

Legionella Policy

2017 – 2020

Policy Owner		Policy Manager	
Asset Maintenance Manager		Facilities Co-ordinator (M&E)	
Next Review Date			
December 2018			

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1 Purpose of the Legionella Policy

This policy sets out:

The purpose for which it will be used
The line management responsibility
RCH Statement of Intent
How RCH will review the policy

The purpose of the policy is to set out the actions taken by River Clyde Homes in line with their responsibilities under the guidance - **Control of Legionella Bacteria in Water Systems - Approved Code of Practice and Guidance HSG274**.

The main aim of River Clyde Homes' legionella policy is to ensure, so far as reasonably practicable, that control measures and procedures are in place to prevent River Clyde Homes' tenants, staff, contractors, and members of the public being exposed to legionella. The policy is also intended to ensure that an effective written scheme is in place.

RCH has also prepared relevant documents available to staff and / or the public to view:

- RCH legionella Policy

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River Clyde Homes recognises its responsibility to ensure that an effective Legionella Management Plan is in place to promote the safety and security of tenants, owners, staff and users of its homes and buildings and to protect the asset value of those buildings it owns and manages.

Operation of the Policy ensures RCH meets its legal requirements in the management of legionella. The principle legislation and guidance in this area is as follows:

The Health & Safety at Work Act 1974
The Control of Substances Hazardous to Health Regulations (COSHH) 2002
The Management of Health & Safety at Work Regulations 1999
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
Approved Codes of Practice (ACOP) L8 (4 th Edition 2013) Legionnaires' disease, the control of legionella in water systems.
HSG 274 (Part 2, 2014) Legionnaires' disease, the control of legionella bacteria in hot and cold water systems.

2 Line Management Responsibility

RCH (Duty Holder) is a Housing Association. It is also considered to be a duty holder under the Approved Code of Practice (ACOP) and Guidance (L8) and the Chief Executive is responsible for undertaking or delegating the duties under this Guidance. These roles are delegated in accordance with the guidance as below:

Directors are responsible, so far as is reasonably practicable, for ensuring the health, safety and welfare at work of all employees in their respective departments. In particular where they are responsible for staff or operatives who may be required to deal with Legionella they will:

- Ensure that adequate resources are made available to enable suitable arrangements for the management of Legionella;
- Ensure appropriate training, information and instruction is provided for relevant staff and operatives in the form of training courses, seminars, information leaflets and booklets, and personal instruction as appropriate; and
- Ensure that where specialist technical expertise in relation to Legionella is not available within the Department, suitable arrangements are in place to obtain any necessary information as required.

Head of Asset Management and the Responsible Person for Legionella will be responsible for ensuring to:

- Undertake risk assessment of RCH properties to ensure that suitable management procedures are implemented for the management of Legionella;
- Liaise with external consultants to ensure that suitable management arrangements are in place for the monitoring of RCH properties;
- Liaise with the Property Team to identify voids that require to be assessed and the programme of the Legionella checks on all RCH Properties; and

- Ensure all RCH Operatives have carried out the required training for the role they are undertaking.

RCH Employees will be responsible for:

- Complying with the Control of Legionella Policy.

3 Statement of Intent

River Clyde Homes recognises its legal responsibilities, to take all reasonable precautions to prevent or control the risks to staff, tenants and others from exposure to Legionella bacteria.

To comply with its legal duties RCH will:

- Adopt the guiding principles set out in relevant Approved Codes of Practice
- Identify and assess sources of risk
- Appoint a 'Responsible Person' to take responsibility for controlling any identified risk
- Clearly define the organisational arrangements for achieving compliance (see Legionella Management Plan)
- Aim to prevent the risk of Legionella, so far as reasonably practicable
- Where an identified risk cannot be prevented, prepare, implement and manage a written control scheme (or course of action) for controlling the risk
- Keep records and check that what has been done is effective
- Ensure resources are made available to achieve compliance
- Ensure all personnel involved in the management of legionella risks are appropriately informed, instructed, and where necessary, trained and supervised
- Promote awareness within the wider RCH community of the hazards presented by legionella bacteria

4 Policy

A comprehensive Legionella Management system is in place and maintained. This includes a Legionella Management Plan and Legionella Written Control Scheme required to ensure compliance with all current legislation relating to Legionella.

The Asset Maintenance Manager is responsible for ensuring the accuracy of the Legionella Management Plan and will ensure it is maintained and current.

The Policy will be reviewed annually and updated and approved by the Performance and Service committee every three years or sooner in light of any new legislation or regulation impacting on Legionella Management or through any issues requiring alteration from RCH system audits.

5 Access and Communication

RCH is committed to ensuring that our services are accessible to everyone. RCH will seek alternative methods of access and service delivery where barriers, perceived or real may exist, that may make it difficult for people to work for us or use our services.

In accordance with the tenancy agreement, rights of access must be given at all times to any works being carried out in relation to compliance. .

6 Equality, Diversity and Human Rights

RCH is committed to ensuring that no person or group of persons will be treated less favourably than another person or group of persons and will carry out our duty with positive regard for the following core strands of equality; Age, Disability, Gender, Race, Gender Re-assignment, Sexual Orientation, maternity, pregnancy, marital status and Religion and/or Belief.

RCH will also ensure that all services and actions are delivered within the context of current Human Rights legislation. Staff and others with whom RCH works will adhere to the central principles of the Human Rights Act (1998).

This Policy should be read in conjunction with:

River Clyde Homes Health and Safety Policy – Revision 1

7 Complaints

Any complaints in regard to Legionella Management are dealt with in line with the RCH Complaints Policy. Complaints can be submitted:

Online:

www.riverclydehomes.org.uk

Mail:

102-112 Roxburgh Street,
Greenock,
PA15 4JT

E-mail:

customerexperience@riverclydehomes.org.uk

Telephone:

0800 013 2196

8 Implementation

Customer Experience staff will receive training to ensure awareness of the RCH Legionella Policy to be able to direct any customer enquiries they may receive.

The Executive Director Property Services has ultimate responsibility for the operation and effective implementation of the Policy and for ensuring it is reviewed in line with the schedule outlined in Section 4.

9 Consultation

RCH Health & Safety team and those who have specific responsibilities in the management of legionella have been consulted in the development of this Policy.

10 Approval, Formulation & Review of Policy

Responsible committee for approving and monitoring implementation of the Policy and any amendments to it	RP&S Committee
Responsible person for formulating Policy and reporting to committee on its effective implementation	RCH – Executive Director
Responsible person for formulating, reviewing and monitoring implementation of procedures	RCH – Head of Asset Planning & Development

11 Amendment Log

Date of revision:	Reason for revision:	Consultation record:	Record of amendments:
12/12/2017	Major Change Review	See section 9	Not applicable