

The control of legionella in LFB water systems

New policy number: **762**
 Old instruction number:
 Issue date: **30 November 2011**
 Reviewed as current: **8 March 2024**
 Owner: **Assistant Director, Property and TSS**
 Responsible work team: **Property Group**

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Policy statement

The London Fire Brigade (LFB) recognise and accept the duty of care placed upon them by legislation, as well as their responsibility as an employer to properly manage and operate the buildings and facilities under their control, employing all reasonable and practicable measures necessary to prevent the risk of Legionnaires' Disease being contracted by staff, visitors or members of the public as a result of their operations.

1 Introduction

- 1.1 As a result of outbreaks of Legionnaires Disease (Legionellosis) in the United Kingdom the Health and Safety Commission issued an Approved Code of Practice (ACoP) L8; "The control of legionella bacteria in water systems". This document has now become well established throughout the industry and will, therefore form the backbone to the procedures to be followed in compliance with this LFB policy.
- 1.2 This policy refers to other existing legislation, guidance and best practice. By adopting a holistic approach, in line with commercially acceptable standards, the LFB are able to implement the policy in a cost effective manner.
- 1.3 This policy applies to all persons using, maintaining and constructing LFB premises.
- 1.4 LFB desires to maintain risks as low as reasonably practicable in its water systems.

2 Background

- 2.1 Legionella is a naturally occurring bacterium in water systems and as such any policy needs to be centred on control and not eradication. If a contaminated aerosol or mist is inhaled by a (generally) susceptible person, it is possible that the bacteria may enter the lungs and develop to form influenza like symptoms that could lead to pneumonia. The disease generally responds well to a specific anti-biotic administered in hospital but deaths from Legionnaires disease are still periodically reported in the news.
- 2.2 These bacteria can also give rise to influenza that usually clears for healthy adults in the same way as common types of influenza. Although posing no long-term effects to health of the majority, the effect on LFB operations could be detrimental.
- 2.3 The most commonly used method of control is by regulating temperature. The bacteria multiplies at a peak of 37°C, remains dormant in cold water below 20°C and will die over a period of time if kept above 50°C. Control can be summarised in simple terms:
 - If it's hot – keep it hot
 - If it's cold – keep it cold
 - Keep it clean
- 2.4 The majority of LFB premises are not expected to present a high risk; however, since a reasonably foreseeable risk exists of legionella in hot and cold water services a risk assessment must be undertaken for all buildings regardless of age. The extent of the preventative maintenance regime will vary according to the risk identified at particular premises.

3 Scope

- 3.1 The scope of services within this policy are:
 - Hot water services, particularly wherever hot water is stored.

- Any equipment that creates a spray of water droplets containing water that is likely to exceed 20°C.
- Showers, other plant and systems containing water which is likely to exceed 20°C and may release a spray or aerosol either during operation or maintenance.
- Water systems incorporating evaporative condensers.
- Deep lift water pits.
- Whilst cold water systems (maintained below 20°C) are not normally a source of risk it should be noted that bacteria will remain dormant and may pass through to parts of the system where it can multiply in the right conditions of temperature and nutrients (e.g. dirt/rust).
- Any water systems that are not kept clean (such as storage tanks and vehicle wash systems).
- Infrequently used water outlets or systems or redundant services (dead ends and dead legs).
- Solar heating systems, grey water and other water recycling systems, fire hose reels.
- Vehicle jet wash units.

3.2 The major factors which affect the potential for colonisation of hot and cold domestic water systems are:

- Water temperatures.
- Sources of nutrient.
- Water stagnation.

4 Legal obligations

4.1 The nominated LFB responsible person is the Head of Technical Assurance (Property) who is the person with overall managerial responsibility for ensuring that sources of risk are identified and suitable control measures are put in place to control legionella risks. The responsible person will ensure the whole of this policy is properly implemented, monitored, managed and subjected to a periodic independent review. Also see section 7 below.

4.2 Whenever responsibility for actions that reduce the risk fall to other departments or contractors, clear lines of responsibility for actions will be agreed in writing. Communication paths will need to be effective both to and from all those involved.

