



# **Legionella**

## **Policy and Procedure**

## What is Legionella?

Legionella is a type of bacteria that can pose serious health risks to people in premises with man-made water systems. Water temperatures in the range of 20°C – 45°C favour the growth of Legionella in water systems. It is uncommon to find proliferation below 20°C and it will not survive above 60°C In addition to temperature control, other methods of protection include ionisation, UV light, chlorine dioxide, ozone treatment or thermal disinfection.

## General Information

Under general Health & Safety Law, Fair Deal as an employer or person in control of a premise (e.g., a landlord), there are Health & Safety duties and suitable precautions to prevent or control the risk of exposure to legionella.

- Hot water output from each outlet will reach 50°C within one minute of running.
- Cold water will be stored and distributed at a temperature of less than 20°C.
- Legionella control measures are recorded in the environmental risk assessment and the weekly recording sheet **Appendix 1**.

## Office Base

A weekly water temperature test is carried out by a Business Support Team Member and records kept in the Health and Safety Control Manual. The Health and Safety Administrator is responsible to ensure tests take place and all records are kept up to date. Records are reviewed regularly as part of ISO9001 2015 Internal Auditing, and during the external Health and Safety Audit.

## Services

The legal responsibility overall for legionella risk management will be with the landlord of the property the people we support rent from. Fair Deal, as an employer, should ensure that all reasonable checks and records are in place to minimise the risk of exposure to legionella whilst at work, being mindful that our “place of work” is someone’s home. A weekly test is carried out by support staff with records kept in the **Infection, Prevention Control Manual, Section 7**.

Weekly tests should be carried out in services where there are Health and Safety Systems records and IPC daily/weekly/4-weekly cleaning records e.g. Supported Living, Housing Support and Care at Home Support Services. Staff should contact the relevant housing association if they are concerned about abnormal readings and their line manager, or Duty Manager or On Call in the line manager’s absence.

**Please note: In services where the landlord has fitted a thermostatic mixing valve (TMV), it is not possible to carry out a legionella check. Thenue and Govanhill HA carry out the checks in our HMO services as part of the HMO Licences.**

## Record Keeping

Records will be maintained and kept for the duration of their validity and for a further five years. A legionella manual containing records for the office base is kept a reception. For services, **Appendix 1** is in use along with other relevant IP&C records and audited monthly as part of overall quality assurance and health and safety responsibilities.

## **Risk Assessment**

An external inspection and risk assessment is carried out in the office by a qualified external assessor 2 yearly, actions and recommendations are taken forward by the Health and Safety Group.

Services environmental risk assessments refer to legionella and contain the preventative control measures in place to minimise exposure.

## **Training**

Legionella Awareness training is in place for key staff

- CEO
- BST Team Leader
- Health and Safety Group Members
- Operations Manager
- Registered Manager

# Appendix 1 Legionella Control Record Audit

Office base audits are carried out monthly by BST and service-based audits are carried out monthly by support workers. Team Leaders will review LCR when cross auditing the IPC Manual and services systems records.

## Legionella Control Record

Hot Water System Temperature Check: ► 50 °C within 1 minute

Cold Water System Temperature Check: ◀ 20 °C within 2 minutes

Service \_\_\_\_\_

Year \_\_\_\_\_

Date Checked	Week 1.....		Week 2.....		Week 3.....		Week 4.....		Week 5.....		Comments
	Hot °C	Cold °C	Hot°C	Cold°C	Hot °C	Cold °C	Hot °C	Cold°C	Hot °C	Cold °C	
January											
February											
March											
April											
May											
June											
July											
August											
September											
October											
November											

December											
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**End of Policy**

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**Amendment History**

Date	Version	Created By	Description of Change
09/05/2023	1	Anne Marie Borthwick	Initial Release
18/08/2023	2	Lesley-Anne Paterson	Formatted to new template.
07/08/2025	3	Anne Marie Borthwick	Information added re Thermostatic Mixing Valves (TMV)

