



Report to:

Northwards Housing Board

13 July 2006

Item No:

11c

Title:	Legionella and Water Quality Policy		
Date:	30 June 2006		
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Confidential:	No		
For: (Please tick action required)	NOTING	DISCUSSION	APPROVAL √
PURPOSE OF REPORT			
To seek approval for Northwards Housings' own Legionella and Water Quality Policy. That policy is based heavily on and compliant with Manchester City Councils' policy.			
RECOMMENDATION			
That the Board approves the Procurement and Property Sub Committee recommendation to approve the policy.			
IMPLICATIONS			
Equality & Diversity:	Good service affects all. Water quality can affect more vulnerable groups.		
Financial:	No additional finance implications		
Staffing:	No additional staffing implications		
Decency Target:	No decency implications		
Governance:	Ensuring Health & Safety is on important governance issue		

Equality & Diversity Implications (Please tick where relevant):

BME	<input checked="" type="checkbox"/>	Lesbian/Gay/Bisexual/Transgender	<input checked="" type="checkbox"/>
Elderly	<input checked="" type="checkbox"/>	Single Parents	<input checked="" type="checkbox"/>
Young	<input checked="" type="checkbox"/>	Domestic Violence	<input checked="" type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Alcohol / Drug Mis-users	<input checked="" type="checkbox"/>

Consultation/Consideration:

	Yes, No or N/A:	Name:	Date:
Sub-Committee:	Yes	Procurement & Property Sub Committee	28 June 2006
Area Panel:	N/A		
Ward Councillors:	N/A		



POLICY

The Control of Legionella Bacteria in Water Systems & Water Quality

1. INTRODUCTION

- 1.1 NORTHWARDS HOUSING must have a 'Control of Legionella Policy' and in order to comply with the document Property Services, Mechanical and Electrical have produced a policy+ which is specific for the properties under Northwards Housing Management and that complies with Manchester City Council Policy.
- 1.2 The Approved Code of Practice (ACOP) and Guidance is: The Control of Legionella Bacteria in Water Systems often referred to by its reference number (L 8.). It includes important requirements that affect Northwards Housing as a provider of residential accommodation.
- 1.3 The Health & Safety Executive Leaflet: "Essential information for providers of residential accommodation" is a guide to the legal requirements that are outlined in the revised ACOP (L8).
- 1.4 There is also a requirement to comply with the 'Water Supply (Water Quality) Regulations' and BS 6700: Design, Installation, Testing and Maintenance of Services Supply Water for Domestic Use within buildings and their curtilages.
- 1.5 This policy document will explain the proposed action to be taken by Northwards Housing Property Services, to ensure the risk from exposure to legionella is properly controlled and the 'Water Supply (Water Quality) Regulations' and BS 6700 are complied with.

2. THE CONTROL OF LEGIONELLA IN WATER SYSTEMS (L8)

States that:

- 19.** *A reasonably foreseeable risk of exposure to legionella bacteria exists in:*
- (c) Hot and cold water systems.
- 23.** *A suitable and sufficient assessment is required to identify and assess the risk of exposure to legionella bacteria. The assessment is carried out by or on behalf of:*
- (a) The employer, where the risk from their undertaking is to their employees or to others.
 - (c) The person who is in control of premises or systems in connection with work where the risk is present from systems in the building (e.g. where a building is let to tenants but the landlord retains responsibility for its maintenance).
- 28.** *Before any formal health and safety management system for water systems can be implemented, a risk assessment has to be carried out to decide the possible risk. The purpose of the assessment is to enable a decision to decide:*
- a) the risk to health, i.e. whether the potential for harm to health from exposure is reasonably foreseeable unless adequate precautionary measures are taken;
 - (b) the necessary measures to prevent, or adequately control, the risk from exposure to legionella bacteria.

3. WATER SUPPLY (WATER QUALITY) REGULATIONS

States that:

Water supplied to any premises for such domestic purposes as consist in or include drinking, washing or cooking shall be regarded as wholesome.

