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	Issued: April 2019
	Reviewed: November 2024
	Next review: November 2027

Legionella and Water Testing Procedure

1. Procedure statement

This procedure is linked to the health and safety policy.

We accept our responsibility to protect our clients, employees and others who may be affected by the organisation's operational practices, against the risk of legionella infection (legionellosis), and we will implement the procedures in this document to ensure this responsibility is met.

2. Scope

All hot and cold water supply services and equipment have a potential risk resulting from water hygiene and Legionella. This procedure sets out the risks and our processes for managing them.

3. Definitions

For the purposes of this procedure, the following definitions apply.

Aerosol means minute droplets of water or the residue from their evaporation, which are so small as to remain suspended in air with negligible falling velocity.

Fail safe means a practice, procedure, precaution or other stratagem which is designed to default to a safe condition.

L8 means the combined Health and Safety Commission approved code of practice and Health and Safety Executive guidance *Legionnaires' disease the control of legionella bacteria in water systems*.

Legionella means any bacteria of the *Legionella* genus

Legionellosis means an infection caused by legionella and includes Legionnaire's Disease, Pontiac Fever and Lochgillhead Fever.

Sentinels means the furthest point in the pipework system from the water source, which presents the highest potential water hygiene risk.

4. Responsibilities

Contracts & performance managers (CPM)

Managers have responsibility for overseeing and co-ordinating the Legionella procedure. This includes putting into effect measures to control the risk of legionellosis, both routinely and in the event of a crisis. Managers also have a responsibility to ensure records are kept to confirm that this procedure has been implemented, staff are competently trained and have responsibility for ensuring that the risks are managed by our staff and specialist contractors.

Two Saints will engage with competent risk assessors and contractors to carry out specialist works and advise us on procedures for managing water hygiene risks for all our services. Staff carrying out routine checks will receive training specific to their service to ensure risks are managed appropriately.

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5. Legionella Risk Assessment

A Legionella risk assessment will be carried out for each of the buildings that we own or lease and this will provide the information required to manage risks as follows;

- Tasks to be completed and the frequency of these tasks for operational staff
- Cyclical tasks to be carried out by specialist contractors
- Repairs and improvements required to reduce ongoing risks
- Documents to be held by Two Saints to demonstrate landlord's health and safety compliance

If the risk assessment identifies significant risk of legionellosis, which cannot be controlled, the plant, equipment, facility, work or work-related activity shall be suspended until a safe means of operation has been devised and implemented.

The Legionella risk assessment shall be carried out by a competent contractor and will be provided in an agreed format.

6. Elimination of the risk of legionellosis

Where the risk assessment identifies a risk that is significant, immediate steps will be put in place by the asset management team to eliminate the risk. All affected parties will be notified, risk assessments carried out and contingency arrangements put in place.

7. Control of the risk of legionellosis

For each Legionella risk assessment, a schedule of tasks will be prepared to manage the ongoing risks of legionella which will include;

- Flushing of services including managing the risk of dead-leg pipework
- Temperature checks at specified locations including sentinels
- Descaling of taps and shower heads
- Six-monthly and annual tasks to be carried out by specialist contractors

8. Management control and Record Keeping

In order to effectively manage and control risks, the required tasks will be logged on the asset management database showing the date the task was last completed, the next scheduled date and the required frequency. The data is overseen by the asset management team and non-compliance escalated to the CPM's.

Each service will also hold a Legionella management logbook, and all completed checks will be noted. The logbook will be reviewed as part of the annual inspections carried out by the specialist Legionella contractor.

Any gaps in Legionella compliance and any incidents will be reported to the Two Saints Board of management on a quarterly basis.

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9. Long Term Empty Properties

- Where any rooms, flats or buildings are out of use, the service teams will continue with standard checks throughout the period the property is void, this will ensure water rotation and reduce the potential of legionella taking hold. If for any reason, there is a concern that the process has not been followed the asset team will request samples are taken before the property is re-let. If samples are positive the contractor will undertake the works necessary to resolve the contamination, this would include the below:
- Temperature checks – if hot water systems are left live
- Replacement of all shower heads and hoses
- Descaling or replacement of taps
- Servicing of thermostatic mixer valves

10. Incident resolution and reporting

In the event that during any water hygiene samples identify Legionella or any other contaminants which may be harmful, the following steps should be taken;

- Notify the contracts and performance manager and/or service leader so that steps can be taken to manage the risk at the service
- Carry out a risk assessment to confirm controls to put in place until the contamination is cleared
- Arrange to shut off water services or decant the affected properties if water supplies cannot be made safe
- Make arrangement with specialist contractors to carry out works to resolve the contamination and agree a staged process for recommissioning the affected water systems
- On resolution, notify all parties that the contamination is resolved, and the system is safe to use

11. Procedure review and monitoring

This procedure will be updated by the asset manager every three years or whenever changes are required