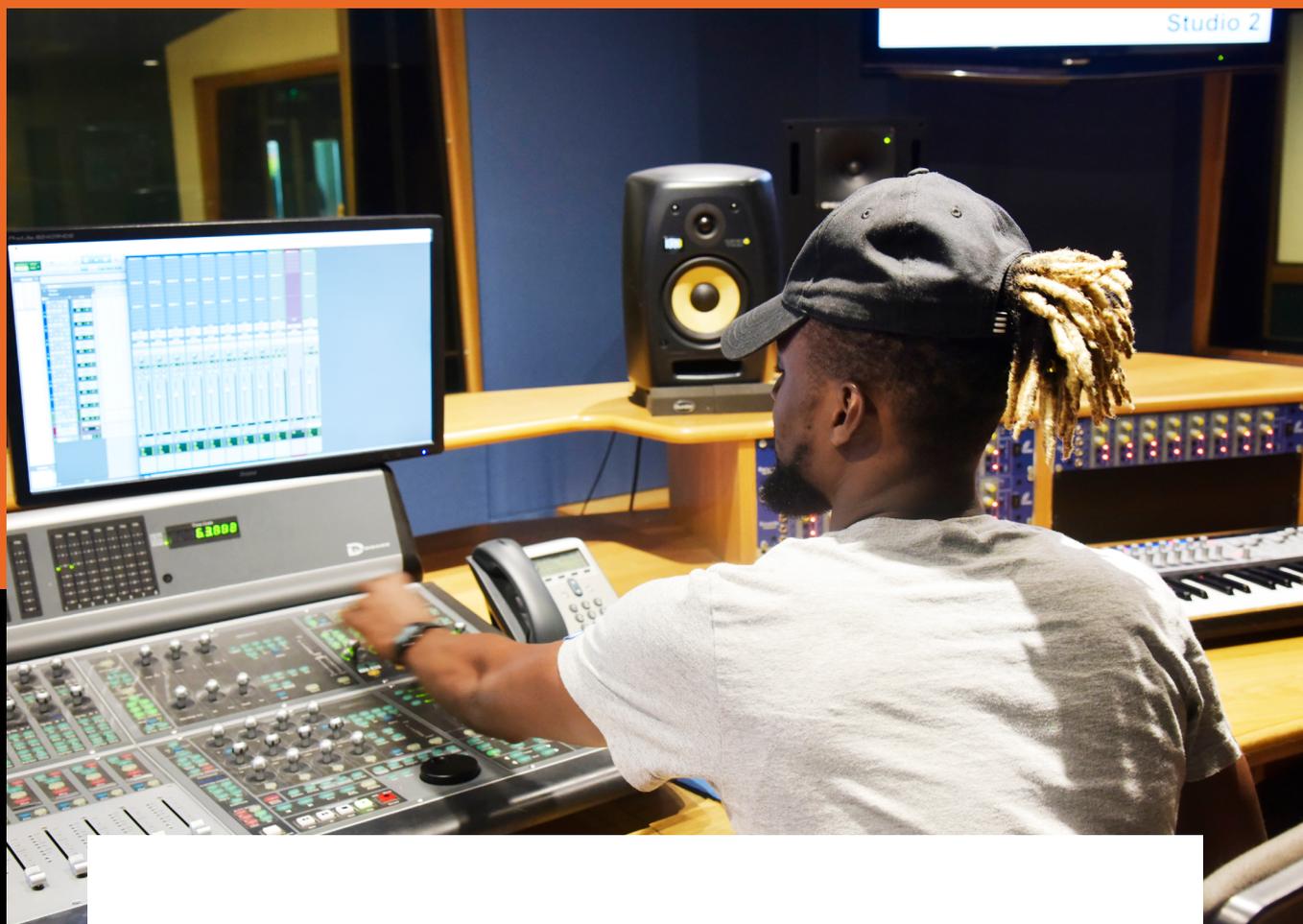




BUCKINGHAMSHIRE
NEW UNIVERSITY

EST. 1891



LEGIONNAIRES' POLICY

EFFECTIVE FROM JANUARY 2013

Contents

- 1 Legionnaires’ general statement 3
- 2 Control of Exposure 3
- 3 Health Surveillance 3
- 4 Action in the Event of an Outbreak 3
- 5 Selection, Training and Competence of Employees 3
- 6 Safe Systems of Work 3
- 7 Avoidance of Conditions Favouring Growth of Organisms 4
- 8 Avoidance of Stagnation 4
- 9 Minimisation of Water Sprays 4
- 10 System Maintenance 4
- 11 Sampling 4
- 12 Maintenance Procedures 4
- 13 Summary Policy Statement 5
- 14 Fact Sheet: Legionnaires’ Disease 5

Preamble

All University formal documents relate to the policies, strategies, procedures and regulations of the University having been approved by the appropriate formally recognised and constituted body. All University staff and students are required to adhere to the formal processes and regulations of the University.

This document should not be read in isolation as other University processes/formal documents could be relevant. A full listing of all formal documents is available on the University’s website.

Any interpretation of the content of this formal document will be at the discretion of the Safety Manager.

All previous versions of this document as approved by the Health & Safety Manager before January 2013 shall be rescinded.

The names of committees and titles of posts may change from time to time. This shall not invalidate the powers of the equivalent successor committees or post holders.

