

REPORT FOR: Employees' Consultative Forum

Date: 30 June 2010

Subject: **Information report** - Programme for Legionella and Water Systems

Responsible Officer: Myfanwy Barrett,
Corporate Director Finance

Exempt: No

Enclosures: None

Section 1 – Summary and Recommendations

This report sets out details of the programme for legionella and water systems.

FOR INFORMATION

Section 2 – Report

A short report on the Inspection and Monitoring Programme for water services.

Introduction

1. This report was requested in response to a question raised at the Employees Consultative Forum on 3rd September 2009 and has been provided by the facilities management and health and safety teams.

Section 3 – Further Information

2. It is the policy of Harrow Council to ensure appropriate precautions are in place for the control of Legionella bacteria. This is identified through a Legionella risk assessment process and implementation of a programme to ensure as far as reasonably practicable, the health, safety and welfare of its employees and others who may be affected by our work.

The minimum standards to be met include:

- Preparation of a written schedule for preventing or controlling the risk.
 - Implementation, management, monitoring and recording of precautions including regular testing and inspections, microbiological monitoring, temperature checks and flushing take place monthly.
 - Seeking of specialist advice and assistance from competent persons.
 - Appointment of a person or persons to be managerially responsible.
 - To meet the requirements of the approved code of practice: “legionnaires disease” and the control of Legionella bacteria in Water systems 200(L8)
3. The monitoring and storage of data and information relating to Legionella is stored within the property department and monitored by the Minor Works Cyclical Maintenance Manager on a quarterly basis.

Temperature Monitoring

4. Property Services Minor Works engages a dedicated responsible person to carry out temperature checks within the corporate (non-Housing) properties and to maintain records of all checks conducted at individual sites. The temperature monitoring regime is undertaken on a monthly basis.
5. Temperature monitoring within Housing sheltered premises and community centres is undertaken by specialist contractors, currently TWC, again on a monthly basis. The programme is monitored on a quarterly basis by the Cyclical Maintenance Manager who has responsibility for ensuring all documentation has been managed through the Civica data management system.
6. The programme of legionella precaution and control also includes showerhead descaling within Housing sheltered homes, community premises and corporate buildings. All reports are received from Kier and loaded onto the CIVICA data storage system by Harrow Council Administrative Staff, this is then monitored by the Cyclical Maintenance Manager who also arranges any required remedial works.

Legionella Risk Assessments

7. Risk assessments are updated on a bi-annual basis and this is monitored by the Cyclical Maintenance Manager, risk assessments are carried out by an external water specialist, currently TWC. These are due to be updated in 2010 and the Cyclical Maintenance Manager will assume responsibility to ensure these are carried out to timescale and to an acceptable standard .

Planned Improvement

8. A Legionella risk management programme to be implemented, this will simplify and standardise the process across the organisation

Section 4 – Financial Implications

9. The council's health and safety functions and management responsibilities are discharged within existing service budgets.

Section 5 – Corporate Priorities

- 10.. Health and safety of staff and visitors to the Council's premises contributes to the delivery of all the council's priorities.

Name: Myfanwy Barrett.



Chief Financial Officer

Date: 22nd March 2010

Contact Details and Background Papers

Contact: David Ward, 020 8424 1781

Background Papers:

None