

Notice of Meeting

Personnel Committee

Friday, 2nd July 2010 at 2.00pm
in the Members' Board Room Council
Offices Market Street Newbury

Date of despatch of Agenda: Thursday, 24 June 2010

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Moira Fraser on (01635) 519045
e-mail: mfraser@westberks.gov.uk

Further information and Minutes are also available on the Council's website at
www.westberks.gov.uk



To: Councillors Paul Bryant (Chairman), Adrian Edwards, Tony Linden, Keith Lock (Vice-Chairman) and Quentin Webb

Substitutes: Councillors Brian Bedwell, Mollie Lock, Andrew Rowles and Julian Swift-Hook

Agenda

Part I

Page No.

1. **Apologies for Absence**
To receive apologies for inability to attend the meeting (if any).
2. **Minutes** 1 - 4
To approve as a correct record the Minutes of the meetings of the Committee held on 11 May 2010 and 28 May 2010.
3. **Declarations of Interest**
To receive any declarations of interest from Members.
4. **Fire, Legionella and Asbestos Policy** 5 - 56
Purpose: To set out policies and procedures for the management of asbestos, legionella and arson to support the role of the Responsible Person
5. **Date of Next Meeting**

Andy Day
Head of Policy and Communication

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PERSONNEL COMMITTEE

**MINUTES OF THE MEETING HELD ON
TUESDAY, 11 MAY 2010**

Councillors: Paul Bryant, Adrian Edwards, Tony Linden, Keith Lock and Quentin Webb

PART I

1. Election of Chairman

RESOLVED that Councillor Paul Bryant be elected Chairman of the Personnel Committee for the 2010/11 Municipal Year.

Councillor Paul Bryant in the Chair.

2. Apologies for Absence

There were no apologies for absence received.

3. Appointment of Vice-Chairman

RESOLVED that Councillor Keith Lock be appointed Vice-Chairman of the Personnel Committee for the 2010/11 Municipal Year.

CHAIRMAN

Date of Signature

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Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

PERSONNEL COMMITTEE

MINUTES OF THE MEETING HELD ON FRIDAY, 28 MAY 2010

Councillors Present: Tony Linden, Keith Lock (Vice-Chairman) and Quentin Webb

Also Present: Sally Johnson, Katie Penlington and Moira Fraser

Apologies: Councillor Paul Bryant and Councillor Adrian Edwards

PART I

4. Apologies for Absence

Councillor Keith Lock in the Chair.

Apologies for inability to attend the meeting were received from Councillors Paul Bryant and Adrian Edwards.

5. Minutes

The Minutes of the meetings held on 26 February 2010 and 11 May 2010 were approved as a true and correct record and signed by the Chairman.

6. Declarations of Interest

There were no declarations of interest received.

7. Learning and Development Policy and Procedure (PC2029)

The Committee considered a report (Agenda Item 4) concerning approval for the draft Learning and Development Policy which set out the Council's approach to the training and development of its employees.

Sally Johnson and Katie Penlington in introducing the item reported that this document would replace the now defunct Training handbook. While the process was ongoing no formal documentation was in place. This policy sought to bring together current best practice and make it easier for staff and managers to locate the information.

The document also clarified costs that employees would have to repay should they leave the Council within two years of having received a Council funded qualification. The policy proposed a sliding scale and also set out some exceptions when the Council would not seek repayment e.g. when staff were made redundant, had to leave the Council on the grounds of ill health or were asked to undertake the qualification in order for the Council to achieve national targets.

Councillor Quentin Webb asked that the document should clarify whether or not the sliding scale would be applied to staff that were dismissed for disciplinary reasons within two years of receiving a qualification. Officers agreed to amend the protocol to clarify this and circulate a note to the Members of the Committee setting out the revised wording.

Katie Penlington also noted that the revised protocol would give managers greater flexibility as to what they spent their training budgets on but stressed that this would have to come from existing budgets. The document also set out standards for training,

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PERSONNEL COMMITTEE - 28 May 2010 - MINUTES

induction training and information on sources of training. Officers explained that the document had been widely consulted on prior to bringing it to Members. It did however require some minor amendments to reflect recent changes including the Council regaining IIP accreditation and the recent introduction of e-learning facilities.

RESOLVED that the policy be approved subject to the minor amendments set out above.

8. Date of Next Meeting

The Committee agreed to hold the next meeting on 02 July 2010 at 2pm.

Councillor Quentin Webb requested that Officers be asked to attend a future meeting to give members a brief demonstration of the way HR records were now retained. It was agreed that as Councillor Webb was unable to attend this meeting it be held over to a future meeting.

(The meeting commenced at 2.00 pm and closed at 2.25 pm)

CHAIRMAN

Date of Signature

Title of Report:	Polices and Procedures for Asbestos, Legionella and Arson
Report to be considered by:	Personnel
Date of Meeting:	2 nd July 2010

Purpose of Report: To set out policies and procedures for the management of asbestos, legionella and arson to support the role of the Responsible Person.

Recommended Action: Approve the policies and procedures.

Reason for decision to be taken: To improve the arrangements for ensuring the safety and health of staff and customers of the Council.

