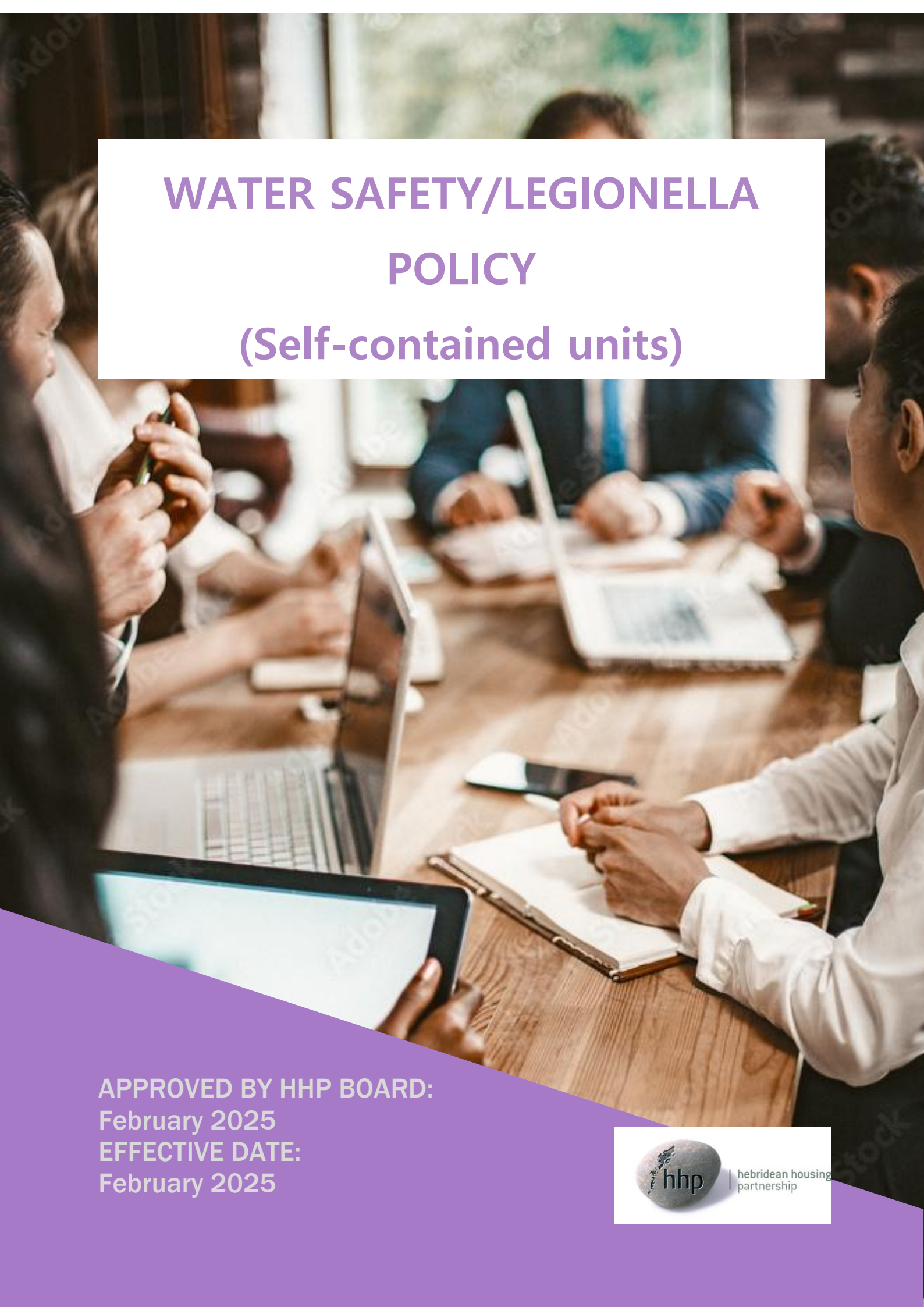


A background image showing a group of people in a meeting. They are seated around a large wooden table, with laptops and notebooks open. The image is slightly blurred, focusing on the meeting environment. A large purple triangle is positioned in the bottom left corner, partially overlapping the meeting image and the footer text.

WATER SAFETY/LEGIONELLA POLICY (Self-contained units)

APPROVED BY HHP BOARD:
February 2025
EFFECTIVE DATE:
February 2025



hebridean housing
partnership

TABLE OF CONTENTS

INTRODUCTION	2
AIMS	2
MONITORING AND TESTING	4
PROPERTY CATEGORISATION	4
IDENTIFICATION & ASSESSMENT	4
TRAINING	5
DOCUMENTATION & RECORDS	5
MAINTENANCE	6
LEGAL REQUIREMENTS	6
MONITORING & REVIEW	7
INTERPRETATIONS & ABBREVIATIONS	8

