

Trecelyn Court Residential Home

Health & Safety Policy and Procedures for the Management and Control of Legionella Risk

Policy Statement

The aim of the policy is to ensure the risk to employees, residents and visitors, from exposure to Legionella or similar bacteria, within or close to Trecelyn Court buildings 1 and 2 is controlled and managed effectively.

The policy is intended to ensure that Trecelyn Court meets its obligations as an employer under common law and the Health and Safety at Work Act 1974

The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) which places a duty on Trecelyn Court to report outbreaks of certain diseases.

To achieve this Trecelyn Court will allocate specific roles and functions to designated employees.

Introduction

- 1.1 Legionnaires disease is a potentially fatal or permanently debilitating form of pneumonia which can affect anybody but which principally affects those who are susceptible because of age or illness.

- 1.2 Legionella bacteria can survive under a wide variety of environmental conditions but reproduce to high numbers in warm, stagnant water (between 20°C and 45°C). The organisms will not survive above 60°C and do not appear to multiply below 20°C. They however remain dormant in cool water and multiply only when water temperatures reach a suitable level.

Organisational Legionella Responsibilities

Name	Position	Responsibilities
Mazhar Ali	Responsible Individual	<p>Ensure that effective health and safety arrangements are in place to manage legionella risk compliance.</p> <p>Ensure resources are available to enable the management arrangements to be effectively implemented</p>
David Liles	Registered Manager	<p>Have sufficient knowledge of the risk exposure to legionella.</p> <p>Ensure effective management plan is produced in order to manage risk from legionella.</p> <p>Monitor the implementation and effectiveness of the plan.</p> <p>Review the policy and guidance on an annual basis.</p> <p>Monitor compliance with this policy.</p> <p>Audit water monitoring records.</p> <p>Report concerns/hazards</p>
Joanne Davies	Deputy Manager	<p>Have sufficient knowledge of the risk exposure to legionella</p>

		<p>Monitor compliance with this policy.</p> <p>Audit water monitoring records.</p> <p>Review the policy and guidance on an annual basis</p> <p>Report any issues regarding water temperature and storage.</p> <p>Report to manager if maintenance staff off and water checks and temperatures testing not completed.</p>
Ryan Brooks	Maintenance	<p>Complete and record regular water temperature checks.</p> <p>Run water in vacant bedrooms unused bathrooms' kitchen and sluice areas</p> <p>Report issues regarding water temperature, storage and other issues regarding the water system.</p>
Senior Care Staff		<p>Report to manager if maintenance staff off and water checks and temperatures testing not completed or issues with water temperature supply and storage.</p>
Aqua Cert		Legionella Testing

Assessing Risk

A suitable and sufficient assessment must be carried out to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the premises and any precautionary measures needed.

There is a reasonably foreseeable risk of exposure to legionella bacteria in purpose built water systems such as: Hot and cold water system

The risk assessment will enable a decision to be made on the action to be taken to control the risk of infection from Legionella. The process will identify, where appropriate:

- an action plan of maintenance work required
- the written scheme
- the monitoring programme

All risk assessments will be reviewed regularly and specifically or where the content of the assessment may no longer be valid. This may result from:

changes in the water system or its use

- changes in the use of the building in which the water system is installed
- the availability of new risks or control measures
- the results of checks indicating that control measures are no longer effective
- a case of Legionnaires' disease is associated with the system.

The Written Scheme

Where the risk assessment shows that there is a reasonably foreseeable risk, steps should be taken to mitigate this risk wherever possible. When the risks cannot be avoided there must be a written scheme for controlling the risk.

The Managers, in conjunction with the maintenance person, will arrange for and implement works in compliance with the control measures specified in the written scheme for each building. The Managers and maintenance will, as appropriate, allocate responsibility for carrying out the works to contractors

Monitoring Regime

The written risk assessment and action plan, will identify specific monitoring and maintenance regimes with recommended timescales that will need to be carried out. Monitoring will be carried out by the maintenance person or where appropriate, an external contractor or an independent third party, and should involve, checking the performance of the system and its component parts; and inspecting the accessible parts of the system for damage and signs of contamination

Operating and Maintenance Checklist

System/Service	Action to take	Frequency	Task Allocation
All Systems	Risk Assessment Review	2 yearly	Vector Air and Water Ltd
	Ensure Operating & Maintenance schedules of the hot and cold-water systems are readily available and up to date with named and dated actions throughout the previous year. Logbook audit.	Annually	Ryan Brooks Maintenance

<p>Calorifiers</p>	<p>Where there is no inspection hatch, purge any debris in the base of the calorifier to a suitable drain. Collect the initial flush from the base of hot water heaters to inspect clarity, quantity of debris, and temperature.</p> <p>Check calorifier flow temperatures (thermostat settings should modulate as close to 60°C as practicable without going below 60°C)</p> <p>Check calorifier return temperatures (not below 50°C)</p>	<p>Annually but may be increased as indicated by the risk assessment or result of inspection findings</p> <p>Monthly</p>	<p>Vector</p> <p>Ryan Brooks Maintenance</p>
--------------------	--	--	--