Other options considered:

Key background documentation:

<p>The proposals will also help achieve the following Council Plan Themes:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> CPT13 - Value for Money <input checked="" type="checkbox"/> CPT14 - Effective People <input checked="" type="checkbox"/> CPT15 - Putting Customers First <input checked="" type="checkbox"/> CPT16 - Excellent Performance Management <p>The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by: Improving the arrangements for ensuring the safety and health of staff and customers of the Council</p>

Portfolio Member Details	
Name & Telephone No.:	Councillor Anthony Stansfeld - Tel (01488) 658238
E-mail Address:	astansfeld@westberks.gov.uk
Date Portfolio Member agreed report:	01 March 2010

Contact Officer Details	
Name:	Ian Priestley
Job Title:	Assurance Manager
Tel. No.:	01635 519253
E-mail Address:	ipriestley@westberks.gov.uk

Implications

Policy:	The policies outlined in this report support the Council's Health and Safety Policy by providing detailed procedures for the management of risk posed by Asbestos, Legionella and Arson
Financial:	None
Personnel:	The policies and procedures outlined in this report are designed to safeguard staff of the Council.
Legal/Procurement:	none
Property:	The Arson policy should help to safeguard the Council's property portfolio by reducing the risk of arson.
Risk Management:	These policies and procedures are designed to reduce risks to staff customers and premises.
Equalities Impact Assessment:	Equalities impact assessment indicates that there are no implications arising from these policies. In particular these policies are tailored to reflect the needs of for example disabled in terms of evacuation of buildings.
Corporate Board's View:	Corporate Board welcomed the procedures as they would help Responsible Persons manage the risks outlined in these procedures. Corporate Board were concerned that some of the more junior RP's might struggle with the requirements set out in the procedures and have asked Ian Priestley to bring an update back to Corporate Board once the fourth quarter reporting from RPs has been received and analysed.

Executive Summary

1. Introduction

- 1.1 The report sets out three procedures that provide guidance on how the Council will manage the risks posed by Arson – Legionella and Asbestos.
- 1.2 The main purpose of these procedures is to provide guidance to the Responsible Persons in managing these risks as the Council rolls out the new monitoring and reporting arrangements for H&S.

2. Proposals

- 2.1 The key point is that the procedures need to be made available quickly to the RP's and that they will need to be kept under constant review by the H&S Team and amended as required as they are applied.
- 2.2 In the case of the Arson Policy it is intended as a template that the RP will need to amend and tailor to the premises they are responsible for. It forms a key part of the Council's Fire Policy and it is a requirement in the event of an inspection by the Fire Service.
- 2.3 The approval process of these procedures needs to be considered. The recommended route is through the Personnel Committee rather than the Executive, as all of the H&S procedures have staff implications. The Head of HR is presently preparing a report to seek approval to amend the terms of reference for this committee to include H&S issues.
- 2.4 Pending formal approval all procedures will be issued in draft once they have been signed off by Corporate Board.

3. Conclusion

- 3.1 The procedures will be reviewed and amended on an ongoing basis. It is proposed that any such minor amendments are not subject to formal approval, but are agreed by the Chief Executive.

Executive Report

1. Introduction

- 1.1 This report outlines three policies and procedures that are designed to support the role of the Responsible Person in managing the Health and Safety of staff and customers within Council operated properties.
- 1.2 The intention is that these will be applied in all non school Council buildings and that they will also be made available to schools and recommended for local adoption.
- 1.3 The policies cover Legionella, Asbestos and Arson.

2. Format & purpose

- 2.1 Each of the three documents is set out with:
 - (1) A policy statement
 - (2) An outline of roles and responsibilities
 - (3) Detailed procedures / guidelines with contact details for support
- 2.2 The documents are intended to provide guidance to RPs and Competent Persons. They represent the first stage in a process of providing supporting documentation to RPs and should help with the role out of the new reporting arrangements for RPs.
- 2.3 The documents will form part of the Council's Safety Management System and will sit on the intranet.

3. Technical considerations / issues

- 3.1 The documents have been drawn up by the H&S team in consultation with Property Services. What is apparent from the documents is that the duties required of the Responsible Person and Competent Person(s) are quite considerable, particularly given the risks associated with failure to perform the specific tasks properly. Examples include testing water temperatures and de-scaling shower heads.
- 3.2 This issue is compounded by the wide variety of premises that the Council uses and the lack of clarity around the availability of support from qualified staff from Property Services. For example the main corporate buildings will be covered by Property Services (Facilities Team). Libraries however, will need to organise their own support, or arrange for their own staff, designated Responsible / Competent Persons to perform these checks.
- 3.3 As an alternative Corporate Board may wish to consider giving the technical work to Property Services to perform. Although there are likely to be financial implications from such a decision there will be assurance that the checks are being properly performed.
- 3.4 The Arson Policy is designed as a template for RPs to use and amend to suit local circumstances.

4. Approval process

- 4.1 The intention is that these documents will be made available immediately to RPs. They will go to the Personnel Committee for approval, and once approved will be maintained by the H&S team.
- 4.2 Minor ongoing amendments will be approved by the Chief Executive.

Appendices

Appendix A – Asbestos Policy and Procedure
Appendix B – Legionella Policy and Procedure
Appendix C – Arson Policy and Procedure

Consultees

Local Stakeholders:

Officers Consulted: Maintenance Manager (Andy Green)
Head of HR (Rob O'Reilly)

Trade Union: Via JCP once signed off by Corporate Board

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Asbestos Management	Reference:	*
	Version No:	*.*
	Issue Date:	*
	Classification:	*

Document Control

Document Ref:		Date Created:	Jan 2010
Version:	1	Date Modified:	
Revision due			
Author:	Derek Martin	Sign & Date:	
Head of Service:	Andy Walker	Sign & Date:	
Equality Impact Assessment: (EIA)	Date undertaken:		
	Issues (if any):		

