



BBC Studioworks

# Legionella and Water Hygiene Policy – Television Centre

Health and safety policy

## 1. Introduction

BBC Studioworks recognises that the management of water hygiene is essential to ensure the prevention of Legionnaires' disease, which is a potentially fatal pneumonia caused by legionella bacteria, and other diseases caused by water borne organisms.

This Water Hygiene Management Policy applies across all areas of Television Centre, and applies to all hot and cold-water systems. This Policy is supported by arrangements, a written scheme, instructions, and guidance on water hygiene management will be made in conjunction with the water safety contractor.

It shall be a duty of all staff, contractors and others working in at Television Studios to comply, as far as it is appropriate, with The Statement of Health and Safety Policy, together with any other rules and guidance that may apply. This Policy, together with supporting arrangements, instructions and guidance, in association with the water testing contractor form part of the rules and guidance issued pursuant to The Statement of Health and Safety Policy.

### Legionella Bacteria

Legionnaires' disease can occur from exposure to legionella bacteria, usually in airborne water droplets, mists or vapours, generated from systems such as cooling towers, evaporative condensers, hot and cold-water services and spa pools. The propagation of Legionella bacteria is enhanced by the following systems conditions:

- Where water temperature in a system falls between 20°C and 45 °C; (50°C at the tap unless a TMV is fitted) the active temperature range of the bacteria.
- Systems in which water is re-circulated or stored
- Situations where bacteria growth is supported by the presence of biofilms and other organic material, scale, rust or sludge which provide nutrients to the bacteria.

### Core Principles

1. The Duty Holder must appoint a Responsible Person (RP) and Deputy Responsible Person(s). The RPs are charged with implementing a written scheme to control the risk of Legionella within systems identified by the Risk Assessment within the studios. The RPs will monitor and review the effectiveness of the written scheme. This may be completed in conjunction with the water testing contractor.
2. Written arrangements define how the Duty Holder manages potential risk from Legionella exposure in accordance with current legislation, guidance and good practice by:
  - Identifying and assessing sources of risk.
  - Preparing a written scheme for the control of the identified risks.
  - Ensure that suitable and sufficient staff, training and financial resources are available.
  - Implementing, managing and monitoring all control measures identified within the written scheme.
  - Keeping up to date electronic records

3. The policy is supported by arrangements and the written scheme of control measures that provides further clarification on roles and responsibilities, lines of communication and also details the practical implementation of this policy. There are also other written arrangements in place relating to general water hygiene and testing requirements, including, but not limited to, arrangements to ensure the safety and quality of drinking water available from taps, dispensers, fountains or other outlets.

## **Responsibilities**

The Managing Director is ultimately accountable; however responsibility is delegated to the Responsible Person for the implementation of this Policy, related arrangements, instructions, written schemes and guidance and for ensuring that the necessary resources are available, with support from the Duty Responsible Person.

Responsibility for the design, installation and commissioning of water systems such as building hot and cold-water systems rests with the project designer during all design and build works.

Responsibility for planned preventative and reactive maintenance and testing of such systems rests with the Responsible Person, supported by the Deputy Responsible Person and a team of onsite and 3<sup>rd</sup> party contractors who responsible for the implementation of the elements of this Policy. They are also responsible for ensuring the flushing of little used outlets and departmentally managed water systems, for example those related to tap outlets in kitchens or shower rooms, in accordance with the relevant arrangements. All staff must comply with this Policy and the associated arrangements, instructions, training and guidance on water hygiene management.

Heads of Departments are also responsible for ensuring the safe use of all water supplies within the areas under their control and for reporting to the Duty Holder any concerns relating to legionella proliferation and the contamination of water systems.

The external Health and Safety advisor/source of competent advice is responsible for advising on the standards and regulations that must be achieved in order to meet legal requirements; for keeping the studios policy relevant by way of direct advisory to the Facilities Manager.