<p>Hot water Services</p>	<p>For non-circulating systems take temperatures at sentinel points (nearest outlet, furthest outlet, and long branches to outlets) to confirm they are at a minimum of 50°C within one minute. Sentinel outlets are marked on the accompanying schematic with the following symbol</p> <p style="text-align: center;">S</p>	<p>Monthly</p>	<p>Ryan Brooks Maintenance</p>
---------------------------	--	----------------	--------------------------------

<p>Hot Water Services</p>	<p>All HWS system: take temperatures at a representative selection of other points (intermediate outlets of single pipe systems and tertiary loops in circulating systems) to confirm they are at a minimum of 50°C to create a temperature profile of the whole system over a defined time period.</p>	<p>Representative selection of other sentinel outlets considered on a rotational basis to ensure the whole system is reaching satisfactory temperatures for legionella control</p>	<p>Ryan Brooks Maintenance</p>
---------------------------	--	--	--------------------------------

<p>Cold Water Services</p>	<p>Check water at seminal taps (typically those nearest to and furthest from cold tank, but may also include other key locations on long branches to zones or floor levels.) These outlets should always be below 20°C within two minutes of running the cold tap. To identify any local heat gain, which might not be apparent after one minute, observe the thermometer reading during flushing. Sentinel outlets are marked on the accompanying schematic with the following symbol:</p> <p style="text-align: center;">S</p>	<p>Monthly</p>	<p>Ryan Brooks Maintenance</p>
----------------------------	--	----------------	--------------------------------

Cold Water Services	Take temperature at a representative selection of other points to confirm they are below 20°C to create a temperature profile of the whole system over a defined time period. Peak temperatures or any temperatures that are slow to fall should be an indicator of a localised problem.	Representative selection of other sentinel outlets considered on a rotational basis to ensure the whole system is reaching satisfactory temperatures for legionella control.	Ryan Brooks Maintenance
---------------------	--	--	-------------------------

Showers and spray taps	Dismantle, clean and descale removable parts, heads, inserts, and hoses where fitted.	Quarterly or as indicated by the rate of fouling or other risk factors, e.g. areas with high risk patients.	Ryan Brooks Maintenance
------------------------	---	---	-------------------------

Infrequently used outlets	Consideration should be given to removing infrequently used showers, taps and any associated equipment that uses water. If removed any redundant supply pipework should be cut back as far as possible to a common supply (e.g. to the recirculating pipework	Weekly	Ryan Brooks Maintenance
---------------------------	---	--------	-------------------------

<p>Infrequently used outlets</p>	<p>or the pipework supplying a more frequently used upstream fitting) but preferably removing the feeding 'T'. Infrequently used equipment within a water system (i.e. not used for a period equal to or greater than seven days) should be included in the flushing regime.</p> <p>Flush the outlets until a temperature at the outlet stabilises and is comparable to supply water and purge to drain regularly use the outlets to minimise the risk of microbial growth in the peripheral parts of the water system, sustain and log this procedure one started.</p>	<p>Weekly</p>	<p>Ryan Brooks Maintenance</p>
----------------------------------	--	---------------	------------------------------------

<p>TMVs</p>	<p>Risk assess whether the TMV fitting is required, and if not, remove where needed, inspect, clean, descale and disinfect any strainers or filters associated with TMVs to maintain protection</p>	<p>Annually or on a frequency defined by the risk assessment</p>	<p>Ryan Brooks Maintenance</p>
-------------	---	--	------------------------------------

TMVs	against scald risk (fail safe check) TMV's require regular routine maintenance carried out by competent persons in accordance with the manufacturer's instructions.	taking into account of any manufacturer's instructions	
------	---	--	--

1. For all of the above actions, records should be kept in the site logbook (hard copies or electronic)
2. These operating & maintenance procedures replace and supersede any previously issued procedures.

Training & Qualifications

The Manager and deputy manager will ensure that those who are appointed to carry out any form of control measure are competent to perform the functions within respective areas of responsibility.

Audit and review

After Risk Assessments have been completed and the monitoring programme is established, the records shall be continually updated and all documentation shall be kept in an accessible location for auditing. The Risk Assessment will be reviewed annually.

Action to be taken on receipt of a positive sample for legionella, following in-house sampling

In the event of:

- a water sample exceeding the legionella action level(s)
- any faults being found during an inspection likely to lead to the proliferation of legionella in the system.

Contact:

Public Health Wales	02920 227744
Caerphilly Environmental Health	01443 866544
Care Inspectorate Wales	0300 7900126
Vector Air & Water Ltd	01656 746860
Mazhar Ali (Responsible Individual)	07427 800000

If only one or two samples are positive, the system should be resampled. If a similar count is found again, a review of the control measures and risk assessment should be carried out to identify any remedial actions necessary.

If the majority of samples are positive, the system may be colonised with legionella. Disinfection of the system should be considered but an immediate review of the control measures and risk assessment should be carried out to identify any other remedial actions required.

The system should be resampled and an immediate review of the control measures and risk assessment carried out to identify any remedial actions, including possible disinfection of the system. Retesting should take place a few days after disinfection and at frequent intervals afterwards until a satisfactory level of control is achieved.

In all cases showers and other appliances or outlets that produce water spray shall be taken out of use and shall remain out of use until a satisfactory level of control is achieved.