INTRODUCTION

- 1.1 We have a legal responsibility to ensure we do all that is reasonably practicable to protect residents, employees, visitors and neighbours from health hazards arising from the use and distribution of water in all our rented self-contained properties.
- 1.2 Section 3 (2) of the Health and Safety at Work etc. Act 1974 (HSWA) makes provision for relevant health and safety legislation to apply to landlords to ensure a duty of care is shown to their tenants' with regard to their health and safety.
- 1.3. The Control of Substances Hazardous to Health Regulations 2002 (COSHH) provides a framework of actions to control the risk from a range of hazardous substances, including biological agents (e.g. Legionella) - to identify and assess the risk, and implement any necessary measures to control any risk.
- 1.4 It is recognised by the HSE (HSG 274 Part 2) that for most residential settings, the risk assessment for legionella may show the risks are low and that simple, maintained control measures can help manage the risk of exposure.
- 1.5 This policy describes the process of risk management and minimum risk control measures for the water systems in accordance with the Health & Safety Executive's Approved Code of Practice (ACOP) and Guidance (Fourth Edition, Published 2013): Legionnaires Disease: The Control of Legionella Bacteria in Water Systems, commonly known and referred to as L8.

AIMS

- 2.1 We promise to perform the following actions to control legionella within rented self-contained properties:
 - Appoint responsible persons and provide adequate training for our employees.
 - Identify all water plant and systems which present a potential risk of exposure to Legionella bacteria.
 - Arrange for Legionella Risk Assessments on all the water systems on a representative proportion of our rented self- contained properties and to review these assessments annually and/or when significant changes occur. This risk-based approach shall take into account house types; year of construction; year of upgrade works; heating systems and cold water storage to ensure that the representative approach reflects our stock.

- Eliminate or reduce risks whenever possible by the procurement of plant, equipment and systems which have been designed to eliminate or control the risks of exposure to Legionella Bacteria.
 - Establish and operate a written management process for reducing risks from Legionella bacteria in our self-contained properties which reflect the proportional approach to assessing properties.
 - Monitor compliance with the management process and review risks and the performance of the risk control measures, revising risk assessments and management processes as required.
 - Maintain comprehensive records for each property as assessments are undertaken.
 - Employ only competent, adequately qualified and trained personnel and service providers.
- 2.2 We will carry out sample inspections to determine controls required to keep tenants safe by checking:
- cold water storage tanks and ensuring the lids fit tightly
 - identify and remove redundant pipework
 - check heating controls so that water can be stored at 60°C unless there is a legionella function
- 2.3 We will provide advice on how to reduce the risk of legionella by explaining to tenants how to:
- clean showers and shower heads
 - flush out cold water systems regularly
 - keep hot water safely stored at 60°C where system allows
 - flush out water from bath taps
- 2.4 We will reduce the risk of legionella through our Investment work by:
- removing cold water storage systems when heating, kitchen and bathroom works are planned
 - removing redundant pipework when heating, kitchen and bathroom works are planned
 - installing hot water heating systems that store heat at 60°C or have a legionella function
 - ensuring expansion vessels are safe which could include installing an anti-legionella valve

- servicing a proportion of thermostatic mixing valves annually in accordance with manufacturer's instructions.

MONITORING AND TESTING

- 3.1 The extent of monitoring is determined through categorisation of premises and water systems together with the risk assessment process described within this document.
- 3.2 Where legionella monitoring is identified as a requirement it will be agreed by the Assets and Contracts Manager.

PROPERTY CATEGORISATION

- 4.1 We will co-ordinate with our nominated water consultants to determine the correct procedures for minimising legionella within the various water system types and sizes installed within our property portfolio.
- 4.2 The actual level of risk will be dependent on a number of factors including system design, operation, condition, maintenance and susceptibility of building occupants. It is important to establish the written control scheme and any requirements for remedial measures such as cleaning and disinfection, equipment removal or replacement.
- 4.3 As part of ongoing monitoring, any change in tenant circumstance should be communicated to the Assets and Contracts Manager to enable a review of the risk of legionella, and potentially the monitoring requirement.

IDENTIFICATION & ASSESSMENT

- 5.1 Our housing schemes are traditionally small in number and water systems can vary. We will therefore carry out risk assessments on a proportionate sample of our self-contained properties based on property type and system type in order to ensure all water systems for each scheme are covered.
- 5.2 Our Property Services team has responsibility for completing site surveys, risk assessments and for the preparation of site-specific written control procedures, recording of systems and programming of maintenance and monitoring for each property allocated to them.
- 5.3 Risk assessments will be carried out when properties are void. A completed copy of the risk assessment and written control scheme shall be located within the Water Management Database.

- 5.4 Where specialised services are required, such as cleaning and disinfection, we will procure these.
- 5.5 Future water quality monitoring requirements will be coordinated by the Assets and Contracts Manager. Risk assessments will be reviewed every 2 years or more frequently if changes occur to building water services and / or occupancy in accordance with ACOP L8 guidance.

