

Legionella and Water Hygiene Policy

At CDS, we recognise and acknowledge our responsibility to take precautions and protect the safety and wellbeing, so far as reasonably practicable, of our employees, tenants and others affected by our undertakings, including managing the risks associated with Legionella and maintaining good water hygiene arrangements.

The overall aim of this policy is to eliminate/minimise the potential risks to life as a result of poor water hygiene in properties where we have a landlord duty.

Our policy is to:

- Assess the risks from legionella and ensure good water hygiene arrangements are maintained throughout the CDS property portfolio.
- Only use competent and qualified contractors to carry out water hygiene surveys and assessments for CDS properties.
- Carry out six monthly water testing and ensure that any issues identified following testing are addressed.
- Ensure that surveys and risk assessments are not only undertaken but also recorded. Information will be held as follows:
- Risk assessments will be filed with copies retained as long as they are current and for a period of two years once they have been superseded.
- Records of monitoring, inspections, and sampling on water tanks or other installations must be kept for a period of 5 years.
- For our general review of domestic properties with single or two household tanks, we will retain a summary of the review considerations and outcomes as a standardised risk assessment.

(All of the above will form the water management logbook for each CDS site and for the organisation).

- Ensure that for properties with Standard Domestic Water systems with individual tanks (which would be classified as “low risk”), simple, proportionate, and appropriate control measures are implemented to ensure risks remain low.
- Ensure that where CDS has properties with a higher level of risk i.e., they have larger water tanks or tanks that are shared by more than two householders, more

regular water tank condition checks and water sampling are undertaken and recorded to ensure bacteria do not have the opportunity to flourish.

- CDS will ensure that any site that has a Legionella requirement will have the following in place.
 - Water Risk Assessment less than two years old
 - Full Emergency Procedure
 - Written Scheme and Control

Reporting

- CDS will ensure reporting of inspection and testing will be reported as follows:
 - An annual report will be provided to the CDS Board on water hygiene compliance and actions taken to manage any issues identified from CDS's water management programme.
 - A quarterly report will be provided to the Health, Safety and Wellbeing Committee on water hygiene compliance and any issues identified from CDS's any issues identified from the CDS's water management programme.
 - A monthly report will be provided to the Senior Management Team (SMT) on Key Performance Indicators (KPI's) including:
 - Legionella Risk Assessment reviews overdue.
 - Cold water storage tank inspections overdue
 - Legionella sampling for communal water storage tanks overdue

Responsibility

The Operations Director is responsible for ensuring appropriate procedures are in place to monitor and manage water hygiene and the prevention of legionella bacteria.

The Corporate Services Director is responsible for ensuring that compliance with this policy is regularly monitored and reported to the Board at least annually.

Training

We will provide training to support staff in the discharge of these duties where this is required.

Principal legislation:

Health and Safety at Work *etc.*, Act (HSWA)

Management of Health and Safety at Work Regulations

Control of Substances Hazardous to Health Regulations (COSHH)

The Approved Code of Practice (L8)

Legionnaires' disease: The Control of Legionella Bacteria in water systems

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)