

## **Policy Statement and Policy for the control of Legionella Bacteria in Water Systems**

### **1. Statement of Policy**

This policy 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, contractors and visitors, and to provide such resources, information, training and supervision as needed for this purpose.

WEC GROUP LTD will do all that is reasonably practicable to manage the risk of legionellosis and will follow the steps laid out in the HSE instructions and guidance.

### **2. WEC GROUP LTD Policy**

2.1 Introduction This document sets out the WEC GROUP LTD policy, lists its objectives and processes it has in place to provide guidance for designated staff responsible for implementing the Legionella Policy.

2.2 The Policy

- Clearly defines roles and responsibilities
- Confirms WEC GROUP LTD's actions for preventing or minimising the risk from Legionella
- Affirms WEC GROUP LTD'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 WEC GROUP LTD 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.
  - The WEC GROUP LTD policy on legionella is to be supported by the written scheme of precautions from our appointed contractor which incorporates an action plan for incident management regarding legionella.

### **3. Statutory Requirements Statutory Requirements – Legionnaires disease the control of Legionella bacteria in water systems**

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.

WEC GROUP LTD policy is to ensure the requirements of the relevant ACOP L8 guidance are met , and to comply with these procedures so far as is reasonably practicable.

#### **4. Responsibility:**

**4.1** Implementation This policy defines the main objectives and processes that WEC GROUP LTD 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.

**4.2** The policy confirms WEC GROUP LTD efforts towards preventing and minimising the risk from legionella bacteria and the commitment to conduct risk assessments and risk assessment reviews.

It defines the control measures that WEC GROUP LTD 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.

#### **4.3 Responsibilities defined:**

- The duty holder position sits with the Managing Director of WEC GROUP LTD
- The Managing Director of WEC GROUP LTD is the responsible person with regards to legionella and is deputised in the role of responsible person by HSQE& Maintenance Group Manager.
- The day to day management of legionella is delegated to Maintenance personnel and their appointed contractors.
- It is also the responsibility of the Managing Director of WEC GROUP LTD to ensure that any training deemed necessary is provided to the appropriate members of staff.
- The Health and Safety manager will review the management of legionella at WEC GROUP LTD during internal audits for each WEC GROUP LTD site and will make any recommendations for remedial action as appropriate.

**5. WEC GROUP SAFETY Objectives defined:**

- Conducting risk assessments across all sites buildings routinely
- Reviewing risk assessments at least every two years
- Preparing a Generic Action Time – this should consider the measures identified in all of the risk assessments conducted thus far with the view to prevent or minimise the risk of exposure to legionella bacteria throughout the campus
- Implement the Control actions
- Management and Records Control – implement a monitoring and recording instructions, 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.

**6. 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.

Signed .....



Date.....

31.10.14.....

STEVE HARTLEY,

MANAGING DIRECTO