5 Sources of guidance

5.1 The principal sources of guidance and information that support this policy are as follows.

- Approved code of Practice (ACoP) L8; "The control of legionella bacteria in water systems".
- BS 8580-1 2019 Water quality – Risk assessments for Legionella control – a code of practice.
- The Water Supply (Water Fittings) Regulations 1999.
- HSG 274 Part 2 The control of legionella bacteria in hot and cold water systems.
- BS 8558:2015 Guide to the design, installation, testing and maintenance of services supplying water for domestic use within buildings and their curtilages – complementary guidance to BS EN 806.

6 Monitoring and review

6.1 The implementation and effectiveness of this policy will be periodically monitored and an independent review of its efficiency reported on by a competent independent reviewer. Such reviewers will be from companies who are members of the Legionella Control Association.

Roles and responsibilities

7 Assistant Director, Property and TSS

7.1 The **Assistant Director, Property and TSS** is the **duty holder** on behalf of LFB and is responsible for ensuring the management resources are in place which are sufficient to control legionella risks in LFB premises including:

- Ensuring that sources of risk are identified and a suitable and sufficient assessment is undertaken.
- A written scheme is prepared for preventing or controlling all identified risks.
- The scheme is properly implemented, monitored and managed.
- Records of the precautions implemented are kept.
- Responsibility, where appropriate, for prioritising programmes for identified work within the overall LFB budget.
- Taking all reasonable steps to ensure the competence of those engaged on the work.

8 Competent person

8.1 The **Head of Technical Assurance (Property)** is the **competent person** appointed by the duty holder (see above) to be responsible for the day to day implementation of measures to control legionella risks in LFB premises.

8.2 The Head of Technical Assurance is responsible amongst other duties for the management of the following:

- Initiating regular risk assessments and ensuring the competence and appointment of personnel who shall be members of the Legionella Control Association.
- Monitoring the adequacy of control measures required to maintain control of the risks.
- Maintaining the required L8 records.
- Monitoring the completion of any remedial works required on a master spread sheet for the LFB estate.
- The appointment and use where necessary of professional consultants to advise upon legionella control matters.
[**Current Supplier:** Socotec Etwall House, Bretby Business Park, Ashby Road, Burton on Trent, DE15 0YZ
Contact: **Neil Meldrum Business Manager** 01283 554134]
- The Head of Technical Assurance shall be responsible for the periodic review of this policy.
- The Technical Assurance Manager or Technical Officer in the Assurance Team shall extract from batches of completed risk assessments the data for remedial works, in a standard format and will monitor the completion of any remedial works required.
- The Technical Assurance Manager or Technical Officer in the Assurance Team shall maintain evidence of all completed remedial works arising from risk assessments onto the Property Portal CAFM system .
- Appointing any specialist, contractors as required. Where appropriate this policy document shall form part of the specification.

9 Contract administrators

9.1 The contract administrators for the maintenance term contractors - MTC's are responsible for monitoring the implementation of measures to control legionella risks in LFB premises and for:

- Managing the appointed MTC's to ensure they undertake preventative measures to control legionella including: the monitoring of water temperatures, periodic cleaning and any remedial actions required to maintain the legionella control measures. They will be provided with a copy of this policy.
- Contract administrators for the MTC's shall respond to any non conformance issues raised by the MTCs and shall review progress on a monthly basis.
- Contract administrators shall regularly report at 3 monthly intervals to the competent person on the progress of the required measures to control legionella and provide evidence in the form of records which confirm the implementation of the required preventative measures.

10 Persons in control of LFB premises

10.1 Persons in control of LFB premises and users of water systems. These responsibilities are detailed in appendix 2 of this policy.

Arrangements

11 Risk assessments

- 11.1 Trained, competent people appointed by Property Group will carry out risk assessments, companies undertaking this work will be registered members of the Legionella Control Association.
- 11.2 Evidence of competence will be obtained prior to the risk assessments being undertaken. This evidence will include details of experience, training undertaken and qualifications obtained for the persons undertaking the assessments.
- 11.3 The 'Assessment' shall be undertaken in accordance with HSE ACOP L8 and BS 8580- 1 2019 and will detail information relating to the risk factors and to the potential for airborne droplet formation at outlets and appliances associated with the work activities and water systems on premises.
- 11.4 The following shall be subjected to a suitable and sufficient 'assessment' detailing the relevant installation design, construction and operational aspects:
- Domestic hot and cold water systems.
 - Water circuits including make up, refrigeration plant and associated control systems.
 - Humidifiers and associated water feed and control systems.
 - Cooling coils.
 - Fire hose reels and sprinkler systems.
 - Boosted water pump sets.
 - Solar heating systems.
 - Water lift pits.
 - Grey and recycled water systems.
 - Any other system where there is the potential to release a water aerosol or water mist e.g. portable jet washer systems.
- 11.5 The risk assessments will include the:
- Measurement and recording of temperatures reached at hot and cold-water outlets to ensure they are within temperature and time guidance.
 - Measurement and recording of water temperatures at all system calorifiers, cold water storage tanks and all other strategic points to ensure and check compliance.

