



## Legionella Safety Policy

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# Our Vision, Our Values, Our Strategic Objectives

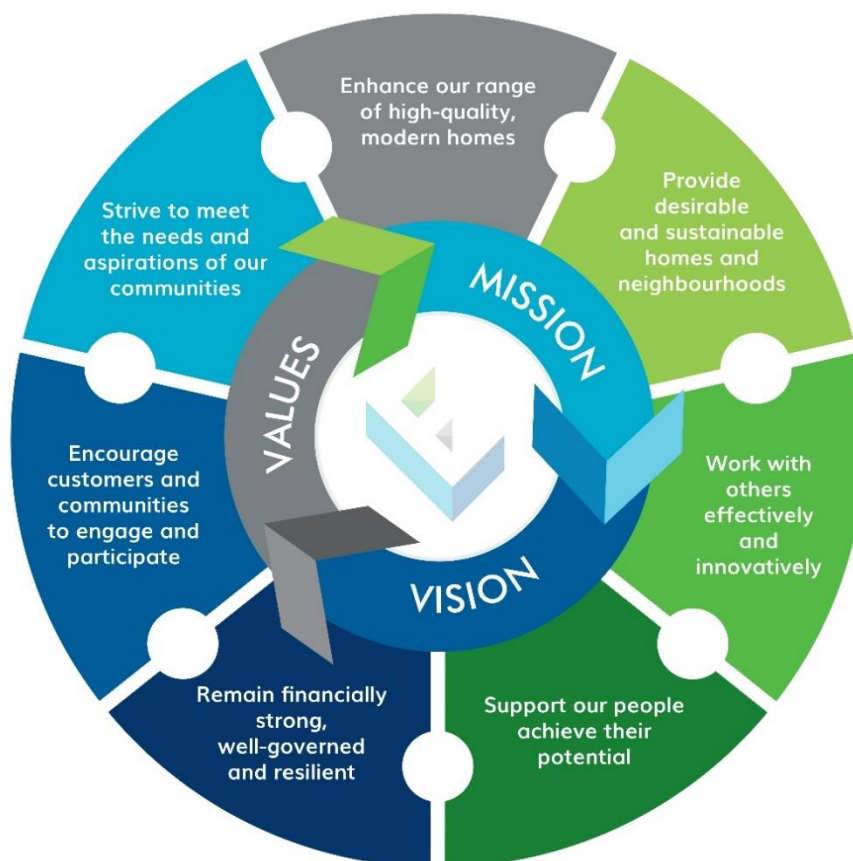
## Our Vision

A vibrant neighbourhood where everyone can prosper.

## Our Values

Caring, Reliable, Fair, Open and Adaptable

## Our Strategic Objectives



## Equality and Diversity Statement

Elderpark Housing are committed to ensuring people or communities do not face discrimination or social exclusion due to any of the following protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex or sexual orientation.

This document complies with our Equality and Diversity Policy.

We will regularly review this Policy and consider any equalities implications taking the necessary action to address any inequalities (either directly or indirectly) that result from the implementation of this Policy.

## Executive Summary

### Policy Author

The Director Of Maintenance Services holds the responsibility for developing this policy.

### Purpose of the Policy

The purpose of this policy is to provide a clear statement of Elderpark Housing Associations duties and obligations in relation managing the risks associated with water hygiene, namely the control of Legionella bacteria in hot and cold-water systems owned and managed by Elderpark.

The effects of ill health caused from exposure to Legionella bacteria through inhalation, particularly for specific vulnerable groups, can be devastating in terms of health issues and loss of life. Due to the main method of how we control this risk through the use of heat to kill the bacteria, this policy also includes the risk of scalding.

This policy is important in ensuring the health and safety of employees, tenants, residents of Elderpark Housing properties and those who live in the immediate area, work in, or visit their homes and office premises. As a landlord Elderpark Housing has a responsibility to ensure the safety of its tenants.

This policy sets out how Elderpark Housing will fulfil these requirements for managing Legionella safety by reducing the risks of potential outbreaks and human exposure.

### Policy Scope

This policy applies to all properties containing hot and cold-water systems, owned or managed by Elderpark Housing Association (EHA), this includes our offices and places of work.

This Policy applies to all Elderpark staff, its customers, owners, contractors and the Management Committee members.

This policy applies to all water hygiene related work streams across the organisation, including the Legionella Risk Assessment Programme, Routine Maintenance and Monitoring, Legionella remedials and void management process.

