

FamilyCare

Healing pasts • Building futures

An abstract graphic consisting of several overlapping, rounded, organic shapes in various colors: pink, red, orange, brown, green, and blue. The shapes are layered, creating a sense of depth and movement. The colors are vibrant and saturated.

Legionella Policy

www.family-care.co.uk

Legionella Policy

Implemented/Reviewed: September 2026

Date of Next Review: September 2027



1. About this policy

Family Care Group is committed to the **identification, assessment and control** of the risks associated with Legionella in all workplaces, so far as is reasonably practicable, to protect staff, visitors and others who may be affected.

The organisation will ensure that appropriate control measures are in place to prevent or minimise the risk of Legionella bacteria proliferating within water systems across all sites. Our procedures are informed by the Health and Safety Executive's (HSE):

- Approved Code of Practice (ACoP) L8: *Legionnaires' disease – The control of legionella bacteria in water systems*
- HSG274 Technical Guidance (Parts 1–3)

Competent contractors are appointed to carry out **site-specific Legionella Risk Assessments**, identify potential risks and recommend appropriate control measures.

2. What the Law Requires

The legal responsibilities for managing Legionella risks fall under:

- Health and Safety at Work etc. Act 1974
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

The Approved Code of Practice (ACoP) L8 and supporting guidance HSG274 set out the **minimum standards expected for compliance**.

In accordance with these requirements, the organisation will:

- Identify and assess sources of risk
- Prepare and implement a **written scheme of control**
- Appoint a competent **Responsible Person**
- Monitor and maintain control measures
- Keep appropriate records
- Review risk assessments and control measures regularly and when circumstances change

3. Company Procedures

It is company policy that the following procedures will be adopted across all sites:

3.1 Risk Assessment

- A **suitable and sufficient Legionella Risk Assessment** must be carried out by a competent person for each site
- Risk assessments will be reviewed:
 - At least every 2 years (or as recommended)
 - Following significant changes (e.g. building works, system changes, occupancy changes, or incidents)

3.2 Responsible Person

- A **Responsible Person** will be formally appointed for each site, supported by a deputy
- The Responsible Person must be competent and suitably trained
- Responsibilities include:

- Ensuring implementation of the written scheme of control
- Monitoring and record keeping
- Reporting defects and arranging remedial actions
- Liaising with contractors



3.3 Written Scheme of Control

A written scheme of control will be implemented for each site and will include:

- A schematic diagram of the water system
- Identified control measures
- Monitoring frequencies and procedures
- Roles and responsibilities
- Corrective actions for non-compliance
- Emergency procedures where required

3.4 Monitoring and Control Measures

All water systems will be monitored and maintained in accordance with risk assessment outcomes and HSG274 guidance, including:

- **Hot water temperatures:**
 - Stored at $\geq 60^{\circ}\text{C}$
 - Distributed to outlets at $\geq 50^{\circ}\text{C}$ within 1 minute
- **Cold water temperatures:**
 - Maintained below 20°C where practicable
- **Outlet flushing:**
 - Infrequently used outlets flushed regularly (typically weekly or as identified by risk assessment)
- **Water sampling:**
 - Undertaken where required based on risk assessment
- **System maintenance:**
 - Removal of dead legs
 - Cleaning and disinfection where required

All checks will be recorded in site logbooks or electronic systems.

3.5 Record Keeping

Records will be maintained to demonstrate compliance and will include:

- Risk assessments
- Monitoring results (temperature checks, flushing, sampling)
- Maintenance and remedial works
- Training records
- Audit and inspection reports

Records will be retained in accordance with company procedures and made available for inspection.

3.6 Defects and Remedial Actions

- Any defects or issues identified must be reported immediately
- Appropriate remedial action must be taken without delay
- Where required, competent contractors will be engaged

In cases of significant risk, escalation procedures will be followed, including isolation of systems where necessary.

4. Employees' Responsibilities

All employees are required to:

- Follow all Legionella control procedures
- Co-operate with the Responsible Person and management
- Report any faults, defects or concerns with water systems

The Responsible Person and deputy must ensure:

- Required checks are completed
- Records are accurate and up to date
- Follow-up actions are completed

5. Staff Training

The company will provide appropriate **information, instruction and training** to all staff involved in Legionella management.

Training will:

- Be appropriate to roles and responsibilities
- Include awareness of Legionella risks and control measures
- Be refreshed when required, including where legislation or procedures change

6. Monitoring and Review

The company will monitor the effectiveness of this policy through regular audits, including:

- Completion and accuracy of monitoring records
- Compliance with control measures
- Effectiveness of risk assessments
- Staff understanding of responsibilities

This policy will be formally reviewed annually or sooner if:

- There are changes in legislation
- Significant changes occur within the organisation
- An incident or audit identifies deficiencies