4. BS 6700: DESIGN, INSTALLATION, TESTING AND MAINTENANCE OF SERVICES SUPPLY WATER FOR DOMESTIC USE WITHIN BUILDINGS AND THEIR CURTILAGES

States that:

- 4.1** *Maintenance procedures shall be adopted to maintain the performance of the installation at the level specified in the standard for the original design and installation.*

4.2 *In other than single dwellings, the installation shall be inspected periodically. Faults noticed on inspection shall be attended to immediately.*

The need for formalised inspections and records depends upon the size, type and complexity of the installation but in principle every installation should be inspected at least one per year in addition to any statutory inspection.

4.2.4 *In other than single dwellings regular analyses of water samples at intervals not exceeding 6 months shall be carried out wherever drinking water is stored.*

Periodic chemical and bacteriological analysis of water samples is a useful guide to the condition of an installation. The collection and analysis of water samples is particularly recommended for new installations in large buildings or complexes and where extensive repairs or alterations have been carried out to such installations.

4.2.6 *In other than single dwellings checks shall be made on temperature of the water in pipes, cold water cisterns, hot water storage vessels and the discharge from taps to ensure that they are within the limits.*

These checks should be carried out during the most adverse conditions, such as at the end of a weekend, during hot weather, full central heating load in the case of cold weather and during high draw-off in cold weather conditions.

4.2.7 *Where there is a risk of legionella colonisation of water services the system shall be cleaned and disinfected:*

- a) if the system, or part of it, has been substantially altered or opened for maintenance purposes in a manner which may lead to contamination;
- b) following an outbreak or suspected outbreak of legionellosis.

5. IN ORDER TO COMPLY WITH THE ACOP (L8), WATER SUPPLY (WATER QUALITY) REGULATIONS AND BS 6700, PROPERTY SERVICES WILL:

To comply with ACOP (L8):

- Appoint a **Contract Administrator** to take day to day responsibility for controlling and managing any identified risk.
- Employ a Specialist Contractor to carry out the Risk Assessment on their behalf.
- Employ a Specialist Contractor to carry out the remedial work.
- Disinfect all storage tanks annually.
- Produce a written scheme for controlling the risk from exposure.
- Produce a program of remedial work to reduce the risk.
- Monitor the water systems as described in the Code of Practice.

- Provide an operations manual to record all maintenance work and test results.
- Ensure that appropriate records are kept (5yrs.).

To comply with BS6700:

- Inspect all but single dwellings half yearly.
- Employ a Specialist Contractor to collect samples and analyse the water and provide Written Report.
- Inspect all water storage tanks, insulation and pipework.
- Inspect cleanliness, ventilation, access and security of tank rooms.
- Ensure all tanks are chlorinated / disinfected annually.
- Chlorinate / Disinfect all shower heads half yearly.
- Employ a Specialist Contractor to carry out all remedial work.
- Monitor water temperatures.
- Record all alterations, modifications to the system in an on site manual.

This policy document will take into account and be tailored for the following buildings in the control of Northwards Housing, Property Service:

6. DOMESTIC DWELLING HOUSE

The majority of properties managed by Northwards Housing, Property Services are domestic dwelling houses.

With the removal of the 300 litre limit for hot and cold water services and the legal requirement to assess the risk from exposure to maintenance staff, will:

- (a) Carry out a risk assessment. (to be reviewed periodically).
- (b) Disinfect all hot and cold water systems as required.
- (c) Flush all hot and cold water systems in all void properties and disinfect where necessary.
- (d) Upgrade or replace obsolete systems.
- (e) Take into account vulnerability of the tenant.
- (f) Inspect temperature controls.
- (g) Advise tenants of any precautions they can take (e.g. Flushing showers, temperatures).

The initial survey and risk assessment will comprise of a random sample of house types and information gained through day to day repairs and void properties.

With regard to the requirements of BS 6700 single domestic dwellings are not included.

7. SHELTERED HOUSING

Due to the vulnerability of residents within this type of accommodation, Property Services will carry out an Annual Risk Assessment and Water Quality Analysis.