### Aims and Objectives of the Policy

The Association aims to ensure that residents and visitors can enjoy safe access to, and use of, our services and facilities. In addition, to ensure, so far as is reasonably practicable, the safety and welfare of our employees and other persons who may be affected by our activities.

The main objective of the policy is to meet all legal and regulatory obligations and ensure best practice is followed in relation to managing Legionella safety. It therefore aims to keep

the general public, tenants, and employees aware of the risks associated with hot and cold-water installations and as far as reasonably practicable, ensure they are safe from danger.

## Regulatory and Legislative Compliance

### SHR Regulatory Standards

As a Registered Social Landlord (RSL) the Association must also comply with the Scottish Housing Regulator's (SHR) Regulatory Framework, including the seven Standards of Governance and Financial Management and the Scottish Social Housing Charter.

Relevant to this policy from the Framework and Standard of Governance and financial Management are:

**Regulatory Standard 1 (RS1)** – *'The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users'*.

**Regulatory Standard 3 (RS3)** – *'The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay'*.

**Regulatory Standard 5 (RS5)** – *'The RSL conducts its affairs with honesty and integrity'*.

### Key Applicable Legislation:

- Health and Safety at Work act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- Approved Code of Practice (ACoP) and Guidance L8 2013 (4th Edition) - Legionnaire's Disease - The control of legionella bacteria in water systems
- HSG274: Legionnaires disease. Part 2: The control of legionella bacteria in hot and cold-water systems.
- Water Supply (Water Fittings) Regulations 1999.

Further detailed regulations, standards and guidance can be located in the supporting Legionella Safety Management plan.

## Equalities

An Equalities Impact Assessment has been carried out and attached to this Policy. This has identified that this policy positively identifies some specific vulnerable customer/employee groups who could be affected worse by exposure to Legionella bacteria, namely, Males, Over 45's, smokers, heavy drinkers, elderly, people with respiratory or kidney issues. We have identified that we do not negatively discriminate others who do not have those vulnerabilities as we will still comprehensively risk assess the impact on each individual property and person through the risk assessment process without discrimination and will

implement controls as required by our competent risk assessor.

### Privacy

Record keeping for the purposes of this policy relate to the contracts that are in place and risk assessments and associated works, including records of temperature checks carried out. We may record some data relating to customers and staff who have been identified vulnerable groups of how Legionella affects some people worse than others. All data will be held in line with GDPR requirements. This Policy is written to be open and transparent in line with FOISA. A GDPR Impact Assessment has been carried out and attached to this Policy.

### Related Policies

<b>Policy Title</b>	<b>Location</b>
Planned & Cyclical maintenance policy	<a href="V:\Elderpark Policy Suite\Maintenance Policies\M3 Planned and Cyclical Maintenance Policy.pdf">V:\Elderpark Policy Suite\Maintenance Policies\M3 Planned and Cyclical Maintenance Policy.pdf</a>
Reactive Repairs Policy	<a href="V:\Elderpark Policy Suite\Maintenance Policies\M4 Reactive Repairs.pdf">V:\Elderpark Policy Suite\Maintenance Policies\M4 Reactive Repairs.pdf</a>
Data Protection Policy	<a href="V:\Elderpark Policy Suite\Governance Policies\G33 Data Protection Policy.pdf">V:\Elderpark Policy Suite\Governance Policies\G33 Data Protection Policy.pdf</a>
Freedom of Information Policy	<a href="V:\Elderpark Policy Suite\Governance Policies\G29 FOI and EI Policy.pdf">V:\Elderpark Policy Suite\Governance Policies\G29 FOI and EI Policy.pdf</a>

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## 1. Introduction

- 1.1 Elderpark Housing recognises that all hot and cold-water systems, if not sufficiently risk assessed and controlled, can present a major risk to the health, safety and wellbeing of our customers living in our homes, colleagues working in our offices and the wider estate, owners, and people who visit our properties, if it is not managed safely. Legionella bacteria can be present in all water systems and can proliferate (grow rapidly) under the right conditions and temperatures, which, if released in aerosols (e.g. by showers or taps), can be inhaled and cause severe ill health through Legionnaire's disease or Pontiac fever, especially in some vulnerable people (e.g. smokers, heavy drinkers, men, people over 45, people with respiratory issues). This can cause significant respiratory ill health and loss of life, and also pose significant financial and reputational risks to our organisation.
- 1.2 Elderpark Housing is an employer, and a responsible social landlord, and we acknowledge our legal and moral obligations in assessing and reducing the potential risks from the exposure to Legionella bacteria, which can cause ill health, injury and loss of life. The aim of this policy and the supporting Legionella Safety Management Plan is to provide a robust Legionella management safety framework which can be implemented to protect the health and wellbeing of Elderpark tenants, owners, staff, and visitors to our properties.
- 1.3 Elderpark Housing is responsible for ensuring that all properties owned and managed by us, are suitably risk assessed and meet all applicable Legionella safety legislation and standards.