Change History

Version	Date	Description	Change ID
0.1			

Related Documents

Reference	Title	Tier
	H&S Policy	

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1. Purpose

- 1.1. It is the policy of West Berkshire Council to ensure that as far as is reasonably practicable, that no persons are exposed to risks to their health due to exposure to any asbestos containing materials that may be present in any of the properties that it owns or occupies.
- 1.2. The Council's Asbestos Procedure conforms to the requirements of the Health and Safety at Work Act 1974 and the Control of Asbestos at Work Regulations 2006. The Procedure will apply to all premises controlled by the Council and all individuals employed and / engaged by the Council.
- 1.3. The purpose of this WBC Procedure is to ensure adequate & appropriate management arrangements exist for controlling asbestos in accordance with the Control of Asbestos at Work Regulations 2006 and the approved codes of practice as issued by the Health and Safety Executive (H.S.E.).
- 1.4. The following document defines the system by which WBC manages the risk from asbestos and is focused upon providing appropriate controls and adopting a Safe System of Work designed to ensure that:
 - Relevant employees, Responsible Persons, Competent Person's and/or site managers are aware of and comply with all asbestos related health and safety legislation.
 - Suitable information and awareness training as may be necessary for the above employees to carry out their duties as required.
 - Where asbestos is present it will be maintained in a safe condition.
- 1.5. The Council has commissioned a specialist survey to establish if, where and what type of asbestos is present in Council owned properties. This forms the basis of a Premises Asbestos Containing Materials Register, detailing where and what type of asbestos is present (if any).
- 1.6. This information will act as a basis for managing asbestos in Council owned properties.

2. Background

- 2.1. Why is asbestos dangerous?
 - 2.1.1. Breathing in air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lungs and chest lining. Asbestos is only a risk to health if asbestos fibres are released into the air and breathed in.
- 2.2. Who is at risk?
 - 2.2.1. Anyone who uses premises, who disturbs asbestos containing materials (ACM's) that has deteriorated or been damaged and is releasing fibres, can be at risk.
- 2.3. Where is asbestos found in buildings?
 - 2.3.1. You are most likely to come across asbestos in these materials:
 - sprayed asbestos and asbestos loose packing-generally used as fire breaks in ceiling voids;
 - moulded or preformed lagging-generally used in thermal insulation of pipes and boilers;
 - insulating boards;
 - some vinyl floor tiles;
 - texture finishes;
 - toilet cisterns;
 - some ceiling tiles;
 - external sheet roofing;

- external soffits and fascias

2.4. Assessing the condition of any ACM's

- 2.4.1. ACM's or presumed ACM's are identified by undertaking a type 2 survey which is a standard sampling, identification and assessment survey – This survey facilitates surveyors making presumptions at materials together with the collection of representative samples to confirm or refute the surveyor's judgement.

2.5. Asbestos in poor condition

- 2.5.1. Should ACM's in good condition become damaged or likely to be disturbed by routine maintenance work or daily use of the building or are in areas to be refurbished/redeveloped then these ACM's will be removed by a contractor licensed by HSE.

2.6. Managing asbestos left in place

- 2.6.1. It is the policy of WBC to leave in place ACM's or presumed ACM's that are in good condition, keep records and drawings on the location of such materials. To facilitate the management of ACM's and following on from a type 2 survey a register of the location and condition of ACM's has been issued to WBC properties.

3. Applicability

- 3.1. In accordance with the West Berkshire Council's published Health, Safety and Welfare Policy, Directors are responsible for applying this procedure within their respective Service Areas through the arrangements detailed within the 'responsibilities' section of this Code of Practice.
- 3.2. Within Community and Voluntary Controlled schools, West Berkshire Council is the employer and as such requires schools to meet the minimum standards defined within the above policy statement. Although these schools may put in place their own arrangements to meet these standards it is advised that adoption of the arrangements may be the simplest option for the school. This policy does not apply to Foundation or Voluntary Aided Schools (as the Governing body is the 'employer') although they may wish to adopt this as a ready-made means of securing legal compliance.

4. Arrangements

- 4.1. The Council will ensure that all its operational premises constructed before 2000, will be surveyed to identify any asbestos that may be present therein.
- 4.2. A register recording the results of such surveys will be compiled for each premise's and maintained with updated records of all treatment or removal works;
- 4.3. All asbestos identified as posing unacceptable risks to health and safety is removed or treated as appropriate to eliminate the risk or reduce it to an acceptable level under an immediate and continuing programme determined by the survey results and prioritised in accordance with the adopted management system.
- 4.4. All asbestos identified as safe to leave undisturbed is properly labelled where appropriate, and subjected to periodic inspection and re-assessment at regular intervals.
- 4.5. All persons responsible for the administration of either the registers or any asbestos works programmes have undertaken appropriate training relating to the use of asbestos material in building and construction engineering.
- 4.6. All existing or newly appointed staff who may be at risk of occupational exposure to airborne asbestos fibres will receive training on the hazards of asbestos and the appropriate precautions to be taken.
- 4.7. That records of such training will be kept and maintained on file.
- 4.8. All contractors working for the Council are made aware of the presence of asbestos containing materials (ACMs) and are shown the premises asbestos register within the normal working day before works start and have signed to evidence that they have read

and understood the contents.

- 4.9. Information regarding the presence of asbestos is conveyed in any tender documentation as appropriate and contractors have a Health and Safety Plan including a Method Statement for its treatment or removal. The Plan will be submitted by the contractor prior to any commencement of works on site and will be subject to approval of the Councils Property Services.
- 4.10. All contractor's method statements and risk assessments reflects relevant guidance issued by the Health and Safety Executive and is annually reviewed and updated as required.
- 4.11. All tenants in affected dwellings are notified of the presence of asbestos and advised of appropriate precautions as necessary.

