems are adequately trained, qualified, and experienced to fulfil their duties in executing the risk management programme.

The following approved code of practice and legislation is applicable to the management and control of legionella;

• Approved Code of Practice – Legionnaires disease: The Control of Legionella Bacteria in Water Systems (L8);

• Health and Safety Guidance (HSG 274 pt. 2)

• Health and Safety at Work etc Act 1974;

• Management of Health and Safety at Work Regulations 1999 (as amended);

• Control of Substances Hazardous to Health Regulations 2002 (as amended);and

In addition, there are guidance documents produced by the HSE to help in the management of water systems.

Failure to comply with these laws is a criminal offence that could result in unlimited fines for NCC (e.g., Section 3 HSWA) and possibly fines and imprisonment for individuals found to be individually culpable (e.g., Section 7 HSWA).

It is important to note that a 'latent disease' such as legionellosis is uninsurable and cannot be offset against Employers or Public Liability Insurance. Therefore, any civil claim would have to be met directly from Council funds.

**Scope of Policy**

NCC accept that under law they are the employer and in accordance with the Approved Code of Practice "Legionnaires’ Disease: The Control of Legionella Bacteria in Water Systems" acknowledge that they are the Duty Holder with responsibility to protect their employees and others from the risk of legionellosis.

NCC will take all reasonably practicable steps to prevent exposure to harmful levels of the Legionella pneumophilia bacteria. To achieve this, NCC, through its managerial organisation, will allocate specific roles and functions to designated employees to manage and control the risk.

| To comply with their legal duties NCC will control the risks by: | Method |
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| a) Identifying and evaluating the potential sources of risk in all assets where water is present for which the Council has a responsibility; | Legionella Risk Assessments |
| b) Developing a procedure for preventing or controlling the risks within those premises or sites; | Procedure for the Control of Legionella Bacteria |
| c) Implementing, managing, and monitoring precautionary measures; | Written Scheme of Control for Control of Legionella Bacteria |
| d) Appointing someone to be managerially responsible and competent persons to carry out the routine inspections, tests, etc; | Duty Holder  Responsible Persons  TBC third party provider to be appointed |
| e) Maintaining records of the precautions, and; | Piranha / Shire  Written Scheme of Control for Control of Legionella Bacteria |
| f) Check the effectiveness of the work that has been carried out | Regular checks by Responsible Persons  Internal and external audit  Annual monitoring by Infinity |

The means by which the risk from exposure to the bacteria is to be controlled will be a joint function between NCC, their partners and appointed external expertise and will be formulated upon completion of individual premises risk assessments and resultant written schemes for each property.

For properties that have leased arrangements the responsibilities will be clearly defined in the lease arrangements.