As part of the assessment and Water Quality Analysis and in order to comply with the recommendations the following checks will be made:

To comply with ACOP (L8):

- Water samples from each water storage tank and random taps to establish the condition of the water.
- Water temperature in water storage tank and taps.
- Condition of water in storage tank (biofilm, stagnation, sediment, etc.).
- Condition and situation of water storage tanks (room cleanliness, ventilation, etc.).
- Condition of insulation within the tankroom.
- Compliance with Water Bylaws (30).
- Hot water temperatures in calorifiers / hot water cylinders.
- Condition of insulation to calorifiers / hot water cylinders.
- Assess the system for modifications that may well reduce the risk.

To comply with BS6700:

- Collect samples of the drinking water from each water storage tank and random taps, half yearly.
- Collect samples of water from the hot water storage cylinder and all taps, on communal hot water system half yearly.
- The samples will be dispatched for analysis by an accredited AKAS laboratory and a written report produced identifying the: total iron content, T.V.C. count @ 37° and total coliforms and recommendation for remedial work.
- On completion of any chlorination / disinfection work a 'Certificate of Chlorination' will be issued.

All water tanks and communal pipework will be cleaned and disinfected annually.

All calorifiers / hot water cylinders will be flushed and chemically or thermally disinfected annually.

All showers will be cleaned and disinfected half yearly.

Due to the nature of the complex it is presumed that there will be no little used outlets and therefore no provision for this element of the code will be made.

If a property becomes empty for a long period a procedure will be put into place to flush and disinfect the localised pipework and fittings.

A system will be put in place with the Warden to identify that if a property is left unused for more than one week the tenant is advised to flush the system on return prior to using.

All heating temperature controls will be checked and reset to control water temperatures in calorifiers and domestic hot water cylinders

All thermal insulation will be checked and replaced as necessary to ensure constant temperature control and reduce heat transferral to other pipework.

An operations manual will be provided on each site to record all testing, maintenance work and remedial work to the whole of the hot and cold water systems within the bounds of the building.

8. SHARED HOUSE

The residents in this type of property can be varied, spanning a wide range of ages and disabilities both mental and physical.

Due to the vulnerability of residents within this type of accommodation it is the intention of Property Services, to carry out an Annual Risk Assessment. As part of the assessment and in order to comply with the recommendations the following checks will be made:

To comply with ACOP (L8):

- Water analysis samples from each tank and random taps to establish the condition of the water.
- Water temperature in water storage tank and taps.
- Condition of water in storage tank (biofilm, stagnation, sediment, etc.).
- Condition and situation of water storage tanks (room cleanliness, ventilation, etc.).
- Condition of insulation within the tankroom.
- Compliance with Water Bylaws (30).
- Hot water temperatures in calorifiers / hot water cylinders.
- Condition of insulation to calorifiers / hot water cylinders.
- Assess the system for modifications that may well reduce the risk.

To comply with BS6700:

- Collect samples of the drinking water from each water storage tank and random taps, half yearly.
- Collect samples of water from the hot water storage cylinder and all taps, on communal hot water system half yearly.
- The samples will be dispatched for analysis by an accredited AKAS laboratory and a written report produced identifying the: total iron content, T.V.C. count @ 37^c and total coliforms and recommendation for remedial work.
- On completion of any chlorination / disinfection work a 'Certificate of Chlorination' will be issued.

All tanks and communal pipework will be cleaned and disinfected annually.

All calorifiers / hot water cylinders will be flushed and chemically or thermally disinfected annually.

All showers will be cleaned and disinfected half yearly.

Due to a vulnerability of the residents it may be necessary to include point of use temperature controls to the hot water. This will require cleaning and disinfection half yearly.

Due to the nature of the complex it is presumed that there will be no little used outlets and therefore no provision for this element of the code will be made.

All heating temperature controls will be checked and reset to control water temperatures in calorifiers and domestic hot water cylinders.

All thermal insulation will be checked and replaced as necessary to ensure constant temperature control and reduce heat transferral to other pipework.

An operations manual will be provided on each site to record all testing, maintenance work and remedial work to the whole of the hot and cold water systems within the bounds of the building.

9. HOUSING OFFICES

In order to comply with the requirements of the Health and Safety at Work Act, Legionnaires Disease.

Property Services will carry out an Annual Risk Assessment.