5. Roles and Responsibilities

5.1. Corporate Directors

- 5.1.1. provide suitable and sufficient resources for staff and management in order for them to carry out their duties and responsibilities in accordance with this Code of Practice.
- 5.1.2. Monitor the application of this procedure

5.2. Head's of Service

- 5.2.1. Formally identify the Responsible Person (RP) who will be responsible for each premise.
- 5.2.2. Ensure that there is effective supervision of the officers who are fulfilling the role of RP.

5.3. Responsible Persons

- 5.3.1. Ensure suitable arrangements are in place for implementing and complying with all management procedures and guidance issued to them.
- 5.3.2. RPs will be issued with a Property Services Handbook detailing information and procedures in relation to safe working.
- 5.3.3. RPs shall appoint a Competent Person(s) to undertake local management of ACMs if the duty is not to be personally undertaken.
- 5.3.4. RPs must Notify the WBC Property Services of any proposed alterations to the building (e.g. schools to refer to the operational procedures set out in the Education Asset Management Plan in relation to undertaking building works.) RPs shall ensure any persons including contractors whether appointed by them or through Property Services, undertaking work at the premises which may disturb ACMs has checked and understood the Asbestos Register and is aware of their responsibilities not to disturb any listed / suspected asbestos containing material. It is a WBC requirement that anyone carrying out work signs the site asbestos log before commencing work.
- 5.3.5. Ensure that any work undertaken in the vicinity of asbestos containing materials is properly planned and a safe method of working is established and recorded
- 5.3.6. Ensure that only properly licensed contractors are appointed by WBC Property Services to undertake asbestos treatment or removal works
- 5.3.7. Ensure that any asbestos waste arising within the building is disposed of as 'Special Waste' and packaged appropriately as per guidance set by the Health and Safety Executive and Environment Agency.
- 5.3.8. RPs shall ensure that regular and routine inspections of ACMs included in the Asbestos Register are undertaken, at least on a monthly basis and more frequently for higher risk situations, and inform and/or seek advice from Property Services in respect of any changes to the Asbestos Register, notifying the WBC Property Services of any changes related to Asbestos Containing Materials using the standard form. (see Appendix 1)
- 5.3.9. RPs shall seek advice from Property Services in situations where the Asbestos Register Survey information is not sufficiently detailed or further advice / reassurance is required.

- 5.3.10. It is the duty of the Responsible Person to assume that if any material is found that looks as though it may contain asbestos, it should be presumed that it does, unless there is already strong evidence that it does not and RPs should isolate any area adjacent to any ACMs or suspected ACMs if they are disturbed or damaged and seek advice from Property Services.
- 5.3.11. It is the responsibility of the RP to make sure everyone who needs to know about the asbestos is effectively alerted to its presence. RPs shall ensure that all ACM's in accessible locations are conspicuously labelled and remain so.
- 5.3.12. Rps shall ensure that the Head of Property is advised of all statutory inspections of/at the Premises at the time the arrangements are made by external policing bodies. Notify any concerns/ abnormal results to Property Services and Health and Safety Team (Compliance Officer)
- 5.4. Property Services
 - 5.4.1. Produce procedures and guidance for Responsible Persons (RPs) to effect implementation of this asbestos code of practice. Issue and maintain the Property Services Handbook.
 - 5.4.2. Jointly monitor with the health and safety team the effectiveness of corporate procedures and review where necessary.
 - 5.4.3. Arrange asbestos surveys for the Council's premises and providing the buildings Responsible Person's (RPs) or designates with site copies of any resulting registers of asbestos occurrences.
 - 5.4.4. Maintain master copies of all current asbestos registers including a record comprising the content of all the asbestos registers and ensuring that the master copy is updated as and when required.
 - 5.4.5. Provide advice and information on ACMs to persons having an appropriate interest or connection, including undertaking project specific site inspections as necessary.
- 5.5. Project Managers /Contract Administrators/ CDM Co-ordinators
 - 5.5.1. Ensuring that, at the earliest practicable stage, consideration is given to the possibility of disturbing ACMs in the course of the proposed works and that there after the requirements of this policy and the Council's management procedures are fully complied with until project completion.
- 5.6. Health and Safety Team
 - 5.6.1. Provide joint training with Property Services and Education Services for Responsible Person's and Competent Persons.
 - 5.6.2. Providing advice and assistance in support of this policy
 - 5.6.3. Periodically auditing premises arrangements for the compliance of asbestos management including local management of ACM's
- 5.7. Human Resources
 - 5.7.1. provide occupational health support to staff exposed to airborne release of ACMs and maintain appropriate records as per current legislative requirements.
- 5.8. Employees
 - 5.8.1. Comply with asbestos related instructions issued by their RP.
 - 5.8.2. Report any defects of known or suspected ACMs to their immediate management for reporting to the RP for the premises.
 - 5.8.3. Keep working areas clean and immediately notifying the RP through their immediate management chain of any damage that occurs to known or suspected ACMs during the course of any works.
 - 5.8.4. Raise any issue related to asbestos management with in their service that is causing individuals or groups to have concerns over their continued health in the work place.

