



Wells City Council

Legionella Management Policy

Document No. 28

Purpose	Guidance to both Councillors and Staff in Legionella management
Additional Papers	No additional papers
Reviewed by	Town Clerk
Adopted	October 2025
Review Date	October 2026



Wells City
Council

LEGIONELLA MANAGEMENT POLICY

October 2025

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1. Introduction

Legionnaires' disease is a potentially fatal pneumonia caused by legionella bacteria. It is from a group of diseases known as legionellosis as are other less serious conditions; Pontiac fever and Lochgillhead fever.

The Legionella bacteria is common in natural waterways and ponds. Because of this it is possible for them to contaminate other water sources including water cooling systems and other water systems. The bacteria thrive at temperatures between 20 degrees and 45 degrees. Infection is caused by breathing in water droplets of water contaminated by legionella bacteria.

Although the disease is not contagious there are individuals which are more susceptible to its affects;

- Smokers
- Heavy drinkers
- People over the age of 45 years
- Those with a weak or compromised immune system or suffering with respiratory or kidney disease

2. Policy Statement

Wells City Council is committed to preventing the risk of Legionella bacteria in water systems. We will implement effective control measures, conduct regular assessments, and ensure compliance with all relevant legislation to protect employees, contractors, visitors, and the public.

3. Purpose and Scope

This policy applies to all premises, systems, and activities under our control where water is stored or circulated and where there is a foreseeable risk of Legionella growth and aerosol dispersion. This includes:

- Hot and cold water systems
- Showers, taps, and other outlets
- Any other water systems identified by risk assessment

4. Legal Framework

This policy complies with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- HSE ACOP L8: "Legionnaires' disease – The control of Legionella bacteria in water systems"

5. Responsibilities

- Duty Holder: Overall accountability for compliance and resource allocation. This is deemed to be the Responsible Officer otherwise known as the Town Clerk.
- Responsible Person: Appointed to oversee the implementation of control measures. This is deemed to be the Facilities and Projects Officer.
- Deputy Responsible Person: Supports the Responsible Person and ensures continuity. This is deemed to be the appointed caretaker given legionella awareness training.
- Employees: Must follow procedures and report any concerns.

5. Risk Assessment

A Legionella risk assessment will be conducted by a competent person:

- Identifying potential sources of risk
- Evaluating likelihood of exposure

- Recommending control measures
- Reviewed every two years or after significant changes

6. Control Measures

- Maintain water temperatures: hot water $\geq 60^{\circ}\text{C}$, cold water $\leq 20^{\circ}\text{C}$
- Remove redundant pipework and dead legs
- Regular flushing of infrequently used outlets
- Use of biocides or other water treatment methods where necessary
- Maintenance of equipment such as calorifiers and TMVs

7. Monitoring and Record Keeping

- Temperature checks and inspections carried out monthly
- Records maintained for at least five years
- Legionella sampling conducted where required
- Written Scheme of Control documented and updated

8. Training and Competence

- All relevant staff receive Legionella awareness training
- Responsible Persons undergo formal training and refresher courses
- Contractors must demonstrate competence and compliance

9. Incident Response

In the event of a suspected or confirmed Legionella outbreak:

- Notify the HSE under RIDDOR
- Isolate affected systems
- Conduct emergency sampling and disinfection
- Communicate with stakeholders and implement corrective actions

10. Review and Audit

This policy will be reviewed annually or following:

- Legislative changes
- Significant incidents
- Changes to water systems or premises

Audits will be conducted to ensure ongoing compliance.

11. Signatories

This policy has been agreed and implemented and is supported by the Legionella Management Plan for our estates.

Signature: 

Position: Town Clerk

Date: October 2025