## 2. Purpose of the Policy

- 2.1 The purpose of this policy, which is supported in more detail by the Legionella Safety Management Plan, is to:
  - Recognise and outline the risks to lives and property associated with the management of Legionella safety in hot and cold-water systems
  - Identify all applicable legislation relating to Elderpark Housing in terms of Legionella safety statutory duties and responsibilities as a social landlord and employer
  - Determine the scope of how the policy will apply to Elderpark Housing and how the legislation applies
  - Outline the roles, responsibilities and management arrangements we will have in place to manage Legionella safety effectively
  - Outline how we will implement the policy and how we will assure ourselves that we comply with the legislation and the policy and how we will remain compliant
  - Identify specific roles and responsibilities for policy implementation and management of Legionella safety management arrangements

- Ensure that our arrangements for Legionella safety are clear and understood by all employees
- Ensure that we are fair, equitable and non-discriminatory
- Ensure that we can be flexible and adaptable to changing needs

### 3. Policy Scope

- 3.1 This policy applies to all water systems (hot and cold) within tenanted properties owned and managed by Elderpark, this also includes our offices and places of work. Where we are not the freeholder of any properties, which are within our control, the responsibility for Legionella safety management will be clearly defined within the management agreement.
- 3.2 This policy applies to all Legionella safety related work streams associated with maintaining Legionella safety across Elderpark, including risk assessments, monitoring, maintenance, remedials and the installations of new hot and cold-water systems.
- 3.3 This Policy applies to all Elderpark staff and the Management Committee members, given that the Policy outlines the main responsibilities for Legionella safety. This policy also applies to all tenants, owners, contractors and any visitors to our buildings including members of the public.

### 4. Legal and Regulatory Framework

#### Regulatory Framework

- 4.1 The Scottish Housing Regulator's (SHR) main role is to monitor, assess, report and intervene (as appropriate) in relation to social landlords' performance of housing activities and RSLs' financial well-being and standards of governance, in relation to tenants, people who are homeless, gypsy/travellers and factored owners.
- 4.2 Section 36 of the Housing 2010 Act requires the SHR to issue a Code of Conduct setting out Standards of Governance and Financial Management for RSLs. The SHR has seven standards in place which Elderpark Housing must adhere to and meet. Below are the seven standards. We have indicated next to each standard whether we deem it is applicable to this Legionella safety policy:
- 4.3 The relevant standards from the SHR Framework and Standard of Governance and financial Management relevant to this policy are:
- **Regulatory Standard 1 (RS1)** – *'The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users'*.



- **Guidance 1.1** - The governing body sets the RSL's strategic direction. It agrees and oversees the organisation's business plan to achieve its purpose and intended outcomes for its tenants and other service users.
  - **Guidance 1.2** - The RSL's governance policies and arrangements set out the respective roles, responsibilities and accountabilities of governing body members and senior officers, and the governing body exercises overall responsibility and control of the strategic leadership of the RSL.
  - **Guidance 1.3** - The governing body ensures the RSL complies with its constitution and its legal obligations. Its constitution adheres to these Standards and the constitutional requirements set out below.
  - **Guidance 1.4** - All governing body members accept collective responsibility for their decisions.
  - **Guidance 1.5** - All governing body members and senior officers understand their respective roles, and working relationships are constructive, professional and effective.
  - **Guidance 1.6** - Each governing body member always acts in the best interests of the RSL and its tenants and service users and does not place any personal or other interest ahead of their primary duty to the RSL.
  - **Guidance 1.7** - The RSL maintains its independence by conducting its affairs without control, undue reference to or influence by any other body (unless it is constituted as the subsidiary of another body).
- **Regulatory Standard 3 (RS3)** – *'The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay'*.
    - **Guidance 3.1** - The RSL has effective financial and treasury management controls and procedures, to achieve the right balance between costs and outcomes, and control costs effectively. The RSL ensures security of assets, the proper use of public and private funds, and access to sufficient liquidity at all times.
    - **Guidance 3.2** - The governing body fully understands the implications of the treasury management strategy it adopts, ensures this is in the best interests of the RSL and that it understands the associated risks.
    - **Guidance 3.3** - The RSL has a robust business planning and control framework and effective systems to monitor and accurately report delivery of its plans. Risks to the delivery of financial plans are identified and managed effectively. The RSL considers sufficiently the financial implications of risks to the delivery of plans.
- **Regulatory Standard 5 (RS5)** – *'The RSL conducts its affairs with honesty and integrity'*.
    - **Guidance 5.1** - The RSL conducts its affairs with honesty and integrity and, through the actions of the governing body and staff, upholds the good reputation of the RSL and the sector.
    - **Guidance 5.2** - The RSL upholds and promotes the standards of behaviour and conduct it expects of governing body members and staff through an appropriate code of conduct. It manages governing body members'