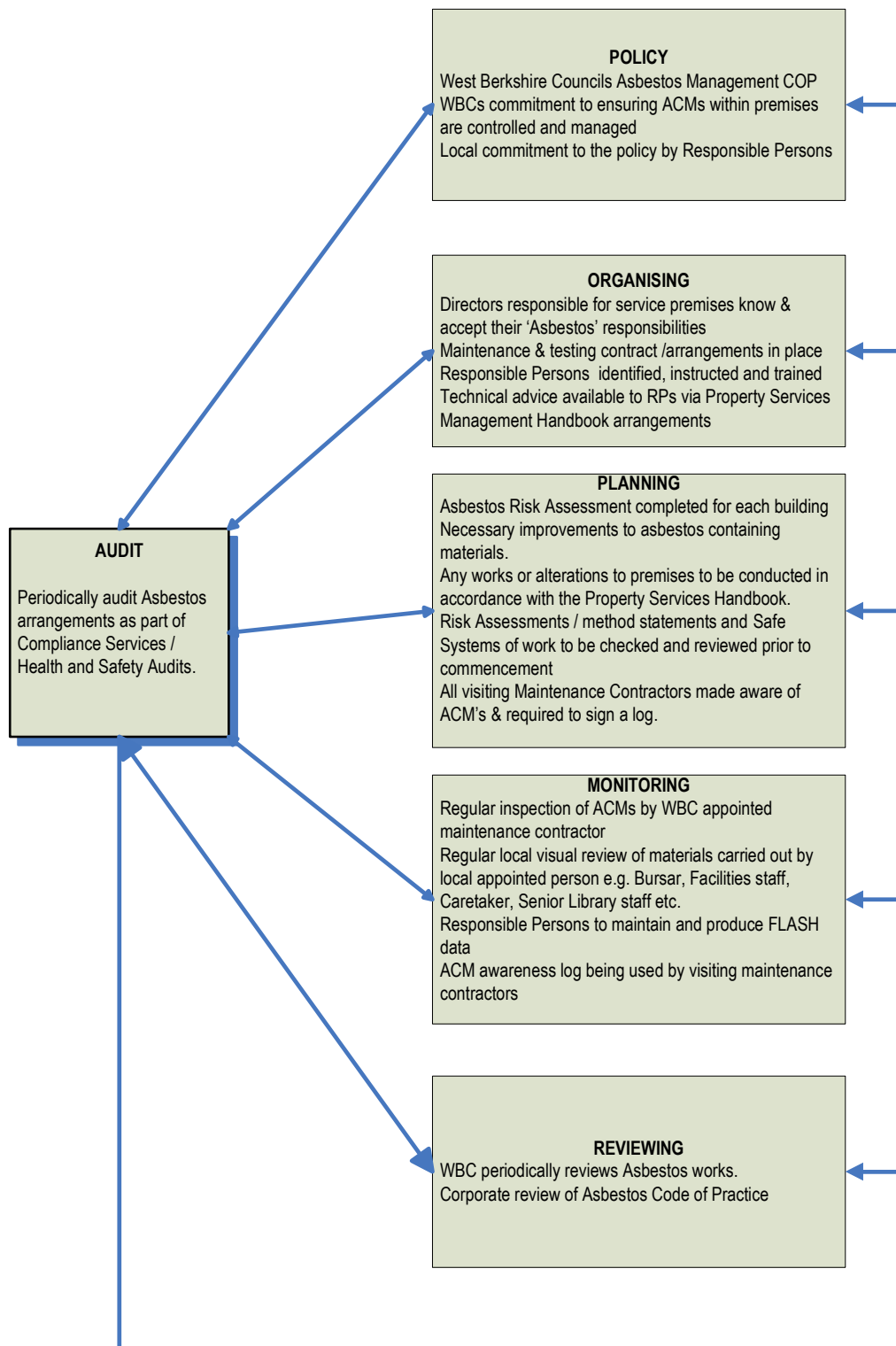
- 5.8.5. Follow any instructions provided by the Responsible Person (RP) for the premises. Notify any problems with the asbestos management precautions immediately to the Responsible Person (RP) for premises.
- 5.8.6. In the event of no action taken, contact the Health and Safety Team, with immediate effect.

6. Definition of Terms

- 6.1. Asbestos Survey.
 - 6.1.1. WBC has commissioned an external contractor to carry out a standard sampling survey of all its premises in order to identify any suspected asbestos containing materials (ACMs). Small samples of these materials have been taken and the type and amount of any asbestos present has been determined by laboratory analysis. The procedures for sampling have been designed to reduce any risks and can be safely carried out in occupied premises.
 - 6.1.2. It should be noted that this type of survey covers visible suspect material only and will not identify ACMs that may be concealed within the construction of the fabric of a building. Should any refurbishment or improvement works involving demolitions or alterations to the fabric of a building be proposed then a further 'intrusive' survey will be required in order that the contractor carrying out the works can allow for the necessary safe working provisions. Intrusive surveys may involve destructive inspection to gain access to all affected areas including those normally inaccessible or difficult to reach.
- 6.2. Asbestos Database and Registers.
 - 6.2.1. The results of the standard sampling survey have been recorded and used to compile a register of asbestos occurrences in each building. A copy of the relevant register(s) are kept at each site by the appointed R P or designate and **must** be shown to any contractors engaged upon the premises prior to the commencement of all works. Risk Assessments and Method Statements must then be agreed prior to work commencing.
- 6.3. Asbestos Remedial Works.
 - 6.3.1. Where unacceptable risks to health and safety arise due to the presence of ACMs then, in accordance with the Council's stated policy, the ACMs will be "removed or managed as appropriate to eliminate the risk or reduce it to an acceptable level under an immediate and continuing programme". The information contained in the register will be used to determine the priority and order in which the remedial works are undertaken. Property Services will then make the necessary arrangements in consultation with the relevant R P or designate to carry out a program of works.
- 6.4. Responsible Persons.
 - 6.4.1. The designated RP who has Health and Safety management 'control' of the building and its facilities, must ensure where buildings or sites are under shared occupation that the legal requirement to ensure cooperation and communication between all interested parties is carried out. In practice this role could be filled by a Director, Head of Service, Head Teacher, Bursar, Facilities Manager or designated competent person.