## Appendix A List of Properties This Policy Applies To

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| **Client** | **Sub Section** | **Site Name** |
| CES Libraries |  | Acle Library |
| Attleborough Library |
| Aylsham Library |
| Blofield Library |
| Brundall Library |
| Caister-on-sea Library |
| Costessey Library |
| County Book Store |
| Cromer Library |
| Dereham Library |
| Dersingham Library |
| Diss Library |
| Downham Market Library |
| Earlham Branch Library |
| Fakenham Library |
| Gaywood Library |
| Gorleston Library |
| Harleston Library |
| Hellesdon Library |
| Hethersett Library |
| Hingham Library |
| Holt Library |
| Hunstanton Library |
| Kings Lynn Central Library |
| Loddon Library |
| Long Stratton Library |
| Martham Library |
| Mile Cross Library |
| Mundesley Library |
| Norfolk and Norwich Millennium Library |
| North Walsham Library |
| Plumstead Road Library |
| Poringland Library |
| Reepham Library |
| Sheringham Library |
| Sprowston Library |
| St Williams Way Library |
| Stalham Library |
| Swaffham Library |
| Taverham Library |
| Thetford Library |
| Tuckswood Library |
| Watton Library |
| Wells Library |
| West Earlham Library |
| Wroxham Library |
| Wymondham Library |
| Children Services | Training Facilities | Shrublands |
| Whitlingham Adventure |
| Birch Tree Contact Centre |
| Offices | Springwood, Applewood and The House, Blithemeadow Court |
| Residential Semi Independent | 4 Minstergate - Pear Tree Cottage |
| 43 Coxswaine Read Way - Shell Cottage |
| 74 Gurney Road |
| Gardeners House (18 Cannes Lane) |
| Heather Cottage (18a Cannes Lane) |
| 28 Bolton Road |
| 61 Haverscroft Close |
| 7 Lansdowne Drive (Plot 30 Shotesham Road) |
| 1 Whinchat Way |
| 34 Rightup Lane |
| 30 Stody Drive |
| Residential | 85a Waterworks Road |
| Aylsham Road Residential Unit |
| Foxwood residential, Blithemeadow Court |
| Easthills Residential Unit |
| Frettenham Children's Unit |
| Garfield House |
| Loki House |
| Marshfields |
| The Lodge |
| Independence Matters and Adult Social Care | IM - Community Hubs | Attleborough Community Hub (Station Rd) |
| Dereham Community Hub |
| Downham Market Community Hub (33b Lynn Road) |
| Great Yarmouth Community Hub |
| Holt Community Hub |
| Laburnham Grove Day Centre |
| Lawn Day Care Centre |
| Sprowston Community Hub |
| South Wootton and Crossroads Community Hub |
| Vauxhall Community Hub |
| IM - Supported Living | Long Stratton Supported Living Service |
| IM - Norfolk Industries | Norfolk Industries |
| IM - Respite Care | Church Green Lodge Respite |
| Faro Lodge |
| Pine Lodge |
| Adult Social Care | 1b St. Catherines Gorles G.H |
| Bowthorpe Community Hub |
| 20 Clarence Rd Gt. Yarmouth |
| Norfolk Coastal Centre for Independent Life, Beaufort Way, Beacon Park, Gt Yarmouth |
| 55 Bury Street |
| Offices | Offices | Attleborough Comm and Enterprise Centre 3002/028 |
| Attleborough Community Hub |
| Blithemeadow Court Norwich 5053/028C |
| County Hall Complex Norwich 4108/014H |
| East Wing 1st Floor NNDC Cromer 1022/036 |
| Fakenham Connect 1029/013 |
| Norman House Tar Works Rd Gt. Yar 6009/025 |
| Priory House Kings Lynn 2045/154 |
| Wensum Lodge |
| Fire Stations | Day Crew Stations | DEREHAM FIRE STATION (includes USAR training ext) |
| THETFORD FIRE STATION |
| Full Time Stations | GREAT YARMOUTH FIRE STATION |
| KINGS LYNN NORTH LYNN FIRE STATION |
| KINGS LYNN SOUTH LYNN FIRE STATION |
| Norwich DIAMOND JUBILEE FIRE AND RESCUE SERVICE |
| NORWICH NORTH EARLHAM FIRE STATION |
| SPROWSTON FIRE STATION |
| Training Centre | BOWTHORPE FIRE TRAINING CENTRE |
| Retained Stations | ACLE FIRE STATION |
| ATTLEBOROUGH FIRE STATION |
| AYLSHAM FIRE STATION |
| CROMER FIRE STATION |
| DISS FIRE STATION |
| DOWNHAM MARKET FIRE STATION |
| EAST HARLING FIRE STATION |
| FAKENHAM FIRE STATION |
| GORLESTON FIRE STATION |
| GREAT MASSINGHAM FIRE STATION |
| HARLESTON FIRE STATION |
| HEACHAM FIRE STATION |
| HETHERSETT FIRE STATION |
| HINGHAM FIRE STATION |
| HOLT FIRE STATION |
| HUNSTANTON FIRE STATION |
| LODDON FIRE STATION |
| LONG STRATTON FIRE STATION |
| MARTHAM FIRE STATION |
| METHWOLD FIRE STATION |
| MUNDESLEY FIRE STATION |
| NORTH WALSHAM FIRE STATION |
| OUTWELL FIRE STATION |
| REEPHAM FIRE STATION |
| SANDRINGHAM FIRE STATION |
| BUILDING 440, SCOTTOW ENTERPRISE PARK |
| SHERINGHAM NEW FIRE STATION |
| STALHAM FIRE STATION |
| SWAFFHAM FIRE STATION |
| TERRINGTON ST CLEMENT FIRE STATION |
| WATTON FIRE STATION |
| WELLS FIRE STATION |
| WEST WALTON FIRE STATION |
| WROXHAM FIRE STATION |
| WYMONDHAM FIRE STATION |
| Museums | Norfolk Museums Service | Aickman's Yard King's Lynn |
| The Lynn Museum King's Lynn |
| Ancient House Thetford |
| Elizabethan House Gt Yarmouth |
| ~~Tolhouse Museum Gt Yarmouth~~ |
| Time & Tide Museum Gt Yarmouth |
| Cromer Museum Cromer |
| Norwich Castle Museum |
| Norwich Shirehall & Castle Study Centre |
| Norwich Shirehall Chambers |
| Norwich Shirehall House |
| Strangers Hall Norwich |
| Museum of Norwich (Bridewell) |
| Norwich Bacon House |
| Gressenhall Rural Life |
| County Farms | Care Farms | Lingwood Dairy |
| Edfords Care Farm |
| Clinks Farm |
| GRT Sites | Offices and Residential Utility Sheds | Living Waters Swaffham |
| Saddlebow Site Kings Lynn |