performance, ensures compliance and has a robust system to deal with any breach of the code.

- **Guidance 5.3** - The RSL pays due regard to the need to eliminate discrimination, harassment and victimisation, and advance equality of opportunity and human rights, and fosters good relations across the range of protected characteristics in all areas of its work, including its governance arrangements.

## Legal Framework

4.4 Elderpark Housing will comply with all relevant legislation and regulatory requirements for managing Legionella safety. Set out below is the principal legislation which applies to Legionella safety management for Elderpark Housing (please refer to the supporting Legionella safety management plan for all associated detailed standards and guidance):

4.5 **The Health and Safety at Work Act 1974; General Duty on Employers**

This primary Health and Safety legislation imposes a general duty on employers to ensure the health, safety, and welfare of their employees at work, so far as reasonably practical. This statutory duty is also applicable to “others” who may be affected by the employer’s undertakings (i.e., work activity), such as contractors, tenants, neighbours, owners, visitors, and members of the wider general public

4.6 **The Management of Health and Safety at Work Regulations 1999** section 3, sets out the duty for every employer to make a suitable and sufficient risk assessment of the risks to health and safety of all of their employees whilst at work and other people not in their employment.

4.7 **The Control of Substances Hazardous to Health (COSHH) Regulations 2002** place a duty on employers to protect their employees by undertaking an assessment of the risks to health arising from hazardous substances (this includes Legionella bacteria) in the workplace, this also extends to others that could be affected in the workplace such as contractors, tenants, neighbours, owners, visitors, and members of the wider general public. COSHH includes:

- Preventing or controlling exposure.
- Maintaining, examining and testing control measures.
- Monitoring exposure and providing health surveillance where appropriate.
- Providing information, instruction and training; and
- Ensuring arrangements are in place to deal with accidents, incidents, outbreaks and emergencies.

4.8 **The L8 Approved Code of Practise (ACoP L8) – ‘The Prevention or Control of Legionellosis (including Legionnaires’ disease) Approved Code of Practice’** was approved by the Health and Safety Commission under Section 16 of the Health and Safety at Work Act (HASAWA) 1974, was published in 1991 and came into effect on 15 January 1992. The fourth edition was published in 2013 and split the document into the ACoP L8 and HSG274 parts one, two and three:

- Part one: The control of Legionella bacteria in evaporative cooling systems
- Part two: The control of Legionella in hot and cold-water systems
- Part three: The control of Legionella bacteria in other risk systems.

4.8 **The Health and Safety Guidance document HSG 274** and The Approved Code of Practice (ACoP) L8, gives practical guidance on the requirements of HASAWA and the Control of Substances Hazardous to Health Regulation 2002 (COSHH), concerning the risk from exposure to Legionella bacteria. In particular it gives guidance on Section 2, 3, 4 and 6 (as amended by the Consumer Protection Act 1987) of HASAWA, and Regulations 6, 7, 8, 9 and 12 of COSHH. The Code also gives guidance on compliance with the relevant parts of the Management of Health and Safety at Work Regulations 1999).

4.9 Elderpark will adopt the principles of control and management identified in the Health and Safety Executive (HSE) publication: Approved Code of Practice and Guidance (ACoP) document '*The Control of Legionella bacteria in Water Systems (ACoP L8)*' and the supporting guidance document, HSG 274 Part 2: the control of legionella bacteria in hot and cold-water systems.

