



Dunbritton Housing Association Limited

Name of Policy	Legionella
Responsible Officer	Asset Manager
Date approved by Board	25 May 2022
Date of next Review	May 2025
Section	Asset Management
Reference	AM11 Legionella Policy

We can produce information, on request, in large print, Braille, tape and on disc. It is also available in other languages. If you need information in any of these formats, please contact us on 01389 761486

Contents

Section		Page
1	Introduction	3
2.	Objectives	3
3.	Programme	3
4.	Complaints Procedure	4
5.	Consultation and Information	4
6.	Legislation and Compliance	5
7.	Review	5

1.0 INTRODUCTION

Legionnaires' disease is a potentially fatal form of pneumonia, which can affect anybody, but principally affects those who are susceptible because of age, illness, immunosuppression, smoking etc. It is caused by the bacteria *Legionella Pneumophila* and related bacteria.

2.0 OBJECTIVES

2.1 Identify and assess risk within Care units **and in properties with appropriate medical adaptations installed and provide/undertake:**

- Detailed description of systems
- Simple schematics of systems including outlets
- Assessments of risk

2.2 Prepare a **procedure/action plan** for preventing or controlling the risk

2.3 Implement, manage and monitor precautions

2.4 Keep records

2.5 Provision of information **and advice**, instruction to tenants **and support workers/carers** and where appropriate arrange staff training

2.6 Appoint a 'Responsible person' **who will either be the Asset Manager or Maintenance Officer** to control and monitor procedures.

3. PROGRAMME

Care Units: Storage Water & Combination Boilers

The Maintenance Officer following risk assessment will instruct and monitor the appointment of a Water Hygiene Specialist Contractor to carry out the following works at Care units with (a) Storage Water:

Quarterly

- Dismantle, clean, and disinfect showerheads
- Take temperature of hot and cold taps
- Take temperature of calorifiers
- Record results in on site logbook

Six Monthly

- Temperature checks Cold Water Storage (**CWS**) Tanks (Summer/Winter).
- Record results in **on site** logbook

Annually

- Temperature check
- Internal inspection of CWS tanks
- Take samples from Hot Outlet to test for legionella activity
- Take **Total Viable Count** sample from CWS tank
- Record results in on site logbook

- Review of monitoring programme

For Care units with (b) Combination boilers the following programme of works will be carried out:

Quarterly

- Dismantle, clean, and disinfect showerheads
- Take temperature of hot and cold taps
- Record results in **on site** logbook

Annually

- Review of monitoring programme

In addition to the above, The Maintenance Officer will ensure that temperature checks are taken on site monthly by the 'Site Manager' nominated for the care unit (see appendix (i) for chain of responsibility). All readings will be recorded on the logbook and checked by the specialist contractor on their quarterly visit.

Domestic Properties & Properties with Medical Adaptations

The Association has a legal responsibility under the Approved Code of Practice (ACOP) to also assess, control and introduce course of action for all rented properties. The Maintenance Officer will achieve this by arranging the following:

- Provide information **and advice** and instruction to all tenants via website and annual article in Newsletter advising on prevention measures to minimise risk from exposure by:
 - a) Providing new and updated information **and advice** about risks
 - b) Avoidance of water stagnation i.e., when outlets are not in regular use, weekly flushing of taps/showerheads for several minutes which significantly reduce the risk of legionella growth.

4.0 COMPLAINTS PROCEDURE

If a tenant or shared owner is not satisfied with the service, they have received as part of our Legionnaires' Procedure they can complain to the Association. A copy of our Complaints Handling Procedure is available from our office or can be downloaded from our website.

5.0 CONSULTATION AND INFORMATION

In line with our Tenant Participation Strategy, we will:

- Consult tenants on any significant changes that we propose to make regarding this procedure and other related procedures
- On request provide tenants with information and advice relating to this procedure and any of our other procedures

A copy of our Tenant Participation Strategy can be made available to tenants on request.

6.0 LEGISLATION AND COMPLIANCE

The primary legislation is the Health and Safety at Work Act 1974, **Control of Substances Hazardous to Health** (COSHH) Regulations, Approved Code of Practice; (“The Prevention or control of legionellosis”) and Bye Laws 2000. To ensure full compliance with the Approved Code of Practice, the Association must adhere to the following Monitoring and Control regimes for Care unit properties with Storage/Non-Storage Water **and where domestic properties, specifically properties that have had certain types of medical adaptations installed e.g., with showerheads**

This policy complies specifically with:

- Our Internal Management Plan & Business Plan
- The Scottish Social Housing Officer
- Legislative requirements relating to data protection and equalities
- The Association’s Procurement Manual, Tenant Participation Strategy and Complaints Handling Procedure
- The Construction (Design & Management) Regulations 2007

7.0 REVIEW

The Legionnaires’ Procedure will be reviewed by the Board of Management every 3 years.