- Tracing of all water pipe work systems and produce/update record drawings that include referenced sentinel points for the routine recording of temperatures. Drawings shall be provided in a pdf format.
 - Checking layouts and arrangements of tanks, cisterns, calorifiers, pumps, water lift pits, stand by tanks and humidifiers.
 - Checking whether all remedial actions identified in the previous assessment have been actioned and have proven to be effective.
 - Identification of any redundant or little used outlets, together with the associated pipe-work that could be isolated (by removing an appropriate section of pipe-work) or removed completely. Persons in control of the premises shall be advised of any suspected low use outlets during the risk assessment.
- 11.6 A scoring system will be used to prioritise remedial actions noted in risk assessments. Scoring systems must identify all high risks and clearly differentiate between categories of risk.
- 11.7 The scoring system for risks will take account of the age of the installation, its condition, maintenance issues the potential of the system to generate aerosol or mist and the susceptibility of those people likely to be exposed to risk in or around the building.
- 11.8 **The significant findings of the risk assessment shall be summarised in an agreed LFB format** –see appendix 7, which will permit the convenient extraction of remedial actions/works and the communication of the findings to relevant staff.
- 11.9 An overall risk assessment rating shall be provided for the premises based upon completion of all remedial actions/ works identified.
- 11.10 A recommended period until any further risk assessments are required shall be provided, based upon the risk above.
- 11.11 Risk assessments will be undertaken periodically at a frequency dependent on the recommendations of the risk assessment or sooner if the original assessment is no longer valid. Such circumstances would typically include:
- Changes to plant or water systems or their use.
 - Changes to the use of the building in which the water system is installed.
 - New/revised information relating to risk or control measures.
 - The result of checks, which indicate that control measures are no longer effective. For example, a positive result when testing specifically for the presence of Legionella.
- 11.12 The significant findings of the completed risk assessments for each LFB premises are available for LFB staff to view on Hotwire under Brigade Wide Documents - [Risk assessments](#).

12 Control methodology

- 12.1 LFB has adopted a temperature control regime as its principal control methodology. It is essential that water systems are well maintained and kept clean as the efficacy of a temperature control regime may be substantially reduced in systems that are fouled with organic matter such as slimes or inorganic matter such as scale.
- 12.2 The risk from exposure to legionella will normally be controlled by measures which do not allow the proliferation of legionella bacteria in the water system and reduce exposure to water droplets and aerosols. Precautions taken will include the following:
- Avoiding water temperatures and conditions that favour the proliferation of Legionella bacteria and other micro-organisms.
 - Avoiding water stagnation.

- Avoiding the use of materials that harbour bacteria and other micro-organisms or provide nutrients for microbial growth.
 - Maintaining the cleanliness of the system and the water in it.
 - Action to ensure the correct and safe operation and maintenance of the system.
- 12.3 Out of specification water temperatures shall be investigated at the time they are taken to enable any remedial action to be taken to restore the temperature control of the water system. MTCs shall advise Property Services of all out of specification temperature incidents which remain unresolved. Areas may need to be taken off the run pending completion of remedial works.
- 12.4 Temperature data is subsequently recorded, stored electronically and is then reviewed by the MTCs. Any non compliance issues arising from this data which may require further remedial actions will be communicated to the LFB contract administrator.
- 12.5 A maintenance summary action schedule is detailed at appendix 3.

13 Written schemes

- 13.1 Where the risk assessment reports that there is a foreseeable risk of aerosol/mist generation present in any water system, a written scheme for controlling the risk will be provided specific to the site. Whenever a written scheme is produced a copy will be provided to the maintenance team/contractor to ensure that any changes to routines are acted upon.
- 13.2 A written scheme will include the following:
- Up to date plan of the system.
 - Description of correct and safe operation.
 - The precautions to be taken.
 - Maintenance checks.
 - Remedial action to be taken if out of control.

Appendix 5 details the location of the relevant information for any particular premises.

