



HORSMONDEN PARISH COUNCIL

Policy for the Control of Legionella Bacteria in Water Systems

Statement of Policy

The policy of Horsmonden Parish Council is to control, prevent and minimise the risk from legionella; to provide and maintain safe and healthy working conditions and premises for all staff, contractors and members of the public; and to provide such resources, information, training and supervision as needed for this purpose. Horsmonden Parish Council will do all that is reasonably practicable to manage the risk of legionellosis and will follow the steps laid out in the procedures and written control schemes.

1. Introduction

This document sets out the policy of Horsmonden Parish Council, lists its objectives and the procedures and processes it has in place to meet statutory requirements.

2. The Policy

- Clearly defines roles, responsibilities and statutory requirements.
- Requires Horsmonden Parish Council to have in place control measures that adhere to the risk assessment and comply with the Health & Safety Executive (HSE) Approved Code of Practice (ACOP) and Guidance L8.
- Requires Horsmonden Parish Council to maintain adequate records and review the policy on an annual basis.

NOTE: The policy on legionella is to be supported by the written control scheme from the appointed contractor which details measures required to minimise the risk of exposure to legionella bacteria throughout Council-owned properties.

3. Statutory Requirements

Statutory Requirements:

The Health and Safety at Work Act 1974 sets out the broad legal requirements for health, safety and welfare of employees and others (including visitors, contractors and the general public).

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

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

4. Implementation

This policy defines the main objectives, procedures and processes that Horsmonden Parish Council will put in place.

This policy defines the roles and responsibilities for the Duty Holder, nominated Responsible Persons and other members of staff involved in the management and maintenance of the water services. The policy confirms Horsmonden Parish Council's efforts towards preventing and minimising the risk from legionella bacteria and the commitment to conducting risk assessments and risk assessment reviews. It defines the control measures that Horsmonden Parish Council will put in place to demonstrate compliance to the ACOP L8 documentation as far as reasonably practicable.

The management of the risk from legionella bacteria will be a continual commitment involving regular review and routine maintenance tasks.

5. Responsibility

The following table sets out the positions of responsibility in management and control of the water systems for each building owned by the Council and the persons currently responsible for each of these positions:

BUILDING	STATUTORY DUTY HOLDER	APPOINTED RESPONSIBLE PERSON	DEPUTY APPOINTED RESPONSIBLE PERSON
The Institute Building	Lindsey Chave as Chairperson of the Social Club	Lucy Noakes (Clerk)	Anna Blyth (Deputy Clerk)
The Public Conveniences	Horsmonden Parish Council as Landlord- Matt Richards – Chair	Lucy Noakes (Clerk)	Anna Blyth (Deputy Clerk)

The day-to-day management of legionella is delegated to the Council's appointed contractor. The Responsible Person will make spot checks to ensure the control scheme is being implemented and will make quarterly checks of incident records.

In addition, appropriate persons will be suitably trained (by the contractor) to give them a basic understanding of the bacteria and approved methods of control appropriate for the building for which they are responsible or manage.

6. Objectives

Horsmonden Parish Council commit to the following:

- To appoint a contractor to conduct or review legionella risk assessments for Council-owned properties every two years or as deemed necessary by the appointed contractor.
- To appoint a contractor to prepare a Generic Control Scheme – this should consider the measures identified in the risk assessments with the view to prevent or minimise the risk of exposure to legionella bacteria throughout Council-owned properties.
- To appoint a contractor to implement the Control Scheme – manage and implement measures as detailed under the Control Scheme.
- Record-keeping – maintain adequate records to ensure that the Control Scheme is being implemented and that statutory requirements are being met.

7. Review

Review this policy annually or when new legislation requires this policy to be updated.

Approved and adopted by the Parish Council at its meeting on 1 September 2025