Policy and Written Scheme for Controlling the Risk of Exposure to Legionella Bacteria in North Yorkshire Police Premises

Procedure Statement:

This written policy and scheme has been developed by North Yorkshire Police (NYP) in accordance with the Health and Safety at Work etc. Act 1974, the Control of Substances Hazardous to Health Regulations 2002 (COSHH), and the Health and Safety Executive (HSE) Approved Code of Practice (ACoP) L8 (4th Edition), titled *"Legionnaires' disease: The control of legionella bacteria in water systems"*, along with HSG274 Parts 1–3.

It outlines the procedures for managing and controlling the risk of exposure to legionella bacteria in all premises under the control of NYP. In compliance with legal duties, NYP shall:

- **Identify and assess sources of risk**
- **Prepare a written scheme for preventing or controlling the risk**
- **Implement, manage, and monitor precautions**
- **Keep records of the precautions**
- **Appoint a person(s) to be managerially responsible**

Risk Assessment and Schematic Diagram

- A Legionella Risk Assessment will be conducted for each property by a competent person.
- Assessments will be reviewed:
    - At least every two years
    - Following significant changes to the water system or its use
    - After an incident or suspected case of legionellosis
- Each assessment will include a schematic diagram of the water system.
- All documentation will be stored electronically and made accessible via the NYP and NYFRS SharePoint systems.

Responsibilities:

To comply with ACoP L8, the following roles are designated:

- **Director of Estates, Transport and Logistics**
  Will serve as the **Duty Holder** in accordance with the requirements of ACoP L8, holding overall accountability for legionella risk management.

- **Head of Estates**
  Designated as the **Responsible Person** and will ensure that only competent contractors are appointed and that all personnel involved in legionella control activities receive appropriate training.

- **Sustainability & Facilities Manager**
  Acting as the **Deputy Responsible Person** and will be responsible for the effective implementation of this Procedure. This includes overseeing and managing the specific tasks outlined in the Policy and Written Scheme.

Overarching Policies:
NYP Health & Safety Policy

Other Documents:
HSE ACoP L8

Process:

Monitoring and Management of Water Systems

Water systems must operate under the following conditions:

System Component	Temperature Requirement
Cold water storage	Below 20°C
Hot water storage	60–65°C
Hot water distribution	50°C or above
TMV-blended outlets	41–46°C

Weekly flushing of little-used outlets and quarterly cleaning of shower heads are mandatory.

Monitoring frequencies and tasks are detailed in Table 1 and Table 2.

Table One – Periodic Monitoring of Water Temperatures:

Frequency	Check	Cold water	Hot water	Notes
Monthly	Sentinel taps	The water temperature should be below 20°C after running the water for up to 2 minutes	The water temperature should be at least 50°C within one minute of running the water.	This check makes sure that the supply and return temperatures on each loop are unchanged i.e. the loop is functioning as required
Monthly	If fitted to sentinel outlets, input to TMVs		The water supply to the TMV temperature should be at least 50°C within one minute of running the water	One way of measuring this is to use a surface temperature probe
Monthly	Water leaving and returning to calorifier		Outgoing water should be at least 60°C, return at least 50°C	If fitted, the thermometer pocket at the top of the calorifier and on the return leg are useful points for accurate temperature measurement. If installed, these measurements could be carried out and logged by

				a building management system
Six monthly	Incoming cold-water inlet (at least once in the winter and once in the summer)	The water should preferably be below 20°C at all times		The most convenient place to measure is usually at the ball valve outlet to the cold-water storage tank.
Annually	Representative number of taps on a rotational basis	The water temperature should be 20°C after running the water for two minutes	The water temperature should be at least 50°C within one minute of running the water	This check makes sure that the whole system is reaching satisfactory temperatures for legionella control

Table 2 - Checklist: hot and cold-water services

Service	Task	Frequency
Hot water services	Arrange for samples to be taken from hot water calorifiers, in order to note condition of drain water	As identified through risk assessment
	Visual check on internal surfaces of calorifiers for scale and sludge. Check representative taps for temperature as above on a rotational basis	Annually
	Check tank water temperatures remote from ball valve and mains temperature at ball valve. Note maximum	Six monthly

Cold water services	temperatures recorded by fixed max/min thermometer where fixed	
	Visually inspect cold water storage tanks and carry out remedial work where necessary. Check representative taps for temperature as above on a rotational basis	Annually
Shower heads	Dismantle, clean and descale shower heads and hoses	Quarterly or as necessary
Little-used outlets	Flush through and purge to drain, or purge to drain immediately before use, without release of aerosols	Weekly
Bacterial analysis	Samples should be taken from appropriate outlets and storage tanks / cylinders. These should be analysed by a competent company.	Periodically (as identified through risk assessment

Record Keeping

- Risk assessments must be retained for at least 2 years.
- Monitoring records must be retained for at least 5 years.
- Records must be accessible for inspection and audit purposes.

Definition of Special Terms

- ACoP L8: Official HSE guidance for legionella control.
- HSG274: Technical guidance supporting ACoP L8.
- TMV: Thermostatic Mixing Valve.
- Calorifier: A vessel used to heat and store water.
- Sentinel Tap: First and last taps on a water system used for monitoring.
- Legionella: Bacteria causing Legionnaires' disease and related illnesses.