



**CORPORATE RESOURCES DEPARTMENT
FACILITIES MANAGEMENT**

**POLICY FOR THE CONTROL OF
LEGIONELLA BACTERIA IN BUILDINGS
OWNED AND/OR OPERATED BY
LEICESTERSHIRE COUNTY
COUNCIL**

LCC H20/005

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LEGIONELLA POLICY AND PROCEDURES

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3.0	Revised and rewritten following changes to legal guidance document L8, the organisation within Property Services and the Academy schools' reforms.	OPS SMT	March 2015	Graham Read
4.0	Revised and updated document	OPS SMT	October 2018	Steve Grant
5.00	Added additional guidance for water monitoring duties for closed buildings and Legionella Awareness Refresher Training update	OPS SMT	November 2020	

A copy of this document is maintained on LCC intranet system.

Statement of document purpose

The following document is a statement of the policy adopted by Leicestershire County Council in order to comply with its legal responsibilities to prevent the proliferation of legionella in water systems within Leicestershire County Council managed properties. It **must** be adhered to by all employees, contractors and persons charged with the responsibility for the management of water systems at sites owned or operated by Leicestershire County Council.

If an incident of legionella occurs that is subsequently proved to have been caused by failure to follow this policy, a prosecution may be made by the Health and Safety Executive of an individual who has not complied with this policy.

Steve Grant
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Leicestershire County Council

November 2020

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1. GENERAL

- 1.1. Corporate Facilities Management (CFM), within the Corporate Resources Department of Leicestershire County Council (LCC) has overall responsibility for the good design and day to day management of water systems, as defined by the HSE document Approved Code of Practice L8 *Legionnaires' disease – The Control of legionella bacteria in water systems* (ACoP L8 4th Edition 2013) at all sites owned and/or maintained by LCC. Where sites are leased to LCC, then this duty may be shared with the landlord (e.g. where the demise to LCC is not in respect of the entirety of the building). It is not necessary for the Council to own the relevant building to be considered to have overall responsibility for the good design and management of the water system. Day to day responsibility for legionella management (the *Responsible Person* – See 2.5) to comply with ACoP L8 is the senior person on site.
- 1.2. Leicestershire County Council fully complies with the terms of ACoP L8. The policy must be complied with by all employees, contractors and persons charged with the responsibility for the management of water systems at sites owned or operated by Leicestershire County Council. Failure to comply with this policy could create hazards and risk to health, result in prosecution by the HSE and generate significant civil claims against the authority, if a case of legionella occurs.

2. POLICY STATEMENT

- 2.1. The policy will apply, without exception, to all buildings and individuals employed and/or engaged by LCC. Where LCC employees work in non LCC owned and/or maintained buildings, it is the responsibility of the host building operator to provide evidence that the building is being managed in line with the requirements of HSE document L8.
- 2.2. Responsibility for the implementation of this Policy and Procedures will rest with the Head of Corporate Facilities Management.
- 2.3. LCC recognises that it is responsible for complying with ACoP L8.

- 2.4. The policy of LCC is to follow the ACoP L8 issued by the HSE to manage the water systems such that conditions under which legionella can proliferate are designed out of systems. Control of water temperatures is the main control measure used by LCC for the prevention of legionellosis.
- 2.5. The *Responsible Person* is defined as the most senior person located at the site with responsibilities for the Health and Safety of the site. This will normally be the Head Teacher at schools, the designated Officer-in-Charge at Adult Social Care or similar properties and the Library Manager (who may or may not be based at the site) for Libraries. Where more than one establishment is located on the same site, it is preferable that a single *Responsible Person* serves all establishments.
- 2.6. LCC recognises that by storing hot water above 60°C there is a risk of scalding of vulnerable persons. To prevent scalding a Thermostatic Mixing Valve (TMV) will be fitted to all outlets where vulnerable persons, young children and the general public may come into contact with hot water at an elevated temperature. Where it is not possible to fit a TMV due to low system water pressure from older (low capacity) water heaters the water storage temperature shall be reduced to 43°C to prevent scalding. Larger water heaters (not main system calorifiers) will be the subject of a “sterilisation” visit where the water temperature will be raised to 60°C for a period of one hour and then completely drained on an annual basis.
- 2.7. Replacements for water heaters will generally be carried out using unvented water heaters.
- 2.8. Where hot water is generated from “Combi” boilers there is no stored water thus the perceived risk from legionella is low.
- 2.9. Cold water systems shall be maintained at temperatures below 20°C in compliance with ACoP L8.
- 2.10. An initial Risk Assessment (RA) of a site will be made (Year 1), an intermediate cistern (*bulk water storage tank*) inspection and Logbook checks will be carried out in Year 2 and the RA will be reassessed in Year 3 and subsequently in “odd” years, with cistern inspections taking place in intermediate “even” years. Only competent individuals or organisations shall be employed to carry out surveys.

