

HS11 Control of Legionella | Standard Operating Procedure

1. Background information

1.1. Introduction/Purpose

1.1.1. This document sets out the SOAS policy, lists its objectives and the procedures and processes it has in place to provide guidance for designated staff responsible for implementing the Legionella Policy.

1.1.2. The policy of SOAS is to control, prevent and minimise the risk from legionella, to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, students, contractors and visitors, and to provide such resources, information, training and supervision as needed for this purpose. SOAS will do all that is reasonably practicable to manage the risk of legionellosis and will follow the steps laid out in the procedures and written control schemes.

1.1.3. This Standard Operating Procedure (SOP) aims to achieve the following:

- Clearly define roles and responsibilities.
- Confirm SOAS's resolve in preventing or minimising the risk from Legionella.
- Affirm SOAS's commitment to have in place control measures that adhere to the risk assessment and comply with the Health & Safety Executive (HSE) Approved Code of Practice (ACOP) and guidance L8.
- Requires SOAS to have a control system in place to ensure the measures are being implemented, are effective, records are kept and the policy is reviewed on an annual basis.
- The SOAS SOP on legionella is to be supported by the written scheme of precautions from our appointed contractor which incorporates an action plan for incident management regarding Legionella.

1.2. Scope

1.2.1. Statutory Requirements: Legionnaires' disease the control of Legionella bacteria in water systems ACOP L8.

- The HSE's Approved Code of Practice and Guidance Document L8 – (ACOP) "Legionnaires' disease: the control of Legionella bacteria in water systems" (ACOP) L8, is taken as the main source of guidance on matters relating to legionella risk management.
- SOAS' Standard Operating Procedure is to resolve to meet the requirements of the relevant ACOP L8 guidance, and to comply with these procedures so far as is reasonably practicable.

1.3. Roles and Responsibilities

1.3.1. The duty holder position sits with the Director of SOAS.

1.3.2. The Director of Estates and Facilities is the responsible person with regards to legionella and is deputised in the role of responsible person by The Head of Strategic Maintenance and Compliance.

1.3.3. The day-to-day management of legionella is delegated to key Estates and Facilities personnel and their appointed contractors.

1.3.4. It is also the responsibility of the Director of Estates and Facilities to ensure that any training deemed necessary is provided to the appropriate members of staff.

1.3.5. The Health and Safety manager will review the management of legionella at SOAS during internal audits for each SOAS site and will make any recommendations for remedial action as appropriate.

2. Main Content

2.1. Implementation

- 2.1.1. This policy defines the main objectives, procedures and processes that SOAS will put in place, as well as the roles and responsibilities of the nominated duty holder.
- 2.1.2. Responsible Persons and other members of staff involved in the management and maintenance of the water services. The policy confirms SOAS efforts towards preventing and minimising the risk from legionella bacteria and the commitment to conducting risk assessments and risk assessment reviews. It defines the control measures that SOAS will put in place to demonstrate compliance to the ACOP L8 documentation as far as reasonably practicable. Control systems will be put in place to ensure suitable records are maintained and all measures implemented are effective.
- 2.1.3. The management of the risk from legionella bacteria will be a continual commitment involving regular management and progress meetings, a risk assessment review programme and routine maintenance tasks.

2.2. Objectives

- 2.2.1. The university commits to the following objectives concerning the control of Legionella bacteria in water systems:
- Conducting risk assessments across all campus buildings routinely.
 - Reviewing risk assessments at least every two years.
 - Preparing a Generic Control Scheme – this should consider the measures identified in all of the risk assessments conducted thus far with the view to prevent or minimise the risk of exposure to legionella bacteria.
 - Implement the Control Scheme – manage and implement measures as detailed under the control scheme.
 - Management and Records Control – implement a monitoring and recording procedure to ensure that measures put in place are adequate, effective and well documented.
 - Provide appropriate training for personnel involved in the management of water systems to ensure that they have the knowledge and competence to carry out the tasks to which they have been assigned.
 - Communicate this policy and relevant information to all Staff, Contractors

and Subcontractors via a suitably accessible platform.

- Have access to competent help in applying the provisions of health and safety Law.

2.3. Review

2.3.1. This SOP should be reviewed once per year or when new legislation requires it to be updated.

2.3.2. Review of this SOP should also occur when there is a change in organisation or loss of key personnel.