4.10 The requirements of the HSG 274 standard are to:

- Identify and assess sources of risk.
- Eliminate the risk where possible
- Where risks cannot be eliminated, prepare a written scheme for preventing or controlling the risk.
- Implement, manage and monitor precautions.
- Keep records of the precautions.
- Appoint a competent person with sufficient authority and knowledge of the installation to help take the measures needed to comply with the law.
- Provide information, instruction and training.

## 5. Aims and Objectives of this policy

5.1 The aim of this policy is to ensure that we sufficiently assess the risk of all water systems and minimise the risk of Legionella bacteria proliferating (growing rapidly) and the risk of exposure through inhalation of tiny aerosol droplets of water by staff, customers, contractors and members of the public. When Legionella outbreaks occur, they could lead to severe ill health or loss of life. In addition, we aim to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and other persons who may be affected by our activities in relation to Legionella safety.

5.2 Our objectives are to interpret all applicable legislation and standards to Elderpark Housing as an employer and registered social landlord for Legionella safety, to enable us to develop suitable and sufficient management arrangements to sufficiently risk assess and manage Legionella safety. Our main objective is to implement these

Legionella safety arrangements to minimise the risk of ill health, injury, loss of life or an outbreak of Legionella and ensure we promote a good level of Legionella safety awareness for all applicable stakeholders to ensure the arrangements are delivered effectively, and what to do in the event that a Legionella outbreak occurs.

## 6. Roles and Responsibilities

6.1 **The Management Committee**, in approving this policy, acknowledges that it accepts full responsibility for its implementation. Day-to-day responsibility for the operation of this policy is the responsibility of the Chief Executive with assistance from the Departmental Directors, Managers and operational staff.

6.2 **The Chief Executive with assistance from the Governance and Compliance Manager must:**

- Ensure that the requirements of the policy are communicated to all staff and reinforced on a regular basis.
- Ensure that all staff and Management Committee receive adequate Legionella safety awareness training and are encouraged to develop and promote safe working practices and attitudes towards Legionella safety.
- Liaise with Public Health Scotland and the Health and Safety Executive (HSE) on matters relating to Legionella safety including taking any actions resulting from their advice.
- Manage the Legionella risk assessment programme, monitoring, remedials and effective controls of hot and cold-water systems, in buildings owned and managed by Elderpark.
- Monitor and report to the Management Committee with any recommendation regarding Legionella safety
- Ensure staff receive Legionella safety training, as the training needs analysis dictates.

6.3 **The Chief Executive, assisted by The Director of Maintenance Services and Maintenance Services Manager, must:**

- Ensure compliance with legislation regarding Legionella installations, supplies and Legionella appliances and all other types of Legionella fittings.
- Ensure all persons or contractors carrying out Legionella annual safety checks, maintenance and repairs are trained and competent to do so and are members of The Legionella Control Association (LCA).
- Ensure that as part of our letting's standard, hot and cold-water systems have been risk assessed, and suitable checks and controls are in place to control Legionella bacteria
- Ensure that all Legionella risk assessments, remedials and monitoring is carried out to the required standards and by competent LCA registered members
- Ensure that void properties have been risk assessed, and the hot and cold-water systems have been flushed (as required) and are safe to use before the new customer moves in.
- Ensure systems and contracts are in place for up-to-date advice to be received on current and proposed Legionella related regulatory and good practice requirements.

- Ensure that all appropriate staff receive adequate Legionella safety awareness training according to their role and are encouraged to develop and promote safe working practices and attitudes towards Legionella safety.
- 6.4 **The Chief Executive, assisted by The Director of Housing & Customer Services and Housing Manager, must:**
- Ensure that regular estate management inspections are carried out and where a potential Legionella risk is identified appropriate actions are taken to mitigate these risks.
  - Ensure that access to domestic properties is sufficiently supported to enable risk assessments and related works to be completed in line with the Scottish Secured Tenancy Agreement.
  - Ensure that the requirements of the policy are communicated to all relevant staff and tenants and reinforce such communication on a regular basis via Elderpark Housing’s website, tenant newsletter and social media.
  - Ensure that all appropriate staff receive adequate Legionella safety awareness training according to their role and are encouraged to develop and promote safe working practices and attitudes towards Legionella safety.
- 6.5 Every employee of Elderpark Housing has a health and safety responsibility and duty with regard to arrangements made for maintaining their own safety in the activities they carry out and responding to emergency situations. Directors and Managers have responsibilities as well as those of an employee.
- 6.6 Any breaches of the policy should be reported to the employee’s Manager.