7. Flow DIAGRAM OF Asbestos PRECAUTIONS MANAGEMENT

7.1. The following diagram provides an overview of Asbestos management precautions within West Berkshire Council.



8. Training

- 8.1. Asbestos awareness training is given to (RPs & CPs) / Managers by Property Services, Education Services and the Health and Safety Team.
- 8.2. Further training can be requested through Social Care and Corporate Training Team. (RPs) / Managers must ensure records of all training & instruction are held.

9. Advice and further information.

- 9.1. Further advice, information and guidance to support this procedure can be obtained from a number of sources including;
 - 9.1.1. Property Services. – 01635 519831
 - 9.1.2. Property Services Helpdesk – 01635 519869
 - 9.1.3. E-mail: propertyhelpdesk@westberks.gov.uk
 - 9.1.4. Health & Safety Team – 01635 519 (863 / 942 /174) and 01635 503244
 - 9.1.5. Asbestos alert E-mail: healthandsafety@westberks.gov.uk
 - 9.1.6. Compliance Officer – 01635 519204
 - 9.1.7. Risk Manager – 01635 519310
- 9.2. Further guidance can be found in:
 - 9.2.1. Control of Asbestos Regulation 2006, Approved Code of Practice and guidance L143 (ISBN 07176 6202 3)
 - 9.2.2. The management of asbestos in non-domestic premises , Regulation 4 of the
 - 9.2.3. Control of Asbestos Regulations 2006, Approved Code of Practice L127 (ISBN
 - 9.2.4. 07176 6209 8)
 - 9.2.5. Asbestos Essentials – A task manual for building, maintenance and allied trades on non-licensed asbestos work. HSG 210 (ISBN 978-0-7176-6263-0)
 - 9.2.6. A short guide to managing asbestos in premises (ISBN INDG223REV3)
 - 9.2.7. Asbestos kills: Protect yourself! HSE leaflet Good Practice guide (ISBN 978 0 7176 6259 3)
 - 9.2.8. Asbestos kills: A quick guide to protecting yourself. HSE Good Practice pocket card (INDG418 12/07 C7500)
 - 9.2.9. HSE website: www.hse.gov.uk

Appendix 1

Form for the notification of change of status of asbestos containing materials

ASBESTOS: NOTIFICATION OF CHANGE OF STATUS

Please email this form, complete as necessary and submit to:-
 Maintenance Manager, West Berkshire Council. AGreen@westberks.gov.uk
Education Assets Team, Education Assets Officer, West Berkshire Council.
fsimmond@westberks.gov.uk
Health and Safety Team, West Berkshire Council.
healthandsafety@westberks.gov.uk

From:

Name		
School / Service/ Company		
Property Details :		
Property ID (see Asbestos Register)		
Property Name /Number		
Address		
Post Code		
Does this report apply to multiple properties?	Yes	No
If 'yes' list properties on reverse of form		
Work Details:		
Please give precise details of all work carried out involving asbestos.		
.....		
.....		
.....		
.....		
.....		
Was all asbestos removed?	Yes	No
If 'no' state quantity remaining m ²		
Was remaining asbestos encapsulated?	Yes	No
Asbestos warning label in place	Yes	No
Order number for work Approx value	£.....	
Name of Contractor		
Address		
.....		
Asbestos License No.		
Any other relevant information:		
.....		

..
.....
..
.....
..
Signed Position
Date.....
Database amended and revised register details issued
Signed PositionDate
.....

For Property Management Use Only		Y/N	Date	Officer	Signature
	Technical inspection Requested				
	Inspection Results Received				
	Database Amended				
	Revised Register Issued				

Appendix 2

What happens if you discover Asbestos?

Damage to any materials known to contain **Asbestos** should be reported to the person(s) responsible for maintenance of the premises or the RP who must ensure that effective remedial works are immediately arranged.

Where damage is likely to give rise to airborne respirable fibres then the vicinity of the damaged **ACM** is potentially at risk of contamination and should be evacuated and sealed off until remedial works are completed.

Materials that are hard and have a lower fibre content, e.g. asbestos cement, are less likely to release fibres than those that are soft and have a higher fibre content, e.g. sprayed coatings and lagging, and which are more easily damaged.

You MUST, immediately report any incidents to;

WBC Health & Safety Team - 01635 519 (253/204/942/174/470) and 01635 503244

Asbestos alert E-mail: healthandsafety@westberks.gov.uk

1. the Property Services Team who will be able to advise and arrange necessary remedial works and air test.

Helpdesk- 01635519869

Maintenance Manager: 01635 519831

2. the Health & Safety Team who will be able to advice on, or undertake / arrange on behalf of compliance with RIDDOR

When remedial action becomes necessary , the relevant facts will have to be reported to the HSE in accordance with the requirements of the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR) via the WBC WEBRISK database.

WBC Health & Safety Team - 01635 519 (253/204/942/174/470) and 01635 503244

An air test (the measurement of airborne fibre concentrations) will help determine the level of any contamination or provide reassurance that unacceptable contamination has not occurred following minor disturbances of **ACMs**.

Appendix 3

Procedure in the event of an asbestos incident:

ASBESTOS INCIDENTS - CONTACT NUMBERS AND ADVICE

Property Services:

Helpdesk: 01625 519869 or Ext 2869

Maintenance Manager: Andy Green 01635 519831 or Ext 2831

Head of Property Services: Steve Broughton 01635 519837 or Ext 2837

Out of Hours Contact No: Duty Officer 01635 519192

Health and Safety Team:

WBC Health & Safety Team – 01635 519 (253/204/942/174/470) and 01635 503244

Asbestos alert E-mail: healthandsafety@westberks.gov.uk

Compliance Officer - 01635 519204

Occupational Health - Related issues:

Human Resources – Head of Service 01635 519358 or Ext 2358

Risk Manager – 01635 519310

Procedure

If your service / school is contacted with a report of damage to or disturbance of known or suspected asbestos material please note the details and advise the individual to evacuate the vicinity of the incident and ensure that nobody returns to the area until an all clear has been given by a the Responsible Person managing the site.

