



DOVECOTES TMO

LEGIONELLA MANAGEMENT POLICY

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Dovecotes Tenant Management Organisation Responsibility (Retained / Delegated)

					Dovecotes					
					Delegated or Retained	Is this a landlord Responsibility?			Organisation Responsible	
						Tenant	Lease-holder	Free-holder	TMO	WCC / WH
1.8	Specialist works including Adaptations									
	1.8.8	Legionella Testing	A	Non - Domestic	R	✓	✓	✓		✓
			B	Domestic & Voids	R	✓	✓	✓		✓

Dovecotes Tenant Management Organisation

Legionella Responsibility Chart

OVERALL ACCOUNTABILITY
DOVECOTES TMO BOARD

RESPONSIBLE PERSON
AMIE MERRY
CHIEF OFFICER

COMPETENT PERSON
WARREN FRAYS
SENIOR MAINTENANCE OFFICER

Legionella Management Policy

General Statement

Dovecotes TMO acknowledges the risks to health arising from the exposure to legionella. It accepts that its activities and undertakings have the potential to expose residents, employees, contractors and others to Legionella. Therefore, everything that is reasonably practicable will be done within the organisation to protect any such persons from risks to their health from exposure to Legionella. This will be achieved by minimising exposure through the management of Legionella in the workplace premises.

Dovecotes TMO recognise and accepts its statutory responsibilities as a managing agent in relations to Legionella and is committed to comply with the **Health & Safety at Work Act 1974**, the **Management of Health and Safety at Work Regulations 1992**, the **Control of Substances Hazardous to Health Regulations 2002** and the **Health and Safety Executive (HSE) Approved Code of Practice (ACOP) L8**.

Wolverhampton Homes has the **retained** responsibilities for this service provision, as set out in the Management Agreement (see Responsibility Retained / Delegated chart).

Dovecotes TMO will follow Wolverhampton Homes Legionella Management Plan.

When a problem arises related to Legionella at work, employees must immediately inform **Dovecotes TMO's – Senior Maintenance Officer** who will take the necessary measures required to instruct **Wolverhampton Homes** to investigate and remedy the problem.

Arrangements

Dovecotes TMO will follow the Wolverhampton Homes Legionella Management Plan.

Dovecotes TMO will monitor **Wolverhampton Homes** who will:

- Ensure that all systems in the workplace that could be a potential source of infection are identified and assessed for risk.
- Ensure a control scheme is implemented to ensure the risk of exposure is minimised.
- Ensure avoidance of conditions favouring the growth of legionella.
- Ensure avoidance of stagnation (i.e. Dead Legs should be eliminated).
- To ensure measures are in place to check a % of void properties.
- Ensure that a flushing regime is implemented (weekly) for the duration of the void property.
- To identify tenanted properties that are High-Risk (i.e. properties with water tanks).
- To prepare records of the High-Risk properties and assess the risks.
- To ensure that Dovecotes TMO in house or external contractors working in properties managed by Dovecotes TMO clearly understand the risks involved in regards legionella.
- Provide new and existing tenants with information on good practices in regards water hygiene.

The Housing Office

Dovecotes TMO will monitor the **City of Wolverhampton Council** who will:

- Ensure that legionella checks of the Housing Office are undertaken monthly.

A maintenance contract is in place between the City of Wolverhampton Council and Integrated Water Services Limited (IWS)

Address: - Green Lane, Walsall, WS2 7PD.

www.integrated-water.co.uk

Checked - Monthly

Log Book Location - Dovecotes TMO Office (Ground Floor)

Information and Training

Dovecotes TMO will provide information and training for all employees to ensure that they are aware of the dangers and risk that can be associated with Legionella.

The following course are recommended:

Legionella Awareness (e-learning) via the City Council's Learning Hub

Legionella and Legionnaires Disease Awareness

Policy Review

This Legionella Management Policy will be reviewed annually or as legislation changes.

Review Date: **JUNE 2019**

Chair (Dovecotes TMO)

Name _____ Signature _____

Chief Officer (Dovecotes TMO)

Name _____ Signature _____