- 2.11. A site Logbook for the purpose of recording water temperatures will be issued by a specialist contractor. The RA or intermediate inspection should be sent to site as soon as practicable and retained by the *Responsible Person*. A suitable thermometer for measuring temperatures is available upon request.
- 2.12. RAs will be reassessed and updated where it is known that changes have been made to the water system since the previous RA. It is the responsibility of the project manager to commission a revised risk assessment following modifications to the water system.
- 2.13. Water systems will comply with all relevant regulations regarding installation standards and the storage and distribution of water.
- 2.14. Repairs or modifications to water systems must only be carried out by competent persons.
- 2.15. Where alterations have been made to water systems the system shall be the subject of disinfection prior to being returned to service. All documentation relating to chlorination work is to be retained on site for a period of five years.
- 2.16. Little used outlets or infrequently used showers etc. must be subjected to a weekly flushing regime.
- 2.17. Systems using collected rainwater or recycled water (“Grey water”) should be maintained in accordance with the recommendations of the manufacturer or installer. They are not subject to The Water Supply Regulations (1999).
- 2.18. Cooling towers will be subject to a specialised routine following the guidance given in ACOP L8 (there are no longer any wet cooling system evaporative condenser/ cooling towers in operation in Leicestershire County Council properties).
- 2.19. Where humidifiers exist within air-handling plant these shall be subject to inspection.
- 2.20. Free-standing drinking water systems using bottled water are not subject to ACOP L8. CFM do not endorse the use of this method of providing drinking water as there is the potential for the growth of legionella / algae due to the exposure to ultra-violet light.
- 2.21. Spa or whirlpool baths within premises are not classed as fixed equipment and will not form part of the RA.
- 2.22. Ornamental ponds or fish tanks are not subject to the RA.

- 2.23. Where LCC is notified of a case of legionella suspected to have been contracted in its premises it will be notified to the HSE under RIDDOR unless it has already been notified.
- 2.24. All domestic properties where LCC has landlord responsibilities will be subject to an ongoing Risk If LCC is notified of a case of legionella that may have been traced to one of its premises it will fully co-operate with any investigation by the HSE or other enforcing authority.
- 2.25. Assessment process as required by L8 and detailed within HSG274 Part 2.
- 2.26. Those persons responsible for managing the risks associated with legionella should be competent to do so. Training must be provided by the site *Responsible Person* to those who are responsible on a day-to-day basis. This is likely to be a combination of theory-based training, identifying the risks and control measures associated with legionella, and an on site technical understanding of what actions need to be completed and where (e.g. location of sentinel taps, flushing regimes etc.). The site *Responsible person* must take into account changing training needs as new members of staff are employed who are given responsibilities for legionella control.
- 2.27. Introduction of additional measures for LCC Buildings which close for an extended period or where building occupancy levels drop.

3. MEANS OF COMPLIANCE WITH THE POLICY STATEMENT

- 3.1. Leicestershire County Council (LCC) is committed to managing the risks associated with legionella to comply fully and in all respects with ACoP L8. For those LCC buildings where Corporate Facilities Management (CFM) has the responsibility and funding for repairs and maintenance, CFM will ensure that it follows the policy statement requirements set out in this document.

Comment	Policy
All buildings will be treated the same and all CFM staff will comply with the policy.	2.1
The Head of CFM recognises the responsibility for the safe management of water systems to prevent the spread of legionella.	2.2