TRAINING

- 6.1 We will ensure that all staff involved in the management and implementation of the risk control programme are trained and competent in the duties they are required to undertake.
- 6.2 We will engage the services of a nominated water consultant to provide training on Legionella awareness and management
- 6.3 The nominated water consultant will carry out checks on the legionella risk assessments and written control measures carried out by staff.

DOCUMENTATION & RECORDS

- 7.1 We will maintain records of risk assessments and works carried out in the Water Management database.
- 7.2 The Water Management database will be compiled and maintained by the designated officer.
- 7.3 The level of documentation provided will be dependent on system category following the format noted below:

Site Information

- Risk Management Process.
- Risk Assessment Report and Survey Forms.
- Schematic drawing(s) if available.
- Written Control Procedure.
- Training Records.

ALL RECORDS WILL BE KEPT FOR A MINIMUM OF FIVE YEARS

MAINTENANCE

- 8.1 We will regularly seek guidance from our nominated water consultants on the current best practice for regular maintenance of all our water systems. This will include:
- Cold water storage tanks
 - Water heaters and/or calorifiers
 - Showers
 - Thermostatic Mixer Valves (TMV)
 - Details of commissioning and de-commissioning procedures
 - Voids
- 8.2 The monitoring or de-scaling of showers within individual rented properties will be deemed to be the responsibility of the tenant, who will be informed / issued with guidance on the controls they can easily take to reduce the risk. Care will be taken where the tenant may be vulnerable and / or incapable of carrying out the controls identified.
- 8.3 New or refurbishment projects that involve work to the water services will ensure that water systems are changed from stored to mains supplied.
- 8.4 During voids we will take the opportunity to ensure that legionella is reduced by carrying out preventative works.

LEGAL REQUIREMENTS

- 9.1 Legislation in the United Kingdom in relation to exposure to hazardous substances including biological agents such as legionella bacteria is contained within The Control of Substances Hazardous to Health (COSHH) regulations. Under the COSHH regulations the employer has a duty to ensure that health risks associated with hazardous substances including micro-organisms such as legionella bacteria are adequately controlled in the workplace by a process of risk assessment and management control.
- 9.2 Further legal requirements are described in the Health & Safety Executive's Approved Code of Practice (ACOP) and Guidance (Fourth Edition): Legionnaires Disease: The Control of Legionella Bacteria in Water Systems (L8) which came into effect on the 25 November 2013.
- 9.3 Although failure to comply with any provision of the Approved Code of Practice is not in itself an offence, failure may be taken by a court in criminal proceedings as proof

that a person or organisation has contravened the legal requirement to which the provision relates. In such a case, however, it will be the person or organisation that must satisfy the court that compliance with the requirements has been achieved in some other way. The ACOP sets out guidance to satisfy the relevant legislative requirements under COSHH, which include:

- appoint a competent person for day-to-day management.
- identification and assessment of risk.
- preparation of a written scheme for prevention or controlling the risk.
- management and the selection, training and competence of personnel.
- record keeping.
- responsibilities for designers, manufacturers, importers, suppliers and installers.

- 9.4 L8 ACOP was revised and republished in November 2013 and retained the guidance on the requirements of HSWA and COSHH for employers and those with responsibilities for the control of premises including landlords (L8 ACOP, paragraphs 1 and 2). It applies to the control of Legionella bacteria in any undertaking involving a work activity and applies to premises controlled in connection with a trade, business or other undertaking where water is used or stored and there is a reasonably foreseeable risk of exposure to Legionella bacteria (L8 ACOP, paragraph 22).

MONITORING & REVIEW

- 10.1 We will review this policy every 3 years. More frequent reviews will be considered if, for example, there is a need to respond to new legislation/policy guidance.

INTERPRETATIONS & ABBREVIATIONS

The following interpretation and abbreviations are used in this policy:

WORD	INTERPRETATION
<i>HHP or Partnership</i>	Hebridean Housing Partnership
<i>HSWA</i>	Health & Safety at Work etc. Act 1974
<i>COSHH</i>	Control of Substances Hazardous to Health Regulations 2002
<i>HSE</i>	Health and Safety Executive
<i>ACOP</i>	Approved Code of Practice
<i>L8</i>	Legionnaires Disease: The Control of Legionella Bacteria in Water Systems
<i>Deg C</i>	Degrees Centigrade
<i>TMV</i>	Thermostatic Mixer Valves
All references to the masculine gender in this policy shall read as equally applicable to the feminine gender	



HHP is a registered society under the Co-operative and Community Benefit Societies Act 2014, Registered Number: 2644R(S), Registered Office: Creed Court, Gleann Seileach Business Park, Willowglen Road, Stornoway, Isle of Lewis HS1 2QP. It is a charity registered in Scotland, Charity Number: SC035767, registered as Registered Social Landlord with the Scottish Housing Regulator, Registration Number: 359 and registered as a Property Factor, Registration Number PF000183

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