14 Record keeping

- 14.1 Records that are required include:
- Name of the person who is to supervise the precautions.
 - Risk assessment, including the name and position of the person who carried out the assessment.
 - Written scheme to control the risk (if appropriate).
 - Names and position of all involved in implementing the scheme to control the risk and lines of communication.
 - Records of the running of low use water outlets by LFB staff (see appendix 6).
 - Records of training and competence checks of all those involved.
- 14.2 Other maintenance records will include details of:
- Work undertaken, dates, contractors' details, names and signature of person carrying out work, modifications and remedial work required/undertaken, date completed.
 - All maintenance records, which are to be kept for 2 years.
 - Valid risk assessments.
 - Chlorination certificates.
- 14.3 The majority of records will be held electronically on the Property Portal CAFM system and effective backup and retrieval procedures will be in place.

15 Design and construction work

- 15.1 All design and construction work undertaken on behalf of LFB will be carried out to comply with all relevant legislation, policies and best practice. This will include being designed and installed to comply with the following:
- The effective implementation of this policy in respect of design, installation and maintenance.
 - The Water Supply (Water Fittings) Regulations 1999.
 - BS 8558:2015 Guide to the design, installation, testing and maintenance of services supplying water for domestic use within buildings and their curtilages.
 - BS 8580 -1 2019 Water quality – Risk assessments for Legionella control – a code of practice.
 - The Water Regulations Guide published by WRAS.
 - To reduce the risk of Legionella multiplying anywhere in the system.
 - Allow for ease of access for maintenance and routine sampling.
 - Little used outlets need to be reduced or removed. Those that remain will need to be flushed weekly.
 - Showers should be installed only where they are likely to be used at least weekly.
 - Storage of cold water for non potable use shall be minimised at LFB premises.

16 Modifications to water systems/new water systems

- 16.1 Details of any works carried out on LFB water systems will be communicated in writing to the Technical Compliance Manager together with any appropriate documentation e.g. plans and chlorination certificates.
- 16.2 Changes to existing water systems may escalate to a review of the existing risk assessment.
- 16.3 Operating and maintenance instructions shall be provided promptly at handover of the work to LFB.

17 Communication

- 17.1 It is important that communication between all parties involved in reducing the risk is achieved in a clear and concise manner.
- 17.2 Pending remedial action there may be times when results from samples taken need to be kept confidential so as not to raise undue alarm. In addition, it will be important for any changes to the regime required through written schemes are communicated in a timely manner to all parties involved. Dependant on the risk identified areas may need to be taken off the run.

18 Action in the event of a positive legionella sample

- 18.1 Whenever testing for legionella, it is prudent to be clear about how to manage a positive result **before** testing commences.
- 18.2 It may be necessary from time to time to monitor the effectiveness of a particular regime by undertaking a test for legionella. This may become necessary where the correct temperatures are not being achieved. This sampling will be sub-contracted to an accredited laboratory whose confidential report will include details of the remedial action required.
- 18.3 It is not envisaged that routine testing will be required, as wet/evaporative cooling towers do not exist within the estate. This will apply equally to the routine use of dip slides that are usually used to indicate general bacteria levels in for example, wet/evaporative cooling towers.
- 18.4 Routine bacteriological analysis of drinking water storage facilities will continue.

19 Alternative sources of water for firefighting/training

19.1 For information regarding alternative water sources see appendix 1.

20 Infrequently used outlets

20.1 Water outlets that are unused for a week or more increase the risk of legionella bacteria growth and must be flushed through on a weekly basis and this activity recorded. Station Commanders or persons in control of premises need to arrange and record this activity on the relevant form as at appendix 6, in accordance with both this Policy and Policy number 510 - Brigade premises health, safety and environment inspections. See appendix 2 for additional information on running low use water outlets.

21 Fire hose reels

21.1 When testing the hose reels ensure there is a minimum risk of exposure to water aerosol or mist generated during the test.

22 Training and competency

22.1 All persons undertaking work on LFB water systems shall be trained and competent to undertake such work. Evidence of training and competence shall be supplied to LFB upon request.

22.2 All persons undertaking work on mains water shall either be accredited with the Water Industry Registration Scheme (WIRS) or shall give the required notice to water companies before commencing work on mains water systems.

22.3 LFB staff who have role in developing or implementing this policy shall undertake periodic continuing professional development e.g. CIBSE training.