## 7. Legionella Safety Arrangements

- 7.1 The Legionella Safety Management Plan which supports this policy, contains further detailed management arrangements in how Elderpark Housing will comply with all applicable Legionella safety legislation and this policy. The supporting management plan should be read in conjunction with this policy. Listed below are the key Legionella safety arrangements Elderpark Housing will have in relation to Legionella safety:
- We will ensure that we identify all properties owned or managed by Elderpark which contain hot and cold-water systems. This will form the overarching database of all properties which require a water hygiene risk assessment.
  - We will utilise our data for all heating types within buildings to carry out an initial desktop risk assessment with all of the data we hold. We will identify properties which are deemed “low risk”, where there is no stored water and the turnover of water within the property is unlikely to lead to stagnation or bacteria issues. These properties will require no further site risk assessments unless any changes occur which suggests a site risk assessment would be needed (e.g. if becoming void or vacant for a long period of time).

- We will ensure our risk-based approach identifies any properties where there is a risk considered (e.g. where water is stored within tanks), and the risk could be exacerbated by the vulnerabilities of people using those hot and cold-water systems and the complexity of the hot and cold-water system. These will potentially require further risk assessment, predominantly site based, by a competent person.
- We will identify vulnerable customers who could be at risk of being scalded and assess the risks associated with their needs and the hot and cold-water systems within their properties. Where required, we will take appropriate actions to mitigate and control the risks of scalding.
- In the first instance, we will attempt to eliminate risks associated with water hygiene, Legionella and scalding which have been identified within the risk assessment. Where these risks cannot be eliminated we will put in place a written scheme of control. In order to achieve control over the entire water system and maintain a suitable schedule of controls, the written scheme clearly identifies the measures required to control the risks from exposure to legionella bacteria and scald risks.
- We will appoint a Duty Holder and Responsible Person in line with L8 and HSG274. The responsible person will ensure that any remedials or controls specified within risk assessments (or risk assessment reviews) are verified and implemented and the written scheme of control is updated.
- We will review the risk assessment periodically, and specifically when there is reason to believe that the original risk assessment may no longer be valid. Where the risk assessment is no longer valid, we will instruct a new suitable and sufficient risk assessment to be produced by a competent person. We will also review management and communication procedures as appropriate.
- We will ensure that contracts with external contractors are managed effectively, and robust contract monitoring is in place to monitor performance and promote continuous improvement.
- We will ensure that we apply the resources required to mitigate Legionella risks within our relevant properties so far as is reasonably practicable for all Legionella installations and appliances where we have a responsibility as an employer and landlord.
- We will ensure there are suitable levels of governance, oversight, and supervision to implement this policy and the associated management plan, inclusive of making these documents available to all relevant staff and ensuring that staff with Legionella safety roles have read and understood the content and what is expected of their role.
- We will ensure that all relevant staff receive appropriate training, including specialist roles and general awareness for Legionella safety.

- We will ensure suitable and sufficient resources are in place to effectively manage customer relationships, tenancy agreements, and leases to keep them informed of the Legionella arrangements for the home/building in which they live and expectation in terms of them providing access to us to carry out Legionella safety related works.
- We will ensure there are suitable and sufficient emergency procedures in place to deal with emergency situations as a result of issues associated with Legionella safety and when a Legionella outbreak is confirmed.
- We will ensure that we manage data robustly to assure ourselves that we are accurately and robustly fulfilling our statutory responsibilities as an employer and a landlord relating to Legionella safety across the business and respond promptly to failures in systems and data management.
- We will ensure we work with all regulatory, statutory and enforcing authorities, including Public Health Scotland, the Scottish Housing Regulator (SHR), the Health and Safety Executive (HSE) and local authorities.

## **8. Training and Awareness**

- 8.1 Elderpark Housing will ensure that all colleagues will receive general Legionella awareness training as required, in relation to their role, and where they will work.
- 8.2 Elderpark Housing staff who have specific roles relating to Legionella safety will receive appropriate training to ensure that they are competent to fulfil their duties.

