

# Longhoughton Community and Sports Centre Trust

## Legionella Policy

### 1. Statement of Policy

The policy of Longhoughton Community and Sports Centre Trust (LCSCT) is to control, prevent and minimise the risk from legionella; to provide and maintain safe and healthy conditions, equipment and systems of activity for all users of the Centre, and to provide such resources, information and supervision as needed for this purpose.

LCSCT will do all that is reasonably practicable to manage the risk of Legionellosis and will follow the steps laid out in its Legionella Scheme of Control.

### 2. Introduction

This document sets out LCSCT's Legionella policy and associated management structure and organisation.

It is supported by a Legionella Scheme of Control which provides working-level details, procedures and processes.

The policy provides guidance for Trustees responsible for implementing the Legionella Policy.

### 3. Site Details

This policy relates specifically to the Longhoughton Community and Sports Centre (hereafter referred to as the Centre). The Centre was purpose built in approximately 2009 and is single-storey.

The site address is: Longhoughton Community and Sports Centre  
Westfield Park  
Park Road  
Longhoughton  
Alnwick  
NE66 3JH

Contact Email: [enquiries@longhoughtoncommunitycentre.org](mailto:enquiries@longhoughtoncommunitycentre.org)  
01665 572315

### 4. Management Structure and Responsibilities

LCSCT is comprised of volunteer Trustees. There are no employees.

The statutory duty holder is LCSCT.

One of the Trustees shall be the responsible person with respect to Legionella controls. The responsible person is named in the Legionella Scheme of Control (see Section 9).

The Trustees are collectively the responsible deputies.

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### 5. Policy

This policy:

- Confirms LCSCT's resolve in preventing or minimising the risk from Legionella.
- Affirms LCSCT's commitment to have in place control measures that adhere to the risk assessment and comply with the Health & Safety Executive Approved Code of Practice (ACOP) and guidance L8.
- Define roles and responsibilities.
- Requires LCSCT to have a control system in place to ensure the measures are being implemented, are effective and that records are kept.

### 6. Statutory Requirements

The Health and Safety at Work act 1974 (HSWA) sets out the broad legal requirements for health, safety and welfare of employees and others (including visitors, facility users, contractors, and the public)

The Health and Safety Executive's (HSE's) Approved Code of Practice and Guidance Document "Legionnaires' disease: the control of Legionella bacteria in water systems", referred to hereafter as ACOP L8, is taken as the main source of guidance on matters relating to Legionella risk management.

LCSCT's policy is to meet the requirements of the relevant ACOP L8 guidance, and to comply with these procedures so far as is reasonably practicable.

The management of the risk from Legionella bacteria will be a continuous commitment involving a risk assessment review programme and routine maintenance tasks.

### 7. Implementation

LCSCT commits to the following:

- Conducting a risk assessment
- Reviewing risk assessments at least annually
- Preparing a Legionella Scheme of Control – this will consider the measures identified in the risk assessments conducted thus far with the view to prevent or minimise the risk of exposure to Legionella bacteria.
- Implementing the Legionella Scheme of Control
- Implement a monitoring and recording procedure to ensure that measures put in place are adequate, effective, and well documented.
- Communicate this policy and relevant information to all trustees.
- Communicate this policy and relevant information to contractors, subcontractors, and any other interested parties as necessary.

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### 8. Risk Assessment

LCSCT will conduct a Legionella risk assessment. This may be performed by external specialists. It may include water sampling.

Changes to the Centre's water systems, management or conditions shall prompt a risk assessment review.

### 9. Legionella Scheme of Control

A written Legionella Scheme of Control details:

- the responsible person Trustee
- a water services system description
- a water services schematic diagram
- a water services asset register
- control measures (including routine maintenance tasks)
- responsibilities for their day-to-day implementation of the control measures
- specific procedures that should assist with the performance of the control measures

### 10. Legionella Awareness

As a minimum, the responsible person Trustee will have completed a Legionella and Legionnaires' Disease Awareness training course. Additional Trustees are also encouraged to complete such training. Legionella Awareness training will be paid for by LCSCT.

### 11. Corrective Actions

Corrective actions defined in risk assessments will be actioned in a timely manner, according to the assessed level of risk.

Out of specification results, whether from water sampling or arising from the implementation of the control measures, will prompt timely corrective actions.

Corrective actions will be reviewed to ensure they resolve the identified issue.

### 12. Policy Review

This policy shall be reviewed at least annually, or when new legislation requires this policy to be updated.

Review of this policy is also to occur when there is a change in organisation, loss of key personnel or changes to the building and/or its water systems.