



University of
Salford
MANCHESTER

Legionella Policy

Version Number: 2.1

Effective from 24 April 2017

Author: Head of Operations

Estates and Facilities

Document Control Information			
Revision History incl. Authorisation: (most recent first)			
Author	Summary of changes	Version	Authorised & Date
Darren Kibble	<i>Update to incorporate Media City UK, New Adelphi and David Lewis Changing Rooms</i>	V2.1	Director of Estates and Facilities: 24/04/17
Darren Kibble	<i>Updated to reflect staff structures and moved onto new template</i>	V2.0	Director of Estates and Facilities: 01/10/15
Mike O'Connor	<i>Document Developed</i>	V1.0	Health and Safety Committee: 2008
Policy Management and Responsibilities:			
Owner:	This Policy is issued by the Director of Estates and Facilities, who has the authority to issue and communicate policy on Legionella and has delegated day to day management and communication of the policy to the Head of Operations.		
Others with responsibilities (please specify):	All subjects of the Policy will be responsible for engaging with and adhering to this policy.		
Author to complete formal assessment with the following advisory teams:			
Equality Analysis (E&D, HR) Equality Assessment form	1. <i>This is mandatory. Specify date completed and brief outcome. Email the completed EA to Equality@salford.ac.uk</i>		
Legal implications (LPG)	2. <i>N/A</i>		
Information Governance (LPG)	3. <i>N/A</i>		
Student facing procedures (QEO)	4. <i>N/A</i>		
UKVI Compliance (Student Admin)	5. <i>N/A</i>		
Consultation:			
Staff Trades Unions via HR Students via USSU Relevant external bodies (specify)	1. <i>N/A</i>		
Review:			
Review due:	2 years by April 2019 (Note: LPG send a reminder to review is due)		
Document location:	University Policy & Procedure Pages		
University of Salford Policy pages http://www.salford.ac.uk/policies			
The owner and author are responsible for publicising this policy document.			

1.0 Purpose

The University is committed to providing a working environment, including water and engineering services provision, which is safe and without risks to the health, safety and welfare of its employees, students, contractors and visitors.

Employees of the University, and contractors engaged to work on University premises and water systems, plant and equipment must work with the employer to safeguard their own health, safety and welfare and bring to the employer's attention any situation they are aware of which could pose a risk to their health, safety or welfare or that of their colleagues, students or others.

The aims of this policy are to ensure that:

- The risks from the proliferation of legionella bacteria that may exist in our water systems are identified, controlled and managed, in accordance with the HSE document L8, to ensure that staff, students, visitors, or passers-by are protected from the risks.
- The requirements of the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and HSE document L8 are complied with.
- Appropriately trained, technically competent and experienced staff are available and resourced to adequately manage water systems and associated legionella control.
- Only competent Estates employees and contractors with specific expertise and competence will be allowed to design and work on University water systems, plant and equipment.
- Appropriate risk assessments and safe working practices are identified and followed by all Contractors and Sub-Contractors.
- Estates employees and Contractors commissioned to work on University Water Systems are managed in accordance with this policy.

2.0 Scope

This policy applies to all University staff managing or working with water systems where a risk of legionella bacteria proliferation may exist.

This policy applies to all contractors engaged to work on water systems on behalf of the University.

Legionellosis is the term used for infections caused by *Legionella pneumophila* and other bacteria from the family Legionellaceae. Legionnaires' disease principally affects those who are susceptible due to age, illness, immuno-suppression, smoking etc. and may be fatal. Legionella is widespread in natural sources of water.

3.0 Policy Statements

The majority of the University's properties contain some kind of water system, plant and equipment which is susceptible to bacterial colonisation. Therefore, measures need to be

taken and procedures put in place to control proliferation of Legionella bacteria within the water systems in the buildings owned, managed or maintained by the University.

3.1 Responsibilities

3.1.1 Director of Estates and Facilities

1. Ensure provision and maintenance of buildings, which comply with Building Regulations, current Health and Safety legislation and relevant British Standards.
2. To execute the responsibilities of the 'DUTY HOLDER' (as defined in HSE document L8) on behalf of the University of Salford within the Estates and Facilities undertaking.
3. To ensure a 'RESPONSIBLE PERSON' is appointed.
4. To ensure a policy on legionella management is in place and complied with.
5. To ensure adequate resources and competent staff to manage water systems.
6. To ensure an annual water system audit, systems monitoring and review takes place.
7. To ensure communication and coordination is maintained between all parties who work on water systems, plant and equipment, this includes Estates employed staff, consultant advisors and contractors, when identified by key staff.
8. To take a lead Estates role in a legionella outbreak situation.

N.B. The Director of Estates and Facilities will not be responsible for the legionella management of any equipment purchased by any other school or department that is connected to the University water system. Prior to making any connections to University systems, formal approval must be obtained from Estates and Facilities.

3.1.2 Associate Director of Estates and Facilities

1. Has been delegated the day to day responsibilities of the 'DUTY HOLDER' (as defined in HSE document L8) on behalf of the University of Salford within the Estates and Facilities undertaking.
2. To carry out the function of the Duty Holder as listed in section 5.4 but ensuring to keep the Director of Estates fully briefed and informed.
3. To ensure all leased properties have adequate provisions identified in such leases or otherwise to ensure legionella risk is adequately and safely managed.
4. Ensure that water and other systems are inspected, tested, chlorinated and certificated before being put in use.
5. To ensure all project works are subject to risk assessment by appointed consultants or in-house designers in accordance with policy.
6. To ensure in-house design employees and consultants are competent to design and approve water systems works.