23 Action in the event of an outbreak of Legionnaire's Disease:

23.1 The Health Protection Agency (HPA) generally handles suspected outbreaks of Legionnaires Disease. This will involve shutting down all services suspected to be involved and may involve those of neighbouring properties in the area. Chlorination will not take place until the authorities have undertaken official sampling. LFB Policy will be to cooperate fully with those holding authority to deal with such cases.

23.2 For further information see appendix 4.

24 Affected Policies

24.1 Policy number 490 - Person in control of LFB premises.

Appendix 1 - Alternative sources of water for firefighting and training

- 1 This part of the policy describes the procedures for maintaining alternative sources of water for firefighting and training purposes at LFB premises.
- 2 These sources generally include contained sources such as water lift pits and other storage tanks.
- 3 The maintenance and use of these water sources has been directed towards minimising the associated potential risk from legionella bacteria in accordance with the requirements of the ACoP (L8).
- 4 Generally contained water sources which are designed for firefighting/training purposes shall be considered as other risk systems presenting a greater risk than natural water sources by virtue of their static nature and potential for achieving temperatures above 20°C.

Water lift pits

- 5 The pits shall only be used in accordance with Policy number 139 - Designated water lift pits and used at least **once in each three week period**. Station personnel shall manage a log of usage. Station Commanders shall ensure this is done.

Standby tanks/reservoirs

- 6 Where water for firefighting is drawn from tanks or reservoirs specifically installed for the purpose, the risk associated with the transmission of legionella bacteria is likely to be outweighed by the risk associated with the fire.
- 7 Where practicable, procedures for inspection, maintenance, and records similar to those applicable for water lift pits should be employed.

Appendix 2 - Responsibilities of users

Control and prevention of legionella

Hot and cold water systems

- 1 In order to assist the responsible person in their duty to comply with requirements of the Health and Safety Commission Approved Code of Practice and Guidance L8 Fourth Edition: *The control of legionella bacteria in water systems*, users should:
 - Promptly report faults associated with hot and cold water systems.
 - Flush weekly low usage outlets for a period of 2 minutes.
 - Ensure access for maintenance is available to all water services.
 - **The person in control** of the premises is responsible for identifying wash hand basins and showers that are only used infrequently and for making arrangements for these to be run for 2 minutes per week (see Policy number 490 - Person in control of LFB premises). Policy number 510 - Brigade premises health, safety and environment inspections also refers.
 - A local written record of the weekly running of low use water outlets is to be recorded on a standard form 'Record of running of low use water outlets' is available from Hotwire. 'Start > New Office Docs > Forms(stations) > General station forms'.
 - The completed form must be kept in Section 9 of the Premises Log Book.
 - When flushing through infrequently used showers and taps minimise the generation of water aerosols by running slowly.
 - To advise Property Services if the low use water outlet could be removed from service.

Lift pits

- 2 The pits shall only be used in accordance with Policy number 139 - Designated water lift pits and used at least **once in each three week period**. Station personnel shall manage a log of usage.

Appendix 3 - Summary action schedule

Monitoring regime timescales

Service	Task	Frequency	Carried out by
Hot water services	Visual check on internal surfaces of calorifiers for scale and sludge and clean/de-scale as necessary. Check representative taps for temperature above 50°C within 1 minute on a rotational basis such that all taps are checked on an annual basis.	Annually	Maintenance Term Contractor (MTC), any non compliance issues shall be raised with Property Services /CAs. Resolution of issues shall be monitored at the monthly meetings.
	Check and record temperatures in flow and return at calorifier.	Monthly	MTC, any non compliance issues shall be raised with Property Services /CAs. Resolution of issues shall be monitored at the monthly meetings.
	Check and record water temperatures at sentinel hot water outlets.	Monthly	MTC any non compliance issues shall be raised with Property Services /CAs. Resolution of issues shall be monitored at the monthly meetings.
Infrequently used hot water outlets	Run hot water outlets that have not been used in the last 7 days for 2 minutes and record on the relevant form shown in Policy number 510 - Brigade premises health, safety and environment inspections. Policy 490 also refers.	Weekly	Responsibility of the local person in control of LFB premises.
Cold water services	Visually inspect internally & externally cold water storage tanks and carry out remedial work where necessary. Check water temperature in the tank in summer. Check and record temperature at representative taps for temperature below 20°C within 2 minutes of running on a rotational basis such that all taps are checked on an annual basis.	Annually	MTC any non compliance issues shall be raised with Property Services /CAs. Resolution of issues shall be monitored at the monthly meetings.