Do:

1. Inform your Buildings Responsible Person and immediately contact West Berkshire's Property Services for advice.
2. If you know or suspect that the material concerned is indeed asbestos then;
 - a) Ask to arrange for clear up and repair. Property Services will liaise with licensed contractor who will carry out an air test on completion of the work to ensure that the area is safe for re-occupation
 - b) Inform the Health & Safety Team of the incident and proposed actions.
 - c) Obtain copies of air test certificates for file.
 - d) Inform person who reported the incident (or manager as appropriate). when work is completed and area safe for re-occupation.
 - e) If it is suspected that persons have been exposed to air borne particles the Responsible Person/s must contact Human Resources and inform the Health and Safety Team.
3. If the building has been surveyed and the material is known not to contain asbestos then;
 - a) Pass details to Property Services Help Desk where staff will advise on whether they have budgetary responsibility for the repair.
 - b) If yes leave them to arrange but contact the person who reported the incident to advise that there is no danger and that repairs will be affected in due course.

c) If no then contact the person who reported the incident to advise that there is no danger and that they are responsible for arranging the necessary repairs.

Appendix 4

General Precautions

Monitoring Condition of Asbestos

During routine visual inspections of the premises check for damage to ACMs and when necessary seek advice.

Contractors

The Premises / Schools Responsible Person or designated manager must ensure that all contractors visiting or carrying out works of any nature are informed of the presence of asbestos, shown a copy of the register and have signed to confirm that they have read and understood the information before being allowed to start work.

In this context the term 'contractors' must be interpreted in its widest sense and will therefore also include such firms as cleaners, caterers etc. Where a contract is entered into for these or similar services, a copy of the register should be incorporated into the contract. It will not then be necessary for contract staff to sign that they have read the register at the premises. ***It will instead be the responsibility of the contractors to properly advise their employees working at the premises.***

Planning Work

Where there is any possibility that proposed works may be carried out in the vicinity of known ACMs and might lead to damage or a release of fibres, however slight, a safe method of working must be established and recorded.

NO WORK IS TO START WITHOUT CONSULTATION WITH PROPERTY SERVICES AND WHERE WORKS ARE TO BE CARRIED OUT ON A EDUCATION SITE THE SCHOOLS REPORTING PROTOCOL MUST BE USED AND PERMISSION TO START GRANTED BY THE EDUCATION ASSETS TEAM.

All WBC Contractors must first prepare a written 'Risk Assessment' and 'Method Statement' for the proposed work submitted to Property Services and where applicable the Education Assets Team. This will ensure a 'Safe System of Work' detailing how the work will be undertaken and how each identified risk will be either eliminated or controlled to an acceptable level. This safe system of work will include planning for fibre release and emergency control, cleanup and decontamination of the area.

The Premises/ Schools Responsible Person's or designated Manager's must not allow any works to proceed until they are satisfied that an adequate assessment of potential risks is available on site and that safe systems of work have been established. Copies of all documentation relating to work on or removal of asbestos containing material must be retained within the premises / schools Health & Safety File.

If there is **ANY** uncertainty at all regarding the scope of the work and the adequacy of the contractor's risk assessment / method statement then technical advice should be sought. (Property Services Helpdesk - 01635 519869 - will provide access to specialist advisors)

Property Services will ensure where safe systems of work involve the prior removal or treatment of ACMs then a separate risk assessment and method statement will be required in respect of that **Asbestos** work.

HSE Licensed Contractors

WBC Property Services vetted licensed Asbestos Contractors must be used at all times. The Premises / Schools Responsible Person's or designated managers must ensure that only contractors in possession of a valid HSE licence for work with asbestos insulation, asbestos coating and asbestos insulating board are appointed to undertake such works. The licence must be valid for the whole of the period when the work is carried out.

Disposal of Waste

All asbestos waste, irrespective of type, whether it includes small amounts of waste or large scale removal, is subject to the Hazardous Waste (England and Wales) Regulations 2005 and can only be disposed of at special sites licensed to receive it.

In addition all asbestos waste other than asbestos bonded products such as asbestos cement sheets must be double bagged in heavy duty polythene bags and clearly labelled with the prescribed asbestos label before it is transported to the disposal site.

Changes to Premise's / School's Asbestos Registers

Any changes to the status of any ACMs recorded in the register must be reported to **The Property Services Maintenance Manager (01635-519831) so that the central register data base can be updated and any revisions issued as necessary.**

Changes to status would include either full or partial removal, covering with another material (plywood for example) or encapsulating (sealing with a coating based on paint, polymer, bitumen or cement)

A form for notifying changes to ACMs is included at Appendix 3, please complete and email as previously stated when any alterations are completed.

Appendix 5

Contractor ACM Record Log

This building (Name/Address:

.....) contains Asbestos Containing Materials (ACM's) which must **not** be disturbed because asbestos fibres could be released into the air.

It is therefore important for all maintenance workers to be made aware of where those ACM's are located by being shown the ASBESTOS REGISTER for this building by the 'Competent Person', who is;

.....

Having been shown the register, all visiting maintenance workers (contractors or volunteers) must complete the log to confirm that;

- a) They have been made aware of where ACM's are within this building.
- b) That their job will NOT involve disturbing any ACM (e.g. drilling, sanding, cutting, puncturing or sawing)

(NOTE: Work requiring any ACM to be 'disturbed' can only be carried out by specialist competent contractors who have been appointed by WBC Property Services)

Date	Company	Reason for visit	Name (Block Capitals)	Signature

Appendix 6

Local Management Plan for Asbestos Containing Materials (ACM's).