Comment	Policy
LCC will fully comply with ACoP L8.	2.3
Temperature control will be the prime means of legionella prevention. Regular dosing of water systems with biocides, Chlorine Dioxide or similar chemicals will not form part of the management routine. This will only be considered in exceptional circumstances, such as if an outbreak of legionella is traced to a premise operated by LCC and the temperature control regime has been proven to have failed.	2.4
The <i>Responsible Person</i> on site will ensure that all checks of the water systems are carried out at the recommended frequency as detailed in the site Logbook.	2.5
All hot water will be stored at 60°C or above and delivered at not less than 50°C in accordance with ACoP L8.	2.6
TMVs will be fitted to all outlets where there is a risk of scalding to vulnerable persons, young children and the general public.	2.6
Small capacity water heaters producing water at low pressure and therefore unsuitable to be fitted with a TMV and that have a good throughput of water, may have the storage temperature reduced to 43°C. If the throughput of water is not considered suitable, a regular weekly flushing regime will be introduced by the <i>Responsible Person</i> .	2.6
Larger electrically heated water heaters between 50 and 90 litres capacity (not main system calorifiers) producing water at low pressure and therefore unsuitable to be fitted with a TMV will have the storage temperature reduced to 43°C, but will be subject to an annual sterilising visit where the water temperature will be held at 60°C or above for a period of one hour and then drained. The heater will then be reset to store water at 43°C. Where there is a requirement for water to be delivered at 60°C (e.g. sinks in Cleaners room, Kitchens etc. these heaters will be set to store water at 60°C).	2.6
An annual service and failsafe checks will be carried out to TMVs by LCC CFM approved framework and CHAS (Contractors Health and Safety Assessment Scheme) registered contractors.	2.6
Where heaters are replaced then unvented water heaters will be fitted where suitable power and water supplies are available.	2.7

Comment	Policy
Combi boilers heat water directly from the incoming mains. These systems are regarded as a low risk from legionella as there is little or no stored water within them and the water is usually heated to above 60°C before delivery.	2.8
Cold water systems including cisterns will be maintained at temperatures below 20°C as required by ACoP L8. Suitable insulation will be fitted to cisterns and pipework to ensure that heat transfer to cisterns or pipework is not a problem. Cold water temperatures above 20°C may be experienced during periods of warm weather when the incoming water supply temperature approaches or exceeds 20°C.	2.9
Corporate Facilities Management (CFM) will ensure for all properties that it is responsible for, that there is a comprehensive Risk Assessment (RA) and subsequent follow-up inspections as required by ACoP L8 carried out by a competent person. The competent person will be provided by an external specialist consultant. The RA and intermediate reports will be emailed to the site <i>Responsible Person</i> by the specialist contractor as soon as practicable on completion of the report. The report should be made available to the Premises Officer for inspection by contractors or internal/ external enforcement authorities. A copy of the RA will be sent by the consultant to CFM and retained in an electronic format only.	2.10
Only companies that are members of the Legionella Control Association and are registered with CHAS (Contractors Health and Safety Assessment Scheme) will be employed to carry out RAs.	2.10
RAs will be checked on receipt or if there is reason to suspect that the assessment is no longer valid or if there has been a significant change in the use of water systems within the premises.	2.10 2.12
A site Water Management Logbook will be produced by the specialist consultant that will list all checks required on the water system and have pages for recording the results of the checks. Check sheets must be signed by the <i>Responsible Person</i> on site after completion. These documents must be retained for a period of five years.	2.11

Comment	Policy
The site Water Management Logbook shall be inspected on all visits by the person carrying out the annual check of cold-water storage cisterns or update to the RA.	2.11
All cisterns used for the bulk storage of water shall fully comply with Water Supply Regulations (1999). Those not complying shall be brought up to this standard as soon as practicable after they have been declared as not meeting this standard.	2.13
Only fixtures and fittings approved by WRAS (Water Regulations Advisory Scheme) shall be used on LCC managed properties.	2.13
Only competent contractors that are registered with CHAS will be permitted to work on LCC water systems.	2.14
Following repairs or changes to water systems the system shall be disinfected. This may be by chlorination or by the use of Silver Hydroxide. This must be carried out by a competent trained person as the chemicals involved are dangerous if incorrectly used or handled.	2.15
Sites will flush little-used outlets or infrequently used showers on a weekly basis and record that the flushing has been carried out in the site Water Management Logbook. Consideration will be given to removing these outlets / showers where possible, with pipework cut back to the major point of supply.	2.16
“Grey Water” systems are not subject to the Water Supply Regulations (1999) but should be designed and installed to the same standards. Generally, these systems are used for the flushing of toilets etc. and the risk from legionella is regarded as low.	2.17
There are no longer any wet cooling system evaporative condenser/ cooling towers in operation in Leicestershire County Council properties. Evaporative cooling towers shall be subject to individual assessment and maintenance by a specialist water treatment company. All towers will be registered under the <i>Notification of Cooling Towers and Evaporative Condensers Regulations 1992</i> as a “notifiable device”. New cooling systems using evaporative cooling towers will only be installed as a last resort.	2.18
Any humidifiers within cooling plant shall be inspected as part of the water RA and update procedure.	2.19