	Check that the temperature is below 20°C after running taps for up to 2 minutes in the sentinel taps.	Monthly	MTC any non compliance issues shall be raised with Property Services /CAs. Resolution of issues shall be monitored at the monthly meetings.
Infrequently used cold water outlets	Run cold water outlets that have not been used in the last 7 days for 2 minutes and record on the relevant form shown in Policy number 510 - Brigade premises health, safety and environment inspections.	Weekly	Responsibility of the local person in control of LFB premises.
Showers	Showerheads – inspect dismantle, clean, de-scale, and disinfect.	Quarterly	MTC any non compliance issues shall be raised with Property Services /CAs. Resolution of issues shall be monitored at the monthly meetings.
	Run showers that have not been used in the last 7 days for 2 minutes and record on the relevant form shown in Policy number 510 - Brigade premises health, safety and environment inspections.	Weekly	Responsibility of the local person in control of LFB premises.
Hot and cold water taps	Inspect, clean and descale taps	Quarterly	MTC any non compliance issues shall be raised with Property Services /CAs. Resolution of issues shall be monitored at the monthly meetings.
Risk assessment of hot and cold water storage and distribution systems.		Frequency is recommended at risk assessment or if changes to systems occur.	Appointed consultants.
Hot and cold water storage and distribution systems.	Chlorination of systems only if routine inspection shows it to be necessary or if the system has been significantly altered or entered for maintenance purposes.	As required.	MTC any non compliance issues shall be raised with Property Services /CAs. Resolution of issues shall be monitored at the monthly meetings.
	Management review of water temperature monitoring.	Continuous monitoring of	MTCs to review results and raise any non

		results taken by MTCs.	compliance issues Property Services /CAs.
Deep lift water pits	To be used in accordance with Policy number 139 - Designated water lift pits. Station staff to maintain a log of usage.	To be used at least 3 weekly.	Responsibility of the local person in control of LFB premises.
	To be periodically inspected and cleaned.	Annually	Property Services appointed contractor & CA
Fire hose reels	To be periodically tested.	Annually – in a manner which will minimise water aerosol generation.	Property Services appointed contractor &CA
Fire hose reels	Run fire hose reel outlets that have not been used in the last 7 days for 2 minutes and record on the relevant form shown in Policy number 510 - Brigade premises health, safety and environment inspections.	Weekly	Responsibility of the local person in control of LFB premises.

Appendix 4 - Procedure to be followed in the event of a diagnosed case of legionnaires disease which can be attributed to LFB premises

Background

- 1 If a person contracts a confirmed case of legionnaire's disease the General Practitioner or Hospital informs the Health Protection Agency (HPA) of the diagnosis.
- 2 When more than one or more persons contract legionellosis from the same source, it is classified as an outbreak and an investigation is instigated by HPA and the Health and Safety Executive (HSE).

Procedure

- 3 If the enforcing authority believes that the possible source of contamination is associated with LFB premises, then they will undertake an investigation.
- 4 Any confirmed case of legionnaire's disease attributed to an LFB premises shall be reported to the Health and Safety Services department in accordance with Policy Number 368 - Health, safety and environmental event investigation policy.
- 5 Any LFB investigation must be co-ordinated with the external investigation body.
- 6 LFB may require the review of the risk assessment, an audit of management procedures and possible sampling of the water systems.
- 7 Technical Service and Support Department will arrange for works which may be required as part of the LFB investigation, using the services of Oakland Calvert Consultants (Latis Scientific Ltd) 0208 853 3900 (out of hours 07860 702139). Pending the outcome of any investigation no remedial works such as disinfection of systems shall take place.
- 8 If there is evidence of a risk from **Legionella species** found during the investigation, then some hot and cold water systems may need to be taken out of service.
- 9 Where water supplies are disrupted every effort will be made to install temporary facilities as soon as possible.
- 10 Any such restriction on the use of water systems shall apply until final clearance has been given that the system is safe to use.
- 11 Every co-operation shall be provided by LFB staff to those persons investigating the incident.
- 12 Communication with all forms of media will be through the LFB Press Office. Members of staff and contractors must refer all such enquiries to them so as to avoid being quoted as 'an LFB spokesperson'.