3.1.3 Head of Operations, Estates and Facilities – Responsible Person

1. To undertake the role of 'RESPONSIBLE PERSON' as defined in HSC document L8.
2. To ensure the Legionella Policy is complied with and circulated for action.

3. To be responsible for the identification and assessment of the risk programme for the prevention of the proliferation of Legionella bacteria in University water and other systems.
4. To ensure University employed staff and budget holders are made aware of their responsibilities in relation to water systems design and maintenance.
5. To ensure safe working procedures are in place taking advice as necessary so compliance can be maintained.
6. To carry out regular monitoring and checking of water system procedures.
7. To chair quarterly water systems meetings and arrange annual audits by the appointed external consultant.
8. To agree a training programme in consultation with the Health & Safety Co-ordinator and request attendance.
9. To appoint the Head of Maintenance and Mechanical Team Leader as deputies.
10. To report any significant safety breaches to the Duty Holder.

3.1.4 Head of Maintenance

1. To act as day to day operational senior manager on water systems, plant and equipment and for legionella reduction.
2. To ensure all water system maintenance and alterations comply with HSE document L8 and other appropriate legislation.
3. To ensure all water system maintenance and alterations comply with this policy and the associated procedures.
4. To inspect and monitor the water and PPM management system on a monthly or a more regular basis if the need should arise.
5. Report to the Responsible Person any significant breaches immediately which need to be urgently rectified safely.
6. To proactively resolve minor water system or legionella issues if competent to do so.
7. To oversee and report on the Operational Services water management system and attend the Quarterly Water System Management Meetings.
8. To ensure appropriate records are maintained and updated including requests for line diagram updating from the appropriate person.
9. To ensure appropriate persons are competent tested and trained to work on water systems.
10. To report any resourcing issues to the Responsible person which are required so that legal compliance can be maintained.
11. To act as deputy Responsible Person.

3.1.5 Mechanical Team Leader

1. To act as duty infrastructure manager for day to day maintenance on all water systems and other sources of legionella.
2. To ensure all water system maintenance and alterations comply with HSE document L8 and other appropriate legislation.
3. To ensure all water system maintenance and alterations comply with this policy and the associated procedures.
4. To ensure all building water system risk assessments are carried out and are up to date. To act on all water system or other legionella reduction works as instructed.

5. To ensure all appropriate persons are competent and are adequately trained for water and other systems work.
6. That appropriate persons are aware of legionella reduction and personal risk in carry out such work.
7. To ensure the Estates Water System Planned Preventative Maintenance (PPM) is carried out in a timely and effective manner and to report any resource issues.
8. To ensure that the PPM database is accurately populated and that updated as required.
9. To ensure appropriate records are maintained and updated including requests for line diagram updating from the appropriate person.
10. To be responsible for updating the PPM system as found necessary.
11. To attend all Quarterly Water System Meetings.
12. To act as deputy to the Head of Operations.
13. To ensure all water system or other legionella risks are acted on in a timely manner and reported if significant to the Responsible Person.
14. To examine weekly pasteurisation temperature readings and act on such results in a safe manner.
15. To maintain the site log books.

3.1.6 Energy Manager

1. To ensure pasteurisation of calorifiers is carried out in accordance with HSE document L8
2. That the Building Management System (BMS) is used for monitoring temperature readings and any unsatisfactory results are brought to the attention of the Responsible Person.
3. That all records from the pasteurisation temperature monitoring are filed in a timely manner on the University computer network shard drive.
4. That the (BMS) is tested and checked on regular intervals to ensure reliability.
5. To attend all Quarterly Water System Meetings
6. To appoint a deputy to upkeep the pasteurisation records.

3.1.7 Project Managers and Officers

1. Prepare a written project specific Safety Plan and risk assessment for water services work taking in to account whole premises impact and ensure satisfactory implementation and commissioning.
2. Ensure consultants and contractors engaged to carry out water systems work are competence tested to do the work safely
3. Where the manager or project officer has a perceived lack of design or other expertise then further advice and assistance to be sought from line management.
4. Any observed design errors or concerns involving water systems, plant or equipment on any part of the works to be carried out should be brought to the attention of line management.
5. To ensure communication and consultation is effectively carried out and all records are filed centrally.

3.1.8 Heads of School and Directors of Professional Services

1. To notify and take advice from Estates & Facilities prior to any equipment being purchased, leased or rented that will require connection to the University's water infrastructure.
2. To act on any advice given by Estates and Facilities regarding Legionella bacteria control.

3.1.9 Legionella Consultant

1. To carry out all work safely and as instructed.
2. To report any concerns to line management relating to water systems or legionella risk.
3. To attend all training and act on such training proactively.
4. To be advisor to the Duty Holder and Responsible Person.

3.1.10 Trades Staff

1. To carry out all work safely and as instructed.
2. To report any concerns to line management relating to water systems or legionella risk.
3. To attend all training and act on such training proactively.

4.0 Policy Enforcement / What happens when the policy/procedure is not followed

Where Failure to implement a suitable and sufficient health and safety management system may result in health and safety failures leading to legal enforcement and/or prosecution.

5.0 Related Documentation

- Management and Control of Legionella Procedure

The practical arrangements for implementing this policy in areas other than Estates should be included in the procedure documents local to each school or professional service, where a risk of legionella may exist in the equipment they are responsible for.

6.0 Appendices

N/A