



Legionella Policy

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Introduction

Legionella is a waterborne bacterium that can cause Legionnaires' disease in humans if it is not correctly managed. Legionnaires' disease is a pneumonia that principally affects those who are susceptible due to age, illness, immunosuppression, smoking etc, and the disease can be fatal. Legionella can also cause less serious illnesses which are not fatal or permanently debilitating but which can affect all people.

Infection is caused by the inhalation of legionella in water droplets, aerosols and mists which are small enough to penetrate deeply into the lung. Legionella bacteria multiplies in water temperatures between 20-45°C. It is uncommon to find bacteria growth below 20°C, and it does not survive above 60°C. The optimum temperature for the growth of the bacteria is 37°C. Legionella may remain dormant in cool water, multiplying only when the temperature level is suitable.

All plant that contains water which is likely to exceed 20°C and which can release a spray or aerosol during operation, when being maintained, when tested or in an emergency can potentially create a risk of infection. In reality some systems are far more likely to provide ideal conditions for the incubation of legionella and the spread of infection.

High risk water services which have been identified within our organisation and which require examination by specific risk assessment include:

- Shower facilities;
- Hot-water and cold-water distribution systems;
- Humidifiers;
- Water features that produce a spray or aerosol.

Whilst the ultimate responsibility is vested in the Chief Executive Officer, the success of this policy will require the involvement and commitment of everybody within the organisation. **sportscotland** will ensure that adequate resources are made available to fulfil this policy and employees will, where appropriate, be consulted with and involved at every relevant stage.

Scope

The following arrangements have been prepared for all **sportscotland** premises as detailed in the Health and Safety Policy.

This policy applies to all managers, employees, contractors, visitors, members of the public and any others who may be affected by the activities of **sportscotland**.

Policy statement

sportscotland regard the promotion of health and safety for our employees and visitors to be of the utmost importance to our operations. It is therefore the policy of the organisation to control, prevent and minimise the risk of legionella to anyone affected by our activities, so far as reasonably practicable.

We acknowledge our duty, that **sportscotland** is responsible for implementing arrangements to prevent the growth of legionella bacteria in water systems in accordance with the appropriate Health & Safety Executive (HSE) Approved Code of Practice (ACOP) and Technical Guidance.

These arrangements include:

- The assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor;
- The appointment of a designated individual as the 'responsible person' with authority and responsibility for day-to-day implementation of the universal precautions, testing and any precautions specified in the risk assessment;
- Maintaining records of all applicable maintenance and testing together with a copy of the risk assessment and details of the competent person who conducted it; and
- Monitoring by a designated employee to check the records and confirm that the precautions have been implemented.

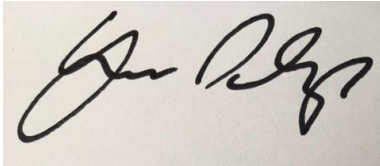
We shall arrange for all plumbing alterations to be carried out by competent plumbers to ensure compliance with water regulations and bye-laws.

sportscotland's policies and procedures will adhere fully with all current UK legislation in relation to health, safety and welfare including (but not limited to) the Health & Safety at Work etc. Act 1974, and all subsequent regulations.

Policy review

This policy and the arrangements contained within, will be reviewed at least annually by the Health and Safety Committee and will be updated as necessary. The Senior Management Team endorses this policy and is fully committed to its implementation.

Signed on behalf of **sportscotland**

A handwritten signature in black ink, appearing to read 'Forbes Dunlop', is centered on a light-colored rectangular background.

Name: Forbes Dunlop

Position: Chief Executive Officer

Dated: 7 November 2023

Roles and responsibilities

Chief Executive Officer

sportscotland's Chief Executive Officer is ultimately responsible for the health and safety of employees and others affected by our activities.

The Chief Executive Officer has delegated executive responsibility for health and safety to the Director of Operations. The delegated role is supported by the Head of Human Resources.

Director of Operations and the Head of Human Resources

Together, they will:

- Be responsible for implementing the Legionella Policy;
- Ensure adequate resources and management systems are in place to manage the risks posed by legionella;
- Ensure that arrangements are clearly communicated to all employees and relevant contractors;
- Appoint a person to lead risk assessment process and manage corrective and preventative actions;
- Seek assurance that legionella risks have been adequately identified and mitigated at all sites; and
- Regularly review of the Legionella Policy and arrangements.

Building Operations Managers

i.e., Office Facilities Manager (Corporate and Regional estate)
Facilities and Estates Manager (Inverclyde)
Operations Lead Manager (Glenmore Lodge)

They will:

- Appoint competent contractor to undertake regular legionella risk assessments and ensure assessments are provided in a timely manner;
- Engage employees with local knowledge of building and systems with competent contractor to ensure all risks are identified and recorded;
- Review risk assessment and execute the action plan to ensure high and medium priority risks are addressed in a timely manner;
- Develop routine inspection and monitoring schedule to ensure current system remains compliant;

- Accurate records of all works, inspections, tests and samples must be maintained on TechForge;
- Provide adequate training for employees on Safe Systems of Work (SSOW) and inspection as appropriate;
- Regularly review the L8 risk assessment, action plan, inspection and monitoring schedule and sampling, and take appropriate action as necessary;
- Seek assurance from landlords that an appropriate L8 risk assessment has been undertaken and that effective action plan, inspection, monitoring and sampling schedule is in place;
- Work closely with contractors to ensure all scheduled work is completed satisfactorily; and
- Monitor compliance with Safe Systems of Work and inspection systems.

Relevant employees/external contractors

They will:

- Fully understand and follow all steps of Safe Systems of Work and inspection systems;
- Stop work and report issues immediately when they arise; and
- Report issues or concerns with Safe Systems of Work or any other part of legionella management system.