



LEGIONELLA POLICY

Legionellosis

Legionnaires disease is a potentially fatal form of pneumonia, which can affect anybody, but which principally affects those who are susceptible because of age, illness, immunosuppressant, and smoking. It is caused by the bacterium Legionella pneumophila and related bacteria. Legionella bacteria can also cause less serious illnesses which are not fatal or permanently debilitating.

Transmission & sources of risk

The most common form of transmission is inhalation of contaminated water droplets where there are clouds of fine water vapour e.g., a running tap. Sludge, still water, limescale, rust, rubber, bio film and algae provide nutrients for the bacteria, which thrive in temperatures between 20°C to 45°C. All parts of a water system can be affected, including active and redundant ('dead-leg') pipework; taps; thermostatic mixing valves; water tanks (hot and cold); water heaters; water urns; showers; outside taps and hoses. Risk Assessment, water monitoring and equipment maintenance is required in most public buildings. Premises with mains drinking water require a sampling programme to ensure the water is constantly safe.

Statutory Requirements

The Health and Safety Executive has issued [L8 - Approved Code of Practice and guidance](#) to support those with a legal duty to control legionella bacteria in building water systems under the Health and Safety at Work Act 1974; The Control of Substances Hazardous to Health Regulations 2002 & 2013 and The Management of Health and Safety at Work Regulations 1999.

Plaistow and Ifold Parish Council has a statutory duty in its capacity as an employer; controller of premises for public use and in line with its health and safety responsibilities to third parties.

Premises: Cricket Pavilion, Loxwood Road, Plaistow, West Sussex RH14 0PX

Water system: One (1) outside cold mains water tap with hose equipment.

Risk factors:

- Provides water, including drinking water for public events.
- Infrequent use, mainly in summer months.
- Hot weather could increase the water temperature between 20°C - 45°C
- Still water sits in hose, tap, pipework and external storage box with likelihood of bacteria nutrient sources accumulating e.g., algae, sludge, limescale and rust.
- Hose delivery causes fine water vapour.

Key roles & responsibilities

Statutory Site Duty Holder Plaistow & Ifold Parish Council ('the Council')	Ensures legal compliance. Cannot delegate its duty but can delegate managerial responsibility to a Nominated Responsible Person. Sets an annual Legionella budget.
Nominated Responsible Person Clerk	Ensures the Council meets its responsibilities for the control of legionella. Oversees training, audit of the site logbook (appendix A), actions of Operational Staff and arranges Service Providers to carry out remedial actions when required.
Deputy Nominated Responsible Person Cllr. Jane Price	The Council will ensure that there is always a named Deputy Nominated Responsible Person who has received training.
Operational Staff Councillors Winter & Emergency Plan Committee oversight	Named Councillors (appendix B) will undertake the required inspections, monitoring and record keeping.
Service Providers	Risk assessors, monitoring companies, consultants, and contractors.
Local Water Authority	Southern Water 0330 303 0368

Actions

Service	Task	Frequency	Allocation
Water system	Risk Assessment & Schematic Drawing	Update if water system changes	Ongoing
Water system	Risk Assessment & Policy review	Annually	Full Council - February
Outlet (tap / hose)	Restrict public access to water supply via locked storage box	Continuous	Clerk
Outlet (tap / hose)	Flush through	Monthly (October – April) Fortnightly (May – September)	Operational Staff (Appendix A)
Cold Water Services	Check water temperature is below 20°C <u>after</u> running the water for up to 3 minutes.	Monthly (October – April) Fortnightly (May – September)	Operational Staff (Appendix A)
Outlet - Tap	Keep clean of limescale	Annually – Community Action Day	Operational Staff
Outlet - Hose	Clean with disinfectant and rinse with cold	Annually – Community Action Day	Operational Staff
Sampling Total Viable Count drinking water sample	If the weather gets exceptionally hot and the temperature of the tap goes above 20°C it is recommended to take a sample.	Annually <i>keep under review</i>	Valens Water
Training	Ensure Nominated & Deputy Responsible Persons are adequately trained.	Review annually	Full Council - February
Notice	Publish notices at the site to advise users to flush through for at least	Update if water system changes	Ongoing

	5 minutes before use.		
--	--------------------------	--	--

Site logbook

Appendix A.

To be completed by Operational Staff and sent to the Clerk for record keeping and audit.

Equipment

ETI SuperFast Thermapen 3 Classic Thermometer (Orange)

Stored in the locked water unit at the Cricket Pavilion.

SITE LOGBOOK

Site Location	Plaistow Village Green
Building	Cricket Pavilion
Year	

Cold Water Outlet

Location	Sentinel Outlet Y/N	Incoming water main °C Temp. after running for 2 minutes < 20°C	Complnt Y/N	Incoming water main °C Temp. after running for 3 minutes < 20°C	Complnt Y/N	Action If N Specify & contact Clerk	Date	Sign
Outside tap	Y							
Outside tap	Y							
Outside tap	Y							
Outside tap	Y							
Outside tap	Y							
Outside tap	Y							
Outside tap	Y							
Outside tap	Y							
Outside tap	Y							
Outside tap	Y							
Outside tap	Y							
Outside tap	Y							
Outside tap	Y							
Outside tap	Y							
Outside tap	Y							

Operational Staff

Inspection Rota

Date	Name
November 2023	Doug Brown
December 2023	Sarah Denyer
January 2024	Nicholas Taylor
February 2024	Jane Price
March 2024	Paul Jordan
April 2024	Doug Brown
May 2024	Sarah Denyer

Rota to be updated each May.

PLEASE READ BEFORE USE

**You MUST run the water at
high speed/pressure for
5 MINUTES
BEFORE using the water for
other purposes**