Appendix 5 - LFB Legionella Management Information Index

To be filed in Section 9 of the Premises Log Book

Section		Location	
		On site	Centrally held (by Property Services)
1	Risk assessment	x	√ to be made available on Hotwire under Brigade Wide Documents.
2*	Plan or schematic of the water system	√ in section 9 of the Premises Log Book	√ to be made available on Hotwire under Brigade Wide Documents.
3*	Copy of LFB Legionella Management Policy 762	√ copy held in Contractor Site Log Book	√ available on Hotwire
4	Details of precautionary measures taken: <ul style="list-style-type: none"> • Monthly water temperatures records • Running of low use outlets • Calorifier checks/cleans • Description of correct and safe operation 	√ copies of readings in Contractor Site Log books √ see form in Section 9 of the Premises Log Book x √ as required	√ √ Stations are advised to inform Property Group of confirmed low use outlets/outlets no longer required. √ √ as required
5*	Remedial actions/works carried out: <ul style="list-style-type: none"> • Works orders raised • Completion confirmations • Master spread sheet of progress on all remedial works 	X	√ details available on request from Property Services
6	Logs of visits by Contractors	√ signing in sheets and schedules in Contractor Site Log Books	X
7	Cleaning and disinfection procedures records	X	√
8	Results of the analysis of water samples	X	√
9	Training records of personnel	X	√ for LFB staff

The written scheme for a particular LFB premises comprises items marked with a '*'

Appendix 7 - London Fire Brigade format specification for L8 risk assessments

Risk assessments can only be undertaken by members of the Legionella Control Association. Assessments will be in accordance with BS 8580 - 1:2019 and the current HSE ACOP L8.

The scope of the assessments will cover:

- Domestic hot and cold water systems.
- Water circuits including make up, refrigeration plant and associated control systems.
- Humidifiers and associated water feed and control systems.
- Cooling coils condensate trays.
- Fire hose reels and sprinkler systems.
- Boosted water pump sets.
- Solar heating systems.
- Water lift pits
- Grey and recycled water systems
- Any other system where there is the potential to release a water aerosol or water mist e.g. portable air coolers.

The following format is required:

Item	Format	Details
1. Complete risk assessment	PDF format	A copy in PDF format must be provided. An overall risk rating for the premises shall be provided based upon the findings identified in the assessment.
2. The schedule of remedial works required. A single complete table of all works must be provided.	Word format as shown in the table below.	To be easily extractable by LFB for compilation of all works required. To be the same format by all suppliers.
3. Schematic drawing of water installation	PDF format	As part of the risk assessment.
4. Date of next risk assessment		The date shall be based on the risk as identified at 1 above and completion of any remedial measures identified in the risk assessment.

Table of all remedial works

Remedial works						
(EXAMPLE)						
				<i>For completion by LFB</i>		
Location	System	Works required	Projected times for completion -dependant on risk	Purchase Order No.	Date works let	Date works complete
<i>Acton FS</i>	<i>1st floor female showers</i>	<i>Mixing valve mis-operating</i>	<i>e.g. Within 7 days</i>			

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	28/02/2024	SDIA	H - 31/01/2024	HSWIA	31/01/2024	RA	
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Page 15	'Subjects list' table - template updated.	23/12/2014
Throughout Appendix 5 Appendix 6 Appendix 7	Updates to take account of risk assessment reports. Changes to take account of changes to Property Group structure. Index of legionella management information. Form for recording the running of low use outlets – form available also on Hotwire. Legionella management information index added.	03/03/2015
Throughout	Updates to titles and changes in procedure for monitoring of preventative measures.	10/07/2015
Page 1	Owner title updated to 'Technical & Service Support'.	12/01/2018
Throughout	Minor terminology amendments made throughout please read to familiarise yourself with the changes.	27/11/2020
Section 7	TSS added to AD title throughout section.	15/07/2022
Throughout	Full review of policy undertaken. Updates applied to regulations to demonstrate updates that have been applied. Storage areas for documentation updated to show the Property Portal CAFM system is now active and the main storage area. Flushing requirement for fire hose reels added if not used within 7 days. Updated contact details for Socotec applied.	08/03/2024

Subject list

You can find this policy under the following subjects.

Generic hazards	Hazards
Hygiene	Legionella
Operational procedures	Risk
Risk management	Water
Water services and treatment	

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification