

**Legionella Written Scheme**

**Alcote House, Alcote Road, Shotton, DH6 2RB**

**April 2024**

Version	Author	Date	Comments/amendments
1.0	E Jorgenson	18/05/2020	N/A
2.0	E Jorgenson	17/12/2020	Updates following new risk assessment
3.0	E Jorgenson	22/09/2022	Update following new risk assessment
4.0	A Graham	04/10/2023	Review
5.0	A Graham	17/04/2024	Update due to change of risk assessment contractor

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## 1. Purpose

The purpose of this document is to detail the site-specific written scheme for Alcote House

## 2. Scope

This written scheme covers the domestic water system only within the property. There is no risk linked with any close systems in the property and therefore this has not been included in the scope.

## 3. Risk Assessment

All risk assessments for believe housing are completed by a Legionella Control Association registered company who have been selected through a full and proper procurement exercise.

This risk assessment was carried out on the 2<sup>nd</sup> August 2022. The site will be audited on an annual basis to assess the validity of the assessment and when it is considered no longer valid a new risk assessment will be arranged. The assessment may be considered invalid when;

- a) There are changes to the water system or its use;
- b) Changes to the use of the building in which the water system is installed
- c) The availability of checks indicating that control measures are no longer effective
- d) Changes in key personnel
- e) A case of legionnaires disease/legionellosis associated with the system.

Following the risk assessment, an action plan has been formulated and details of this can be found located in on the following file path

[https://cdhg.sharepoint.com/:f:/s/complianceandfacilities/EqDjy8pGNyNGi3ZfcLRLDWYBygY2KJS\\_eReC9re\\_A9ntAYw?e=USDt7x](https://cdhg.sharepoint.com/:f:/s/complianceandfacilities/EqDjy8pGNyNGi3ZfcLRLDWYBygY2KJS_eReC9re_A9ntAYw?e=USDt7x)

This shows all the recommendations made in the risk assessment and the actions that believe housing are taking.

#### 4. Management Structure

The management structure for the organisation is as follows.

<b>Statutory Duty Holder</b>	
<b>Position</b>	Chief Executive
<b>Address</b>	believe housing, Coast House, Spectrum 4, Spectrum Business Park, Seaham
<b>Postcode</b>	SR7 7TT
<b>Nominated Responsible Person</b>	
<b>Position</b>	Compliance Manager
<b>Address</b>	believe housing, Coast House, Spectrum 4, Spectrum Business Park, Seaham
<b>Postcode</b>	SR7 7TT
<b>Training</b>	City and Guilds Qualificatons “management of legionella bacteria in hot and cold water systems” and “hazard identification and risk assessment of water systems within buildings” and regular attendance of the north east councils legionella focus group (NECLFG).
<b>Nominated Responsible Person (Deputy)</b>	
<b>Position</b>	Compliance Officer (Water)
<b>Address</b>	believe housing, Coast House, Spectrum 4, Spectrum Business Park, Seaham
<b>Postcode</b>	SR7 7TT
<b>Phone</b>	07901510712
<b>e-mail</b>	Andrew.graham@believehousing.co.uk
<b>Training</b>	City and Guilds Qualificatons “management of legionella bacteria in hot and cold water systems” and regular attendance of the north east councils legionella focus group (NECLFG).
<b>Facilities Officer</b>	
<b>Address</b>	believe housing, Coast House, Spectrum 4, Spectrum Business Park, Seaham
<b>Position</b>	SR7 7TT
<b>Phone</b>	07384523628
<b>e-mail</b>	<a href="mailto:Pamela.wilson@believehousing.co.uk">Pamela.wilson@believehousing.co.uk</a>
<b>Training</b>	In house e-learning package
<b>Risk Assessment Contractor – SMS Environmental</b>	
<b>Address</b>	Strathclyde Business Park, Suite1/2 Avondale House, Bellshill ML4 3NJ
<b>Postcode</b>	ML4 3NJ
<b>Contact</b>	Jemma Tennant

<b>Phone</b>	07521390672
<b>e-mail</b>	j.tennant@sms-environmental.co.uk

<b>Water Monitoring Contractor – Hsl Compliance Ltd</b>	
<b>Address</b>	Suit 7 (Phase 2), The Grainger Suite, Dobson House, Regent Centre, Newcastle upon Tyne
<b>Postcode</b>	NE3 3PF
<b>Contact</b>	David Armstrong and Phil Lynas
<b>Phone</b>	078233499745 & 07909706236
<b>e-mail</b>	<a href="mailto:David.Armstrong@hslcompliance.com">David.Armstrong@hslcompliance.com</a> & <a href="mailto:Phil.Lynas@hslcompliance.com">Phil.Lynas@hslcompliance.com</a>
<b>Little used flushing - Contego</b>	
<b>Address</b>	Unit 4 , Maple Way, Aycliffe Business Park, Newton Aycliffe, County Durham,
<b>Postcode</b>	DL5 6BF
<b>Phone</b>	07966473063
<b>e-mail</b>	<a href="mailto:Martin.Ferguson@contegofacilities.com">Martin.Ferguson@contegofacilities.com</a>

Full details regarding the responsibilities of the Duty Holder, Responsible Person and Deputy Responsible Person can be found in the legionella policy.

Full details of the responsibilities of the contractors employed by believe housing, to complete the legionella programs can be found detailed in the specification of the tender and water hygiene procedure

#### 4. Asset Register

	Asset Number	Location (detail any specific access requirements)	Serving
Cold Water Storage Tanks		None	
Water Heaters	CAL01	Hall Cupboard	DHWS to site
Showers		None	
TMV's	TMV1	Ladies WC RHS	1 x WHB
	TMV2	Ladies WC LHS	1 x WHB
	TMV3	Male WC LHS	1 x WHB
	TMV4	Male WC RHS	1 x WHB
	TMV5	Kitchen	1 x WHB
Other Systems	EXP01	Hall Cupboard	1 x EXP

## 5. Scheme of Control

### 5.1 Site description

Alcote House Community Centre is part of a housing development located in Shotton, Co Durham. Usually this hosts a community groups as well as being used for staff welfare. This is also being flushed weekly ensuing that the hot and cold water system is turned over. It is also cleaned fortnightly. Hot water is provided via a mains fed calorifier and this is on 24/7. All cold water is provided via the mains supply.

### 5.2 Building use and access

This hall is booked by users through the customer contact centre and neighbourhoods officers and details of booking are available on the sites outlook calendar. Access to the site is available via an external keysafe and the code for this is 1066.

### 5.3 Monitoring program

The risk assessment has shown that there is a reasonable foreseeable risk of legionella contamination in this building. Therefore, a scheme of control has been formulated and implemented at this site. The current program in place on site is a physical treatment program using temperature rather than biocides as a form of control. The specific program for this site is detailed as follows;

#### Weekly tasks

As the number of users of the centre fluctuates it is unknown if each outlet is used consistently weekly. Therefore Contego will flush all outlets on a weekly basis and this action is recorded and placed in the Legionella log book.

#### Monthly tasks

Hsl will visit the site once every month and monitor hot and cold water temperatures. Hot water temperatures will be taken from the flow and return of the heaters located in the .....

Hot water temperatures will be taken from sentinels located in

Location	Floor	Item	Water Source
Kitchen (near)	Ground	Sink	CAL01
Female WC (far)	Ground	WHB	CAL01

Cold water temperatures will be taken from sentinel outlets located in

Location	Floor	Item	Water Source
Kitchen (near)	Ground	Sink	Mains
Female WC (far)	Ground	WHB	Mains

The temperature from every outlet will be taken at least once annually. If an outlet is controlled by a TMV the temperature of the water entering the valve will be recorded.

All hot water from water heaters must be stored at above 60°C and supplied to hot outlets or thermostatic mixing valves at above 50°C within 1 minute. All cold water must be stored at below 20°C and supplied to cold outlets or thermostatic mixing valves at below 20°C within 2 minutes.

### **Six-monthly**

The expansion vessel in the boiler cupboard will be flushed through on a six monthly basis

### **Annually**

The drain valve on the heater located in the boiler cupboard will be opened on an annual basis to purge all accumulated sludge from the vessel. If the drain water shows a high accumulation of dirt in the vessel a clean and disinfection will be carried out in line with the method statements that hsl have submitted and in accordance with the ACoP L8 (2014), and HSG 274 pt2.

The TMV's in the Kitchen, Male WC (x2) and Female C (x2) will be subject to a full service and failsafe testing on an annual basis in accordance with the method statements submitted by hsl.

## **7 Record Keeping**

All records of site visits and little used flushing are kept in the site premises file with the risk assessment and this written scheme.

All other monitoring records are held on the web-based portal Socius which can be accessed by using the following log in details.

Username: [BelieveHousing@socius.com](mailto:BelieveHousing@socius.com)

Password: Thursday16

All records for legionella control will be kept for a minimum of 5 years as per the retention schedule detailed in the Approved Code of Practice L8.

## **8 Microbiological testing**

Microbiological testing is not completed on this site as a matter of course as there is no requirement to do so. However, testing for legionella bacteria will be completed if the correct temperatures (as detailed in section 5.3) are not being achieved. Where this is the case samples will be taken weekly from the sentinels in the building along with any other key areas. Initially all samples will be pre-flush however post-flush samples may be used as an investigation tool during the sampling process. Following the resolution of the situation sampling frequency will be slowly reduced and stopped when appropriate.

All sampling will be completed in accordance with BS7592 "sampling for legionella organisms in water and related materials". All samples will be set for analysis at a UKAS accredited laboratory with current ISO standard methods of detection and enumeration of legionella included in the scope of the accreditations. The laboratories used also take part in external QA proficiency schemes to provide extra assurance.

## **9 Remedial Actions**

On a regular basis, the Compliance Officer (Water), will check monitoring results on the web-based portal via exception report. All non-compliant results will be subject to a desk top investigation to ascertain the extent and consistency of the issue. Where temperatures are consistently unable to achieve the required standards, or the monitoring raises other potential issues the Compliance Officer will raise relevant orders with Internal Repairs or external partners dependant on the works required. The Compliance Officer will advise on time scales for action depending on the risk the issue poses, which will be added to the ticket raised on QL. Where necessary legionella sampling may be requested on a weekly basis until the issue is resolved (see section 8).

Where issues with stagnation or lack of flushing are highlighted, due to a change of building use, the cleaning company Contego will be advised so the little used flushing program can be extended or started to ensure the water turn over in the building is adequate.

## 10 Incident Plan

Where contamination is identified in water systems the following action will be taken at the following thresholds.

Legionella bacteria (cfu/l)	believe housing's actions
>100 and up to 1000	<p>Either;</p> <ul style="list-style-type: none"> <li>• If the minority of samples are positive, the system will be resampled. If similar results are detected again, the control measures and risk assessment will be reviewed, and any remedial works identified and completed or;</li> <li>• If the majority of the samples taken are positive, the systems may be colonised at a low level. The control measures and risk assessment will be reviewed, and any remedial works identified and completed. A clean and disinfection of the system will be considered however the requirement for this will be decided on a case by case basis, considering all relevant factors.</li> </ul> <p>In both cases the system will be continually resampled until assurance is given that the system is back under control.</p>
>1000	<p>The control measures and risk assessment will be reviewed, and any remedial works identified and completed. A clean and disinfection of the system will also be considered. The system will be continually resampled until assurance is given that the system is back under control.</p>

Where the thresholds above are met the Compliance Team will coordinate the organisations response to the incident. Where input is required from other areas of the organisation groups will be set up to coordinate the response, this may include but not be limited to the Compliance Manager, Assistant Director for Strategic Assets, Major Works Manager, Repairs and Maintenance Manager (Repairs), Facilities Coordinator, Health and Safety Officer, Neighbourhoods Team Leader and any third party contractors involved in the maintenance of the water system in the affected building. An actions log will be started to document believe housings response to the contamination. This will be shared with the Compliance Manager and all other relevant parties as necessary.

Any incidents of contamination will be reported in the weekly compliance meeting and documented accordingly.

During this time the system will be sampled weekly. Further control measures may be introduced, such as point of use filtration and chemical dosing, to ensure the safety of any users or occupants. In some cases, buildings may have to be temporarily closed for works to be completed.

When works are complete the Compliance Team will continue to sample the system, reducing the frequency gradually until it is assured that control has been regained.

## **11 Actions in response to partial of full system shut down**

### **11.1 Temporary lack of use and mothballing**

Where the water usage in this property is temporarily reduced (e.g. no one is using areas of the property) little used flushing will be instigated or expanded to include those areas. This flushing will be conducted weekly (this could be by Compliance Team Members, Neighbourhoods Offices or the Companies contracted to clean the facility) and a record of this will be made and placed in the legionella section of the premise's logbook.

As this is a simple system, where the property is going to be taken out of use for a period in excess of 30 days it will be drained down following guidance in PD 855468:2015 (5.2.4)

### **11.2 Recommissioning**

Where the property has been drained down the system will be refilled and a cleansing flush completed. Following the cleansing flush the property must be returned to normal regular usage immediately.

## **12 Forms/templates to be used**

Little used flushing form (LM006)

## **13 Associated Documents**

Water Hygiene Policy

Water Hygiene Procedure

Procurement Specification

COSHH records for chemicals used on site