Comment	Policy
The preferred method for providing drinking water is by the use of systems directly connected to the mains water supply, either providing chilled water or water at incoming supply temperature.	2.20
Spa and whirlpool baths or similar are a potential major source of legionella. These are not supplied by LCC but are generally installed by tenants who are entirely responsible for them. They are not classed as part of the water site services and are not inspected as part of the RA process. They should be individually assessed, maintained and inspected in accordance with instructions provided by the manufacturer or supplier.	2.21
Ornamental pools (internal or external) or aquaria or similar do not form part of the water site services and are not inspected as part of the RA process. They should be individually assessed, maintained and inspected by the site.	2.22
LCC will notify the HSE in compliance with RIDDOR should a legionella outbreak be suspected of being caused within LCC premises.	2.23
LCC will co-operate fully with the HSE in any investigations into outbreaks of legionella thought to have been caused by LCC-maintained water systems.	2.24
Only companies that are members of the Legionella Control Association and are registered with CHAS (Contractors Health and Safety Assessment Scheme) will be employed either to carry out RAs or work on water systems at domestic premises owned by LCC.	2.25
CFM staff will be given suitable and sufficient training for them to be able to carry out their responsibilities with regard to legionella. Refresher training will be provided every 3 years, or sooner if required.	2.26
Site Premises Officers / Managers etc. will be given suitable instruction to enable them to carry out temperature checks, flushing etc. when the site Water Management Logbook is delivered and or during the annual risk assessment/ cold water storage cistern inspection itself. This training will be provided by the appointed consultant. Additional support and training is available via CFM.	2.26
More general information on legionella risks and the requirements of legislation will be provided through training sessions organised by the Learning and Development Service and provided by the Central Health,	2.26

<p>Safety and Well being Service. It is for the local <i>Responsible Person</i> to ensure that key members of staff attend these training sessions.</p>	
<p>Any LCC Building which closes for an extended period or where building occupancy levels drop should seek further competent advice from LCC's Regulatory Compliance Team. Consideration for additional flushing measures and/or a clean and disinfection of water systems may be introduced to ensure system turnover and minimise protentional stagnation and legionella growth risks in buildings.</p>	<p>2.27</p>

1. ESTABLISHMENTS WHERE OPERATIONAL PROPERTY SERVICES ARE NOT INVOLVED

- 1.1. **Academy Schools** are entirely responsible for the maintenance of the school buildings, to include the safe management of water systems. Academy schools take on overall responsibility as defined by ACoP L8 and must formulate and implement their own policy, procedures and arrangements to meet the statutory requirements set out within ACoP L8. As part of the conversion process to academy school status, LCC Strategic Property Services will communicate responsibilities and ensure that the latest water risk assessment information is handed over to the school at the relevant time.
- 1.2. This policy will also apply to **other types of school** that order work directly from contractors without reference to Strategic or Operational Property Services (e.g. School Devolved Capital Funding schemes or LA maintained schools that procure their property management services elsewhere). This work can include new construction, extensions, modifications or general repairs and maintenance. Under the terms of ACoP L8 these establishments are responsible for the management of water systems in the property and the school will take on responsibility of overall *Responsible Person(s)*. Modifications to water systems must be notified to CFM. CFM is available to give advice as required and those responsible for premises are strongly advised to contact CFM as soon as any concerns arise.
- 1.3. In these establishments, it is the responsibility of the *Responsible Person* to ensure that they appoint a competent organisation or person to undertake the Risk Assessment (RA) and subsequent intermediate inspections and update of the RA. This may mean requesting references with respect to previous

assessments undertaken and ensuring that the contractor or consultant appointed is suitably qualified to carry out the survey.

- 1.4. It is the responsibility of these establishments to ensure that suitable and sufficient staff training is available to enable them to manage the water systems.
- 1.5. LCC will carry out regular monitoring inspections at these Establishments to ensure that the terms of this policy are adhered to.
- 1.6. It is recommended that these Establishments follow the guidance and procedures used by CFM in section 3 (Means of compliance with the policy statement) and that they follow the guidance given in Appendix 2 Operational Property Services Roles and Responsibilities.
- 1.7. The above also applies to **Community Managed Libraries** (CMLs) unless a specific agreement is in place with LCC Operational Property Services to provide advice, support and guidance.

