

STATEMENT OF INTENT

The Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999 and Control of Substances Hazardous to Health Regulations 2002 place duties on organisations in control of water systems to prevent or control the risk from legionella bacteria.

This policy sets out the strategy that Saffron Housing Trust (referred to hereafter as Saffron) will follow in order to meet the requirements of legislation, and manage the risk to employees, contractors, customers and other members of the public who might be affected by the operational activities of Saffron.

1 PURPOSE

- 1.1 This policy is designed to ensure that Saffron meets its legal obligations in respect of the risk from legionella bacteria at properties it manages.

2 RESPONSIBILITIES

- 2.1 The person with overall responsibility for water safety is the Chief Executive of Saffron.
- 2.2 The Responsible Person, appointed in accordance with Approved Code of Practice L8 is the Director of Safety & Repairs.
- 2.3 The person with responsibility for providing competent advice in respect of the risks from exposure to legionella bacteria is the Health and Safety Manager.

3 RISK ASSESSMENT

- 3.1 Saffron will conduct a risk assessment on all water systems under its control to determine:
- (a) Whether the potential for harm to health 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
- 3.2 In making the risk assessment Saffron will consider the risk factors associated with the risk of acquiring legionellosis, such as:
- (a) The likely presence of legionella bacteria
 - (b) Conditions suitable for multiplication of the organism, e.g. suitable temperature (20°C-45°C) and a source of nutrients e.g. sludge, scale, rust, algae and other organic matter

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- (c) A means of creating and disseminating breathable droplets e.g. the aerosol generated by a cooling tower or shower, and
 - (d) The presence, and numbers of people who may be exposed, especially in premises where the occupants are particularly vulnerable

3.3 Risk Assessments will be reviewed in accordance with the review arrangements required by the assessment.

4 PREVENTING OR CONTROLLING THE RISK FROM EXPOSURE TO LEGIONELLA BACTERIA

4.1 Where significant risk is identified, Saffron will take all reasonably practicable measures to eliminate the risk.

4.2 Where significant risk is identified and, it is not feasible (reasonably practicable) to eliminate that risk, a written scheme of precautions will be drawn up and introduced, in order to control the risk.

5 REVIEW OF CONTROL MEASURES

5.1 To ensure the effectiveness of a written scheme and the precautions the scheme introduces, the condition and performance of the water system will be monitored and the written scheme reviewed.

5.2 The frequency of review will be set by the findings of the risk assessment and the requirements identified to control risk noted in the written scheme.

6 TRAINING AND INFORMATION

6.1 Saffron will provide suitable training and information for any employee who has a duty under this policy, or who might otherwise be affected by legionella bacteria in the course of their work activities.

6.2 Saffron will provide specific information to customers where the risk assessment identifies significant risk, and advise on any actions arising from the assessment where this is appropriate.

6.3 Saffron will also provide general information to customers such as to regularly clean and disinfect shower heads, and to inform Saffron if hot water is not heating properly.

7 RECORD KEEPING

7.1 Saffron will maintain appropriate records relating to the prevention and control of exposure to legionella bacteria.

7.2 Records will be maintained as follows:

- Details regarding the persons responsible for carrying out risk assessments, and managing and implementing a written scheme
- The significant findings of a risk assessment
- The written scheme and its implementation
- The results of any inspection, check or test carried out and the dates

7.3 Details will be included about the state of operation of the system, i.e. in/out of use.

7.4 Records will be maintained throughout the period they remain current, and for at least two years after that period.

7.5 Records in respect of the results of any inspection, check or test carried out will be retained for at least 5 years.

8 Policy Compliance

8.1 Disciplinary action may be taken against any employee who fails to comply with this Policy. An intention to unlawfully discriminate, or deliberate failure to comply with the policy, may lead to disciplinary action against those involved.

Consulted with CAP	N/A
Approved By	Senior Leadership Team
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