If required this formal document is available in an alternative format e.g. Braille, tape, disc, email or a larger font size. Please contact the Health & Safety Manager

1 Legionnaires' general statement

- 1.1.1 Buckinghamshire New University acknowledges the health hazards arising from exposure to Legionnaires' disease and will protect employees, students and other persons potentially exposed as far as is reasonably practicable.
- 1.1.2 If employees/students are concerned about the risk of an outbreak, they should report concerns to the Health & Safety Manager so the university can take appropriate measures to eliminate or reduce the risks.
- 1.3 This policy requires the full co-operation of management and employees at all levels. The person responsible for the implementation of this policy is the Health & Safety Manager.

2 Control of Exposure

- 2.1 Where potential exposure to infection cannot be prevented, there is a written control scheme to minimise exposure. Estates hold managerial responsibility for implementing and supervising the scheme.

3 Health Surveillance

- 3.1 People exposed to significant occupational risk of infection will receive instruction about the nature of the risks and the means of controlling exposure. Employees should report relevant symptoms.

4 Action in the Event of an Outbreak

- 4.1 There is a contingency plan in case of an outbreak of legionellosis. This will include the:
 - i) identification of people who may have been exposed
 - ii) involvement of public health authorities
 - iii) dissemination of information to employees and other interested parties as to the nature of the risks.

5 Selection, Training and Competence of Employees

- 5.1 Persons carrying out control measures will receive appropriate training and supervision so they are able to perform their duties competently.

6 Safe Systems of Work

- 6.1 A comprehensive programme of hazard control should reduce the risk of occupationally acquired legionellosis to a very low level in most workplaces.

7 Avoidance of Conditions Favouring Growth of Organisms

- 7.1 As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is above 55°C to 60°C, care must be taken to protect people from exposure to very hot water. Cold water should be stored and supplied below 20°C.
- 7.2 The use of materials that may provide nutrients for microbial growth should be avoided. Corrosion, scale deposition and build up of bio films and sediments should be controlled and tanks should be lidded.

8 Avoidance of Stagnation

- 8.1 Dead-legs, which occur when water services leading from the main circulation water system to taps or appliances are used only intermittently, and other parts of systems which may provide a reservoir for infection, should be eliminated.

9 Minimisation of Water Sprays

- 9.1 The dissemination of organisms should be reduced by careful design of equipment and the use of drift eliminators to stop excessive circulation of potentially contaminated air or enclosure.

10 System Maintenance

- 10.1 Water systems are disinfected by an effective means before being taken into service and after long shut downs. Plant must be regularly and effectively inspected and maintained. Plant should be disinfected periodically (normally twice yearly) by chlorination or by temporarily raising water temperatures. Biocides may be used to control microbial growth. Estates personnel must wear appropriate protective clothing.

11 Sampling

- 11.1 Random water samples are taken from all university sites including storage tanks, these are taken yearly and sent to the laboratory for testing and any recommendations are carried out. Sampling for legionella should not normally be necessary, unless in the case of an outbreak or to monitor the effectiveness of precautionary measures. Weekly monitoring of chemical and microbiological water quality may give a useful indication of the state of the system.

12 Maintenance Procedures

- 12.1 Employees involved in plant maintenance or who might otherwise be at significant risk will require safe systems of work. The following should be their priorities.
1. Design procedures to minimise exposure, e.g. by prior disinfection.
 2. Avoid creation of water sprays, e.g. by high pressure jetting.
 3. Avoid exposure of others in the building to water sprays, e.g. by carrying out maintenance out of normal working hours.

4. Wear respiratory protection approved by the Health and Safety Executive. This will normally be high efficiency, positive pressure respirators with either a full face piece or hood and blouse.
5. Take necessary precautions when entering confined spaces, e.g. permits to work.
6. Handle biocides and water treatment chemicals with care.
7. Report relevant symptoms of illness to supervisors immediately.

13 Summary Policy Statement

13.1 Legionellosis is a serious and potentially fatal disease in susceptible persons. Ensure:

1. all systems in the workplace that could be a potential source of infection are identified and assessed for risk
2. a control scheme is implemented to ensure the risk of exposure is minimised
3. special instructions are issued to plant maintenance employees.

14 Fact Sheet: Legionnaires' Disease

14.1 Employees' Fact sheet: Legionnaires' disease — Preventative Maintenance Checklist for preventative maintenance

The following checks should be carried out on water storage tanks, pipe work, water outlets, cooling towers and fittings.

- Check cistern covers are in place.
- Check that dirt, debris and vermin have not entered cisterns.
- Clean and disinfect cisterns.
- Clean and disinfect heat exchangers.
- Check insulation is in good condition.
- Check water temperatures.
- Check that showers, shower heads and taps are clean and free from scale.
- Check that cooling towers, drift eliminators and fans are clean and in good condition.
- Clean cooling tower basin if slime, algae, or dirt are visible.
- Blow down direct chilled water risers.
- Flush, clean and disinfect the entire cooling tower system.
- Carry out any necessary repairs and improvements promptly.

14.2 Employees' Fact sheet: Legionnaires' disease — Response to an Outbreak

In the event of a case or suspected case of Legionnaires' disease, the following precautions must be followed.

- Inform the Health & Safety Manager or Senior Management, providing all relevant information.

- Consult the HSE immediately and follow their advice.
- Test water storage tanks and outlets to identify the possible source.
- Notify neighbours.
- Start water treatment.
- Do not open the building again until test results show bacteria readings have dropped to a safe level.

Prepared by:	Health & Safety Manager	Date:	January 2013
Final Approval by:	Health and Safety Committee – Dated 15 January 2013		
Review Date:	January 2018		
Updated on:	January 2013		
Equality Impact Assessment completed:	January 2013		

© [2013] Buckinghamshire New University