

LEGIONELLA POLICY



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LEGIONELLA POLICY

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1. Introduction

The Kilmarnock Leisure Centre Trust (KLCT) has responsibility for compliance with the Health and Safety at work etc. Act 1974 and all associated legislation to ensure the safety of all visitors to the Galleon Centre including all employees, contractors and customers.

The associated legislation includes specific legislation relating to the control of legionella.

Failure to follow appropriate guidelines and adopt adequate control measure to control Legionella, in accordance with the Health and Safety at work etc Act 1974, The Notification of Cooling Towers and Evaporative Condensers Regulations 1992, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, The control of substances Hazardous to Health Regulations 2002 and the Approved Code of Practise on Legionnaires disease – “the control of Legionella Bacteria in water systems,” is likely to lead to prosecution.

This policy has been developed to ensure awareness of:

- i. The importance of water hygiene.
- ii. The responsibilities for maintaining water hygiene
- iii. The precautions to be implemented
- iv. The responsibilities of record keeping.

The primary objective of this Policy is to ensure the adequate and effective control of water systems within the Galleon Centre in order to minimise Legionellosis via the implementation of a Written Scheme of Control.

2. Policy Statement

- 2.1 The Policy will apply, without exception, to the Centre as a whole and all individuals employed or contracted by KLCT.
- 2.2 Responsibility for the implementation of this Policy will rest with the General Manager.
- 2.3 This Policy will follow the guidance and recommendations in the ACoP L8 issued by the Health and Safety Executive to Manage the Centres water systems to ensure the Legionella bacteria is nullified.
- 2.4 KLCT will also:
 - Identify and assess sources of risk
 - Clearly define the organisational arrangements for achieving compliance (see roles & responsibilities)
 - First consider if the risk of Legionella can be prevented
 - Maintain records and check that procedures are being carried out properly and effectively
 - Ensure resources are made available to achieve compliance

- Ensure all personnel involved in the management of Legionella are appropriately trained.

3. Scope

This policy applies to the Galleon Centre at Titchfield Street, Kilmarnock, KA1 1QY and takes into account all hot and cold water systems including:

- Storage tanks
- Taps and showers
- Calorifiers
- Evaporative Condenser
- Any other area of Plant or outlet which is likely to exceed 20°C

(And any other facilities under control of KLCT)

4. Background

Legionnaires Disease was first identified following a large outbreak of Pneumonia among people who attended an American Legion Convention in Philadelphia in 1976. A previously unrecognised bacterium was isolated from lung tissues samples which was subsequently named Legionella Pneumophila. It is normally contracted by inhaling Legionella bacteria, either in tiny droplets of water (aerosols), or in droplet nuclei (the droplets left after the water has evaporated contaminated with Legionella, deep into the lungs. There is evidence that the disease may also be contracted by inhaling Legionella bacteria following ingestion of contaminated water by susceptible individuals. Person to person spread of the disease has not been documented. Initial symptoms of Legionnaires Disease include high fever, chills, headache and muscle pain. Patient may develop a dry cough and most suffer difficulty with breathing. About one third of patients infected also develop diarrhoea or vomiting and about half become confused or delirious. Legionnaires Disease can be treated effectively with appropriate antibiotics.

The Incubation period between 2- 10 days (usually 3-6 days). Not everyone exposed will develop symptoms of the disease and those that do not develop the 'full blown' disease may only present a mild flu- like infection.

Infection with legionella bacteria can be fatal in approximately 12% of reported cases. This rate can be higher in a more susceptible population; for example, immunosuppressed patients or those with underlying disease. Certain groups of people are known to be higher at risk of contracting Legionnaires disease; for example, men appear more susceptible than women, as do those over 45 years of age, smokers, alcoholics, diabetics and those with cancer or chronic respiratory or kidney disease.

5. Roles and Responsibilities

5.1 General Manager Responsible for:

- (i) Ensuring that all personnel are provided with the necessary information, instructions and training to be able to fulfil their roles and responsibilities under this Policy.
- (ii) Reporting to the Kilmarnock Leisure Centre Trust any incident which may lead to investigation by the Local Authority or enforcement action or criminal prosecution/civil action being raised.

5.2 Deputy General Manager: Responsible for:

- (i) Implementing the Policy in full and ensuring all other personnel are fulfilling their responsibilities in the control of Legionella.
- (ii) Conducting regular checks of test results
- (iii) Reporting to the General Manager any incident which may lead to investigation by the Local Authority or enforcement action or criminal prosecution/civil action being raised.
- (iv) Taking any measures necessary to ensure that the Policy and Procedures are implemented and fully complied with.

5.3 Operations Manager: Responsible for:

- (i) All aspects of the Policy on Legionella in the absence of the Deputy General Manager.
- (ii) Ensuring the Management team, Senior Centre Attendants and Maintenance Assistants are aware of their roles and responsibilities in relation to the control of Legionella.
- (iii) Reporting any concerns to the Deputy General Manager

5.4 Duty Manager: Responsible for:

Take day-to-day responsibility for controlling any identified risk from Legionella bacteria in line with our Policy and Written Scheme.

Delegate and monitor tasks in relation to the control of legionella, working closely with Senior Centre Attendants and Maintenance Assistants.

Ensure all tasks are recorded on the appropriate recording sheets.

Ensure all tasks are carried out paying close attention to the appropriate Method Statements and COSHH Regulations.

Advise the Operations Manager of any changes or items for concern in their area.

Reporting any concerns to the Deputy General Manager or Operations Manager

5.5 Maintenance Assistant: Responsible for:

- (i) Compiling Method Statements for all Preventative Planned Maintenance tasks in relation to the control of Legionella and the implementation of these tasks. The tasks include, but are not limited to, those detailed below:
 - Weekly Dipslide Tests
 - Weekly flushing of rarely used outlets
 - Monthly temperature recordings of all hot and cold outlets
 - Monthly temperature recordings of Calorifiers
 - Quarterly cleaning of shower heads
 - Quarterly cleaning of spray taps
 - Annual inspection of Cold Water Storage Tanks
- (ii) The recording of all tasks and detailing results in the appropriate documents.
- (iii) The reporting of anything which may give cause for concern in the control of Legionella

6. STAFF TRAINING

The General Manager will ensure that all individuals are provided with the necessary information, instruction and training to fulfil roles and responsibilities under this policy.

All staff with a technical role to play e.g. Duty Manager Ice Rink and Maintenance staff will be given the opportunity to attend training to equip them with the appropriate knowledge as detailed in the Health and Safety Executives documentation.

Training needs will be reviewed on an annual basis.

7. RISK ASSESSMENT

- 7.1 Two separate Risk Assessments have been compiled, one relating to the Domestic Water System and one relating to the Evaporative Condenser. Action Plans have been developed as a result of these Risk Assessments together with a Written Scheme of Control. Both Risk Assessments will be reviewed every two years.

Specific Risk Assessments have been compiled relative to specific tasks in the control of Legionella and this process will continue until every task is covered.