## **9. Implementation of the Policy**

- 9.1 Elderpark Housing will have suitable and sufficient levels of oversight, governance, and assurance in place to ensure that we fulfil all legal obligations relating to Legionella safety and to assure ourselves that we comply with this Legionella Safety Policy, the supporting Management Plan and all applicable legislation. The levels of Governance and Assurance we have in place are:
  - The Management Committee
  - The Senior Management Team
  - The Operational Management Team
  - The Finance, Audit and Risk Sub Committee
  - The Housing and Maintenance Sub Committee
  - The externally appointed third party auditor
- 9.2 Further detail of the governance and oversight arrangements we have in place, including how we will gain assurance of policy implementation and compliance, are included within the Legionella Safety Management Plan which supports this policy.

## **10. Monitoring of the Policy**

10.1 Operational Managers will be responsible for the day-to-day management of all work streams and programmes of work associated with Legionella safety. They will be responsible for:

- Ensuring operational management information is in place to evidence work is being completed within the required timescales and to the required standards to give assurance they are working to this policy, the supporting management plan and all applicable Legionella legislation and standards.
- Providing such information to enable the relevant Manager / Director to submit a quarterly performance report to the Senior Management Team and subsequently onward to the Management Committee, including relevant Legionella Safety KPIs and assurance information.

10.2 In addition to the operational assurance measures outlined above, Legionella safety will also be subject to internal and external audits, as required, to provide suitable assurance.

10.3 Further detailed performance and assurance information can be found in the supporting Legionella Safety Management Plan.

## **11. Complaints and Appeals About the Policy**

11.1 All complaints regarding this policy or its implementation will be handled under our Complaints Handling Policy and Procedure which can be found on our website or from our offices.

## **12. Review**

12.1 This Policy will be reviewed every 5 years but will be subject to earlier review if there are any significant changes in legislation, good practice or operational changes, which may affect the content of this policy.



## Appendix 1 - Equality Impact Assessment

<b>Name of Policy to be assessed</b>	Legionella Safety Policy	<b>New policy or revision of existing?</b>	Review
<b>Person(s) responsible for assessment</b>		Kerry Clayton	
<b>1. Briefly describe the aims, objectives and purpose of the policy.</b>	<p>The purpose of this policy is to set out how Elderpark Housing will ensure that residents and visitors should enjoy safe access to, and use of, our services and facilities. In particular, to ensure, so far as is reasonably practicable, the safety and welfare of our employees and other persons who may be affected by our activities in relation to Legionella safety.</p> <p>The main objective of the policy is to meet all legal and regulatory obligations and ensure best practice is followed in relation to Legionella safety. It therefore aims to: Keep the general public, tenants, and employees safe from the risks associated with Legionella bacteria being able to grow within our hot and cold-water systems and exposure of that bacteria to anyone who could come into contact with it.</p>		
<b>2. Who is intended to benefit from the policy? (e.g. applicants, tenants, staff, contractors)</b>	<p>The policy sets out to benefit tenants to ensure risk of harm from faulty Legionella equipment is minimised. It further intends to benefit staff, contractors and members of the public who are visiting and working within Elderpark properties. It will also benefit the association in ensuring legal obligations are met and protecting assets.</p>		
<b>3. What outcomes are wanted from this policy? (e.g. the measurable changes or benefits to members/ tenants / staff)</b>	<p>To ensure that the association is compliant with Legionella Safety legislation and Regulatory guidance and through robust risk assessments, monitoring and maintenance, our procedures and programmes continue to be compliant and managed thus mitigating the risks to staff, tenants' contractors and the general public relating to ill health or loss of life from exposure to harmful Legionella bacteria.</p>		
<b>4. Which groups could be affected by the policy? (note all that apply)</b>			
<b>Age</b>	✓	<b>Disability</b>	✓
<b>Gender reassignment</b>		<b>Marriage and Civil Partnership</b>	
<b>Pregnancy and Maternity</b>	✓	<b>Race</b>	
<b>Religion or Belief</b>		<b>Sex</b>	✓
<b>Sexual Orientation</b>			
<b>5. If the policy is not relevant to any of the equality groups listed above, state why and end the process here.</b>			
<p>The policy is applied equally to all properties with the aim of maintaining Legionella bacteria in hot and cold-water systems on a risk-based approach. However, it has been proven that Legionella bacteria can have a worse effect on: Males, Over 45's, smokers, heavy drinkers, elderly, people with respiratory or kidney issues, therefore when we are conducting a risk assessment, we will actively include any information which may help the risk assessment be more accurate and protect these identified vulnerable customer groups.</p>			