2. DOMESTIC PROPERTIES

- 2.1. ACoP L8 and the guidance document HSG274 Part 2 set out the requirements for landlords to manage risks associated with legionella. The frequency of the ongoing inspection process will be dependent upon the initial Risk Assessment and the types of system identified.
- 2.2. Any repairs or modifications to the water systems within domestic properties must only be carried out by competent contractors who are registered with CHAS and in accordance with the Water Supply Regulations (1999) etc.

3. DOCUMENT REVIEW

- 3.1. This document will be reviewed annually in January, or whenever a change to legislation relating to the control of legionella is enacted.

4. QUERIES

- 4.1. If you have any queries about any legionella matters or Risk Assessments etc., please discuss them with Trudi Unwin (0116 3056734)

5. DOCUMENT AUTHOR

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GLOSSARY OF TERMS USED

Term	Definition
ACoP L8	HSE Approved Code of Practice: <i>Legionnaires' disease, The control of legionella bacteria in water systems (4th Edition)</i> . Approved Code of Practice & Guidance, L8
HSG 274 Part 2	HSE technical guidance document in support of L8 relating to hot and cold water systems.
Asset Management Plan (AMP)	The written document for each site that lists the condition of the site and its services, together with expected life, and the priority for replacement. This is produced from data input to Condition Survey module of the K2 computer database.
CDM Regulations	Construction (Design and Management) Regulations 2015
CHAS	Contractors Health and Safety Assessment Scheme
Cistern	A vessel used for the bulk storage of water for use in premises. It does not refer to the cistern (tank) associated with WCs or urinal flushing devices.
Condition Survey	A planned series of property inspections that takes place on a 5-year basis to identify the condition of the property and all services within. Findings are input to the Asset Management Plan
HSE	Health and Safety Executive
L8	See ACoP L8
LCC	Leicestershire County Council
K2	A computer database that holds details of properties and all works orders, (planned jobs and repairs and maintenance jobs) issued by Operational Property Services.
Corporate Facilities Management (CFM)	The Service area within LCC that deals with all matters relating to operational property construction and maintenance.
Responsible Person	The Responsible person on site is defined as the most senior person resident at the site with responsibilities for the Health and Safety of the site. This will normally be the Head Teacher at schools, the designated Officer-in-Charge at Social Services or similar properties and the Library Manager (who may not be based at the site) for Libraries.
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Risk Assessment	An assessment of the risks inherent in the water system(s) at the site. Produced by an external contractor following a thorough survey of water systems present at the site.
Site Water Management Logbook	A document produced following the Risk Assessment and issued to each site as a means of complying with ACOP L8 and used for recording water temperatures.
Tank	See cistern

CORPORATE FACILITIES MANAGEMENT ROLES AND RESPONSIBILITIES

The roles and responsibilities of Corporate Facilities Management (CFM) staff for legionella are defined within this section. Similar responsibilities are placed upon persons acting in similar roles e.g. as a Project Officer in schemes where CFM is not involved or where CFM has appointed consultants to work on behalf of CFM. Where schools/establishments do not use CFM for repairs and maintenance or construction works, they must follow the general guidance within this Policy document and take over the roles and responsibilities that would otherwise have been carried out by CFM.

1. The Regulatory Compliance Officer (Legionella) is specifically charged with:

- 1.1. Programming and ordering the Risk Assessments and remedial works identified from Risk Assessments in accordance with the level of risk.
- 1.2. For buildings, where CFM are responsible for water systems, to programme and arrange repairs or improvement work identified in Risk Assessments in accordance with the level of risk.
- 1.3. Checking the Risk Assessment that it meets the requirements of LCC and is free from any obvious errors.
- 1.4. Providing advice on legionella matters to colleagues and to establishments within Leicestershire County Council.
- 1.5. Implementing and monitoring an effective Risk Assessment system.
- 1.6. Monitoring and reporting on the allocated budget.
- 1.7. When requested by the Central, Health, Safety & Wellbeing Service to advise on the appropriateness of the training content.
- 1.8. Ensuring that all contractors carrying out surveys for LCC have the appropriate qualifications and are members of appropriate trade bodies.
- 1.9. Being the initial point of contact from the CFM LTS Servicedesk for reports of legionella outbreaks thought to have been caused by LCC water systems and arranging inspection and any remedial action.
- 1.10. To update and review the LCC Legionella policy to ensure it remains robust and fit for purpose and takes into account any changes to legislation.

