



## 4. Legionella Policy

This policy was adopted by *Wigod Way Wallingford Family Centre* on *January 2023*.

### Statement of Policy

The policy of Wigod Way Wallingford Family Centre is to control, prevent and minimise the risk from legionella, to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, users, contractors and visitors, and to provide such resources, information, training and supervision as needed for this purpose.

WIGOD WAY WALLINGFORD FAMILY CENTRE will do all that is reasonably practicable to manage the risk of legionellosis and will follow the steps laid out in the procedures and written control schemes.

### Introduction

This document sets out the WIGOD WAY WALLINGFORD FAMILY CENTRE policy, lists its objectives and the procedures and processes it has in place to provide guidance for designated staff responsible for implementing the Legionella Policy.

### The Policy

- Clearly defines roles and responsibilities
- Confirms WIGOD WAY WALLINGFORD FAMILY CENTRE's resolve in preventing or minimising the risk from Legionella
- Affirms WIGOD WAY WALLINGFORD FAMILY CENTRE'S commitment to have in place control measures that adhere to the risk assessment and comply with the Health & Safety Executive (HSE) Approved Code of Practice (ACOP) and guidance L8
- Requires WIGOD WAY WALLINGFORD FAMILY CENTRE to have a control system in place to ensure the measures are being implemented, are effective, records are kept and the policy is reviewed on an annual basis.

## Statutory Requirements Statutory Requirements

Legionnaires disease the control of Legionella bacteria in water systems Legionella policy February 2019 ACOP L8 Statutory Requirements;- The Health and Safety at work act 1974 sets out the broad legal requirements for health, safety and welfare of employees and others (including visitors, contractors and the general public) The HSE's Approved Code of Practice and Guidance Document L8 – (ACOP) "Legionnaires' disease: the control of Legionella bacteria in water systems" (ACOP) L8, is taken as the main source of guidance on matters relating to legionella risk management.

WIGOD WAY WALLINGFORD FAMILY CENTRE policy is to resolve to meet the requirements of the relevant ACOP L8 guidance, and to comply with these procedures so far as is reasonably practicable.

### Implementation

This policy defines the main objectives, procedures and processes that WIGOD WAY WALLINGFORD FAMILY CENTRE will put in place. This policy defines the roles and responsibilities for the Duty Holder, nominated Responsible Persons and other members of staff involved in the management and maintenance of the water services.

The policy confirms WIGOD WAY WALLINGFORD FAMILY CENTRE efforts towards preventing and minimising the risk from legionella bacteria and the commitment to conducting risk assessments and risk assessment reviews. It defines the control measures that WIGOD WAY WALLINGFORD FAMILY CENTRE will put in place to demonstrate compliance to the ACOP L8 documentation as far as reasonably practicable. Control systems will be put in place to ensure suitable records are maintained and all measures implemented are effective. The management of the risk from legionella bacteria will be a continual commitment involving regular management and progress meetings, a risk assessment review programme and routine maintenance tasks.

Responsibility The duty holder position sits with the Trustees of WIGOD WAY WALLINGFORD FAMILY CENTRE.

The day to day management of legionella is delegated to Centre Manager & Administrator and their appointed contractors. It is also the responsibility of the Trustees to ensure that any training deemed necessary is provided to the appropriate members of staff. The manager will review the management of legionella at WIGOD WAY WALLINGFORD FAMILY CENTRE during internal audits for each WIGOD WAY WALLINGFORD FAMILY CENTRE site and will make any recommendations for remedial action as appropriate.

Objectives WIGOD WAY WALLINGFORD FAMILY CENTRE commit to the following –

- Conducting risk assessment routinely
- Reviewing risk assessments at least every two years Legionella policy
- Implement the Control Scheme – manage and implement measures as detailed under the control scheme.
  - Management and Records Control – implement a monitoring and recording procedure to ensure that measures put in place are adequate, effective and well documented.

- Provide appropriate training for personnel involved in the management of water systems to ensure that they have the knowledge and competence to carry out the tasks to which they have been assigned.
- Communicate this policy and relevant information to all Staff, Contractors and Subcontractors via a suitably accessible platform.
- Have access to competent help in applying the provisions of health and safety Law.

#### Review

Review this policy at least annually or when new legislation requires this policy to be updated. Review of this policy should also occur when there is a change in organisation or loss of key personnel