Legionella and Water Quality Policy

Introduction
The University recognises that the management of water hygiene is essential to ensure the prevention of Legionnaires’ disease, which is a potentially fatal pneumonia caused by legionella bacteria, and other diseases caused by water borne organisms.

This Water Hygiene Management Policy applies across all University campuses, including Gibbet Hill, Westwood and Wellesbourne, and applies to all hot and cold water systems.

This Policy is supported by arrangements, a written scheme, instructions, and guidance on water hygiene management which are available on the University’s Health, Safety and Wellbeing website.

Under the provisions of Ordinance 18, Health and Safety in the University, it shall be a duty of all staff, students and others working in the University to comply, as far as it is appropriate, with The Statement of Health and Safety Policy, together with any other rules and guidance that may apply. This Policy, together with supporting arrangements, instructions and guidance, form part of the rules and guidance issued pursuant to The Statement of Health and Safety Policy.

Legionella Bacteria
Legionnaires’ disease can occur from exposure to legionella bacteria, usually in airborne water droplets, mists or vapours, generated from systems such as cooling towers, evaporative condensers, hot and cold water services and spa pools. The propagation of Legionella bacteria is enhanced by the following systems conditions:

- Where water temperature in a system falls between 20°C and 45 °C; the active temperature range of the bacteria
- Systems in which water is re-circulated or stored
- Situations where bacteria growth is supported by the presence of biofilms and other organic material, scale, rust or sludge which provide nutrients to the bacteria.

Core Principles
1. The Duty Holder must appoint a Responsible Person (RP) and Deputy Responsible Person(s). The RPs are charged with implementing a written scheme to control the risk of Legionella within systems identified by the Risk Assessment within the University. The RPs will monitor and review the effectiveness of the written scheme.

2. Written arrangements define how the Duty Holder manages potential risk from Legionella exposure in accordance with current legislation, guidance and good practice by:

   - Identifying and assessing sources of risk.
   - Preparing a written scheme for the control of the identified risks.
   - Ensure that suitable and sufficient staff, training and financial resources are available.
   - Implementing, managing and monitoring all control measurers identified within the written scheme.
   - Keeping up to date electronic records

3. The policy is supported by arrangements and the written scheme of control measures that provides further clarification on roles and responsibilities, lines of communication and also details the practical implementation of this policy.
4. There are also other written arrangements in place relating to general water hygiene and testing requirements, including, but not limited to, arrangements to ensure the safety and quality of drinking water available from taps, dispensers, fountains or other outlets.

**Responsibilities**

The Vice-Chancellor is ultimately accountable, however responsibility is delegated to the Director of Estates, as Duty Holder for the implementation of this Policy, related arrangements, instructions, written schemes and guidance and for ensuring that the necessary resources are available, with support from the Responsible Person.

Responsibility for the design, installation and commissioning of water systems such as building hot and cold water systems rests with the Capital Projects Director, Estates. Responsibility for planned preventative and reactive maintenance and testing of such systems rests with the Responsible Person (Director of Operations, Estates), supported by their respective managers.

Heads of Departments, in conjunction with ‘Building Managers’, are responsible for the implementation of the elements of this Policy as related to their respective Departments, and its communication to their staff. They are also responsible for ensuring the flushing of little used outlets and departmentally managed water systems, for example those related to research activities, in accordance with the relevant arrangements. All staff must comply with this Policy and the associated arrangements, instructions, training and guidance on water hygiene management.

Heads of Departments are also responsible for ensuring the safe use of all water supplies within the areas under their control and for reporting to the Duty Holder any concerns relating to legionella proliferation and the contamination of water systems.

The University Water Hygiene Manager is responsible for supporting the Director of Estates (Duty Holder) and other Responsible Persons through the provision of professional advice and auditing of the relevant arrangements. The University Water Hygiene Group provides a forum in which stakeholders will work together in a constructive way to meet the agreed aims and objectives within the terms of reference that reports to the Estates Strategic Health and Safety Committee.

The Director of Health and Safety is responsible for advising on the standards and regulations that must be achieved in order to meet legal requirements; for keeping the University’s Health, Safety and Wellbeing website up to date with the related arrangements, instructions, training and guidance; and for ensuring that spot checks and audits are carried out and reported.

**Review**

This policy is dated February 2017. The policy will be reviewed at least annually.