As part of the assessment and in order to comply with the recommendations the following checks will be made:

To comply with ACOP(L8):

- Water analysis samples from each tank and random taps to establish the condition of the water.
- Water temperature in water storage tank and taps.
- Condition of water in storage tank (biofilm, stagnation, sediment, etc.).
- Condition and situation of water storage tanks (room cleanliness, ventilation, etc.).
- Condition of insulation within the tankroom.
- Compliance with Water Bylaws (30).
- Hot water temperatures in calorifiers / hot water cylinders.
- Condition of insulation to calorifiers / hot water cylinders.
- Assess the system for modifications that may well reduce the risk.

To comply with BS6700:

- Collect samples of the drinking water from each water storage tank and random taps, half yearly.
- Collect samples of water from the hot water storage cylinder and all taps, on communal hot water system half yearly.
- The samples will be dispatched for analysis by an accredited AKAS laboratory and a written report produced identifying the: total iron content, T.V.C. count @ 37^c and total coliforms and recommendation for remedial work.

- On completion of any chlorination/disinfection work a 'Certificate of Chlorination' will be issued.

All tanks and communal pipework will be cleaned and disinfected annually.

All calorifiers / hot water cylinders will be flushed and chemically or thermally disinfected annually.

All showers will be cleaned and disinfected half yearly.

A weekly program for flushing little used outlets .

All heating temperature controls will be checked and reset to control water temperatures in calorifiers and domestic hot water cylinders.

All thermal insulation will be checked and replaced as necessary to ensure constant temperature control and reduce heat transferral to other pipework.

An operations manual will be provided on each site to record all testing, maintenance work and remedial work to the whole of the hot and cold water systems within the bounds of the building.

10. MULTI STORY TOWER BLOCKS

Property Services will carry out an Annual Risk Assessment.

As part of the assessment and in order to comply with the recommendations the following checks will be made:

To comply with ACOP(L8):

- Water analysis samples from each tank and random taps to establish the condition of the water.
- Water temperature in water storage tank and taps.
- Condition of water in storage tank (biofilm, stagnation, sediment, etc.).
- Condition and situation of water storage tanks (room cleanliness, ventilation, etc.).
- Condition of insulation within the tankroom.
- Compliance with Water Bylaws (30).
- Hot water temperatures in calorifiers / hot water cylinders (laundry service.).
- Condition of insulation to calorifiers / hot water cylinders.

To comply with BS6700:

- Collect samples of the drinking water from each water storage tank and random taps, half yearly.
- The samples will be dispatched for analysis by an accredited AKAS laboratory and a written report produced identifying the: total iron content, T.V.C. count @ 37^c and total coliforms and recommendation for remedial work.
- On completion of any chlorination/disinfection work a 'Certificate of Chlorination' will be issued.

All tanks and communal pipework will be cleaned and disinfected annually.

All calorifiers / hot water cylinders will be flushed and chemically or thermally disinfected as required.

A weekly program for flushing little used outlets.

A letter will be sent to residents which will explain that if a property is left unused for more than one week it is advisable to flush the system on return prior to using (see appendix one).

All heating temperature controls will be checked and reset to control water temperatures in calorifiers and domestic hot water cylinders.

All thermal insulation will be checked and replaced as necessary to ensure constant temperature control and reduce heat transferral to other pipework.

An operations manual will be provided on each site to record all testing, maintenance work and remedial work to the whole of the hot and cold water systems within the bounds of the building.

11. REFERENCES:

- a) Health and Safety at Work Act: 1974
- b) Legionnaires' disease. The control of legionella bacteria in water systems. ACOP L8
- c) Legionnaires' disease. Essential information for providers of residential accommodation.
- d) Control of Substances Hazardous to Health.
- e) The Water Supply (Water Quality) Regulations 1989.
- f) The Water Act 1989.
- g) Food Safety 1990
- h) The Water Research Centre:- Water Fittings 1995
- i) Chartered Institution of Building Services Engineers. Memorandum 13
- j) Health and Safety Commission A.C.O.P. (HSG 70)
- k) BS6700: Design, Installation, Testing and Maintenance of Services Supply Water for Domestic Use within Buildings and their Curtilages

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