- 1.11. Ensuring the Authority remains at the forefront of best practice in legionella control and management of water systems.
- 1.12. Arranging Legionella Awareness & Refresher Training for site responsible person(s).

2. The Team Leader (Hard FM) is specifically charged with:

- 2.1. Checking site water systems as part of condition survey reports and reporting to the Regulatory Compliance Team any problems noted that may give rise to legionella during the course of their inspections.

3. The Building Services Inspectors are specifically charged with:

- 3.1. Checking site water systems during their site visits and reporting to the Regulatory Compliance Team any problems noted during the course of their inspections.
- 3.2. Ensuring that any modifications carried out to water systems comply with all relevant Water Regulations.

4. The Project Officers / Designers (Hard FM) and Building Services Inspectors are specifically charged with:

- 4.1. Ensuring that works for which they are responsible comply fully with all regulations and that conditions that could encourage the proliferation of legionella do not exist.
- 4.2. Ensuring that systems are correctly disinfected and commissioned prior to being put into service and that disinfection certificates are supplied and scrutinised.
- 4.3. Carrying out works to upgrade or improve water systems in accordance with the programme produced by the Regulatory Compliance Officer (Legionella) to agreed costs.
- 4.4. Notifying the Regulatory Compliance Officer (Legionella) of any changes to water systems so that the Risk Assessment for the site can be updated to reflect the changes.

5. The Corporate Health, Safety and Wellbeing Service is specifically charged with:

- 5.1. Assisting the Regulatory Compliance Officer (Legionella) in respect of monitoring the arrangements of this policy.
- 5.2. Working with CFM to agree the content of LCC legionella awareness training courses and provide training for LCC staff. Promotion and organisation of training provision to be carried out with the Corporate Learning and Development team to ensure that all LCC staff have access to appropriate legionella training.

LOCAL SITE ROLES AND RESPONSIBILITIES**1. Sites are responsible for the following:**

- 1.1. To take on the role of the *Responsible Person* as defined by ACoP L8 for all water systems
- 1.2. To appoint a person or persons to carry out the regular checks required by ACoP L8 and detailed in the site Water Management Logbook.
- 1.3. Ensuring that all appropriate staff are provided with suitable and sufficient training to carry out their roles and responsibilities safely and in line with the requirements of this Policy document.

2. The *Responsible person on site* is specifically charged with:

- 2.1. Ensuring that the nominated person(s) carry out the checks detailed in the site Water Management Logbook and countersigning that the requisite checks have been carried out.
- 2.2. Ensuring that any problems noted during the regular inspections are reported to the CFM LTS Servicedesk (for sites using Property Services for repairs and maintenance) or to their appropriate consultant used for repairs and maintenance.
- 2.3. Ensuring that any changes to the water systems (including additions / extensions) not initiated by Property Services are notified to the CFM LTS Servicedesk or to their appropriate competent person/ consultant so that an inspection of the

changes may be made, and the risk assessment and site Water Management Logbook can be updated.

2.4. To ensure that the site Water Management Logbook records are retained on site for a period of five years as required by ACoP L8.

2.5. When carrying out work on directly funded projects, ensure that competent advice and guidance is sought to prevent the risk of proliferation of legionella bacteria.

3. The Premises Managers, Site Officers, etc. at sites are specifically charged with:

3.1. To check water temperatures and record temperatures at the specified frequency and to record the results in the site Water Management Logbook.

3.2. To flush little-used outlets or infrequently used showers on a regular basis and record the action in the site Water Management Logbook.

3.3. To report problems on site with water systems to the CFM LTS Servicedesk for resolution (where Operational Property Services retain funding for repairs and maintenance).

3.4. To assist those persons carrying out RAs with access to tank rooms and other spaces, indicating where water systems are present for the initial RA and to make the risk assessor aware of any changes to the water system since the previous RA was carried out.

3.5. To accompany those persons carrying out RAs into sensitive areas where vulnerable or young persons may be present or ensuring that these areas are inaccessible to those site occupants.