<b>6. Have those affected by the policy / decision been involved?</b>		
No, they have not been involved as we cannot readily identify the extent of these customer groups, it positively identifies these vulnerable customers to ensure we tailor our risk assessment to protect the health of our customers. Other customers without these defined vulnerabilities will not be discriminated against as their health conditions and susceptibility to Legionella bacteria will also be taken into account at the point of risk assessment.		
<b>7. Describe the likely positive or negative impact(s) that the policy could have on the groups identified above.</b>	<b>Positive Impact(s)</b>	<b>Negative Impact(s)</b>
	See section 6 above	None anticipated
<b>8. What actions are required to address the impacts arising from this assessment? (This might include additional data, putting monitoring in place, making adjustments, taking specific action to mitigate any potentially negative impacts)</b>	No further action required.	
Signed:	<i>Kerry Clayton</i>	
Dated:	10/10/24	

## Appendix 2 - GDPR Impact Assessment

<b>Name of Policy to be assessed</b>	Legionella Safety Policy	<b>New policy or revision of existing?</b>	Review
<b>Person(s) responsible for assessment</b>		Kerry Clayton	
<b>Briefly describe the aims, objectives and purpose of the policy.</b>	<p>The purpose of this policy is to set out how Elderpark Housing will ensure that residents and visitors should enjoy safe access to, and use of, our services and facilities. In particular, to ensure, so far as is reasonably practicable, the safety and welfare of our employees and other persons who may be affected by our activities in relation to Legionella safety.</p> <p>The main objective of the policy is to meet all legal and regulatory obligations and ensure best practice is followed in relation to Legionella safety. It therefore aims to: Keep the general public, tenants, and employees safe from the risks associated with Legionella bacteria being able to grow within our hot and cold-water systems and exposure of that bacteria to anyone who could come into contact with it.</p>		
<b>Which type of data will be used by implementation of this policy? (e.g. personal, sensitive or special category)</b>	<p>Details of the properties will be used when implementing this policy and potentially some known personal details of tenants will be used by staff and contractors who assessing the risks and how they may affect our customers. It has been proven that Legionella bacteria can have a worse effect on: Males, Over 45's, smokers, heavy drinkers, elderly, people with respiratory or kidney issues. We or our contractors carrying out the risk assessment therefore may request personal information in relation to these vulnerability categories, which will be recorded on the risk assessment to protect the customer.</p>		
<b>What outcomes are wanted from this policy? (e.g. necessary to meet legal obligations)</b>	<p>This policy is written in line with our Data Protection Policy and GDPR legislation to ensure compliance with GDPR / FOISA. The outcomes are reducing the risk of harm caused by Legionella bacteria, if inhaled.</p>		
<b>Which groups could be affected by the policy? (note all that apply)</b>			
<b>Tenants</b>	✓	<b>Committee</b>	✓
<b>Employees</b>	✓	<b>Contractors</b>	✓
<b>If the policy is not relevant to any of the data groups listed above, state why and end the process here.</b>			
<p>The Policy is relevant to all of the above groups as tenants' data will be shared with contractors for the purpose of visiting and carrying out work, and when carrying out the assessment of whether the customer could have additional susceptibility regarding the vulnerable staff or customer groups listed above, this would be inclusive of any Committee who are also tenants. Employees implementing the policy will be responsible for ensuring GDPR regulations are adhered to when sharing data, and contractors are bound by data sharing legislation when handling tenant's information.</p>			
<b>Have those affected by the policy / decision been involved?</b>			
No.			
		<b>Positive Impact(s)</b>	<b>Negative Impact(s)</b>

<p><b>Describe the likely positive or negative impact(s) that the policy could have on the groups identified above.</b></p>	<p>Tenants can be assured the association is meeting legal obligations by implementing the policy and utilising their data to ensure risk assessments are accurate and we are doing everything we can to recognise any vulnerability to protect their health and wellbeing.</p>	
<p><b>What actions are required to address the impacts arising from this assessment? (This might include additional data, putting monitoring in place, making adjustments, taking specific action to mitigate any potentially negative impacts)</b></p>	<p>Effective monitoring systems to be put in place and accurate record keeping.</p>	
<p>Signed:</p>	<p><i>Kerry Clayton</i></p>	
<p>Dated:</p>	<p>10/10/24</p>	