Health and Safety Management Procedure	
PROCEDURE: Control of *Le one* bacteria at the University of Sussex	
Department: All Application : All University-controlled buildings and relevant activities Author: Health and Safety Office Approved by: Health and Safety Committee May 27 2010	Version: 1 Issue date: ***V1.2 at May 27 2010***

PURPOSE:

To define the responsibilities and procedures for managing the control of ***L[illegible]***

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The Director of Estates and Facilities Management will :

i. take managerial responsibility for the implementation of precautions to prevent the proliferation of ***Legionella*** bacteria within the University's water systems
ii. ensure the development, maintenance and implementation of a written scheme for controlling the risks of exposure to ***Legionella*** bacteria
iii. appoint a Responsible Person (***Legionella***) – the Estates Maintenance Manager
iv. chair a 'Legionella Risk Management Team' which will monitor and advise on the implementation of this Safety Management Procedure

7.2 University Responsible Person (*Le one*)

The Estates Maintenance Manager will undertake the roles and responsibilities of the Responsible Person (***Legionella***) and shall have such experience, instruction, information , training, competence, and resources to carry out duties competently

8. ARRANGEMENTS

8.1 Risk Assessments

The Director of Estates and Facilities Management will appoint a qualified and competent specialist to enable the University Responsi

The Log Books will be held within the Estates and Facilities Management offices and will contain :

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8.4.2 Temperature Control – Cold Water Systems

Cold water storage shall be sited in a cool place and protected from extremes of temperature by thermal insulation, and monitored and maintained at less than 20°C. The volume of stored cold water should be minimised and it should not normally be more than one day's water use. Stagnation should be avoided where multiple tanks are in place.

Cold water storage pipes should be insulated to prevent excessive temperature rises in the cold water supply, typically not more that 2°C increase should be allowed.

Distribution of cold water shall be so that it reaches all outlets at a temperature not greater than 20°C after the tap has been operated at full flow for 2 minutes.

8.4.3 Review of Systems

Showers or taps used infrequently should be considered for removal and redundant supply pipe-work will be cut back as far as possible – ideally to the re-circulating loop.

Outlets that are required but not in regular use must be flushed weekly for several minutes to reduce the potential for growth. This should continue and be logged until the system is in full use again.

Where it is difficult to flush weekly, the stagnant and potentially contaminated water from the tap/shower and associated dead-leg needs to be purged before the appliance is used – important to do so with minimal aerosol production (eg remove shower head/pipe attachment from tap and run through before re-attaching)

Calorifiers, cisterns and tanks taken out of service should be emptied. Specified disinfection procedures must be followed before they are brought back in to use.

If a calorifier, or any substantial part of a hot water system, is on standby use or has been taken out of service for longer than one week, the water in the vessel should be raised to 60°C for 1 hour before being used. The temperature must be checked throughout the system with all pumps running. Any standby pumps must be run at least once per week.

8.4.4 Infrequently Used Outlets

Water outlets, including showers and WCs, that are unused for a week or more must be flushed through on a weekly basis and this activity recorded.

9. TRAINING/COMPETENCY and DEVELOPMENT

The University Responsible Person (***Legionella***) will receive such training as necessary to ensure and maintain the required level of competence.
Other staff, including technicians, maintenance staff and engineers, will be trained to ensure they have the required level of knowledge and understanding relevant to their work activities – training will be organised by the University Responsible Person (***Legionella***), and the Director of Safety.

10. RECORD KEEPING

The University Responsible Person (***Legionella***) will ensure that an appropriate record-keeping system for all water systems is in place, and is maintained.
Training records of key staff (see 9 above) will be maintained and retained.

11. AUDITING

The Responsible Person (***Legionella***) will ensure arrangements are in place for periodic Audit against this Management Procedure, and the Health and Safety Executive 'Approved Code of Prac

essential that the University Health and Safety Office and the Head of Maintenance (Estates and Facilities Management) are contacted ***immediately.***

Further temperature checks should be made on the hot and cold water systems as this serves to establish the operation of the system and to provide reassurance to those who may express concern over any reported cases.

Any enquiries or concerns expressed by members of the University community can be referred to the University Health and Safety Office.

Further Information

1. Legionnaire's Disease – The Control of ***Legionella*** in water systems. Approved Code of Practice and Guidance L8 (second edition)
www.hse.gov.uk/pubns/books/l8.htm - free to download

> Part 1 contains advice on your duties under the law
> Part 2 contains guidance on the technical aspects of the assessment and control of ***Legionella*** risks

2. Legionnaire's Disease: A guide for employers – leaflet IAC27 (rev2)
www.hse.gov.uk/pubns/iacl27.pdf

3. Legionnaire's Disease