Building Name :

Responsible Person:

Competent Person(s):

Specialist Asbestos Survey undertaken by:
(Company Name)

Survey Date:

Does building contain ACM's in accessible places ? (Yes/No):

If yes, name of person(s) carrying out MONTHLY checks upon ACM safe condition;

.....

If yes, name of person(s) carrying out STAFF awareness training upon non disturbance of ACM's (including new starter induction);

.....

Name of person(s) carrying out MAINTENANCE / BUILDING CONTRACTOR awareness inductions (using the Asbestos Register & Logbook);

.....

IN HOUSE ACM CHECK LOG

Date	Name	ACM's Locations	Warning Labels Present?	Safe Condition (y/n)

IN HOUSE ACM CHECK LOG

Date	Name	ACM's Locations	Warning Labels Present?	Safe Condition (y/n)

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Legionella risk management	Reference: *
	Version No: *.*
	Issue Date: *
	Classification: *

Document Control

Document Ref:		Date Created:	
Version:	1	Date Modified:	
Revision due			
Author:	Derek Martin	Sign & Date:	
Head of Service:	Andy Walker	Sign & Date:	
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Change History

Version	Date	Description	Change ID
0.1			

Related Documents

Reference	Title	Tier
	H&S Policy	

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1. Purpose

- 1.1. It is the policy of West Berkshire Council (WBC) to ensure that appropriate precautions for the control of Legionella bacteria are identified through a 'Legionella' risk assessment process and implemented to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and others who may be affected by our work. The minimum standards to be met include;
- Preparation of a written scheme for preventing or controlling the risk
 - Implementation, management, monitoring and recording of precautions to include regular inspection, microbiological monitoring, temperature checks and flushing.
 - Seeking suitable advice and assistance from specialist competent persons.
 - Appointment of a person or persons to be managerially responsible.
 - To otherwise meet the requirements of the Approved Code of Practice; 'legionnaires disease; The Control of Legionella bacteria in water Systems. 2000 (L8)'

2. Scope and Application

- 2.1. This policy applies to all water systems including hot and cold water supply systems, spa baths, pools and showers where WBC is either the 'employer' or is in control of the premises.
- 2.2. In accordance with the WBC's 'Statement of Policy on Health Safety and Welfare, Directors are responsible for applying the Council's Health and Safety Policy within their respective Service Areas through the arrangements detailed within the 'responsibilities' section of this Code of Practice.
- 2.3. Within Community and Voluntary Controlled schools, WBC is the employer and as such requires schools to meet the minimum standards defined within the above policy statement. Although these schools may put in place their own arrangements to meet these standards it is advised that adoption of the arrangements in section 3 may be the simplest option for the school. This policy does not apply to Foundation or Voluntary Aided Schools (as the Governing body is the 'employer') although they may wish to adopt this as a ready-made means of securing legal compliance.

3. Background

- 3.1. Legionella bacteria are naturally present in the environment and if water conditions are favorable to the bacteria i.e. warm, nutritious and stagnant, they will proliferate. Disturbance of this 'contaminated' water can cause tiny droplets to become airborne which, if inhaled, can cause a potentially fatal type of pneumonia called legionnaires disease. Those people especially at risk are the old or those who are ill as their immune system is less able to fight the disease.
- 3.2. Making sure adequate & appropriate management arrangements exist for controlling Legionella is a Legal requirement defined within "Legionnaires disease; The Control of Legionella bacteria in water systems'. Approved Code of Practice and Guidance L8" (third edition 2000). The purpose of the Council's Code of Practice (COP) is to define the split in responsibilities between parties owing a duty of care in this respect.
- 3.3. The following Code of Practice defines the system by which WBC manages the risk from Legionella and is focused upon preventing water conditions 'favorable' to the bacteria existing in any of the councils managed water systems including hot and cold water services, spa baths, pools and showers. This requires the commitment of both the Council as the 'landlord' and the occupants of the building.

- 3.4. This Code of Practice excludes detailed technical guidance, which is readily available within various publications (see section 6 for further information and guidance).

4. Definition of Terms

Legionella. *A potentially dangerous type of bacteria, which grows best in warm, nutrient rich water (including domestic water systems).*

Legionella Risk Assessment *A specialist type of risk assessment carried out by a water quality specialist.*

Responsible Person (RP) who manage schools / premises. *The RP or Local Appointed Person who has 'control' of the building and its facilities. Where buildings or sites are shared or disputed then there is a legal requirement to appoint a single manager or committee with overall control.*

Local Competent Person (CP). *e.g. Facilities staff / caretaker who is appointed by the RP to perform water checks and to record these in the log book provided.*

Log Book. *A record book provided to record all local checks and tests carried out e.g. hot water temperatures.*

Maintenance. *Cleaning, repair, tests etc required to minimise bacterial growth. Split between the WBC Property Services maintenance contractor and the Local appointed person.*

5. Responsibilities

5.1. Corporate Directorators

- 5.1.1. Provide suitable and sufficient resources for Heads of Service and management in order for them to carry out their duties and responsibilities in accordance with this Code of Practice.
- 5.1.2. Monitor the application of this procedure.

5.2. Heads of Service

- 5.2.1. Formally identify the manager who will be responsible for each premise.
- 5.2.2. Allocate a named person(s) to act as a contact for authorising Legionella maintenance expenditure.

5.3. Responsible Person - who are responsible for premises

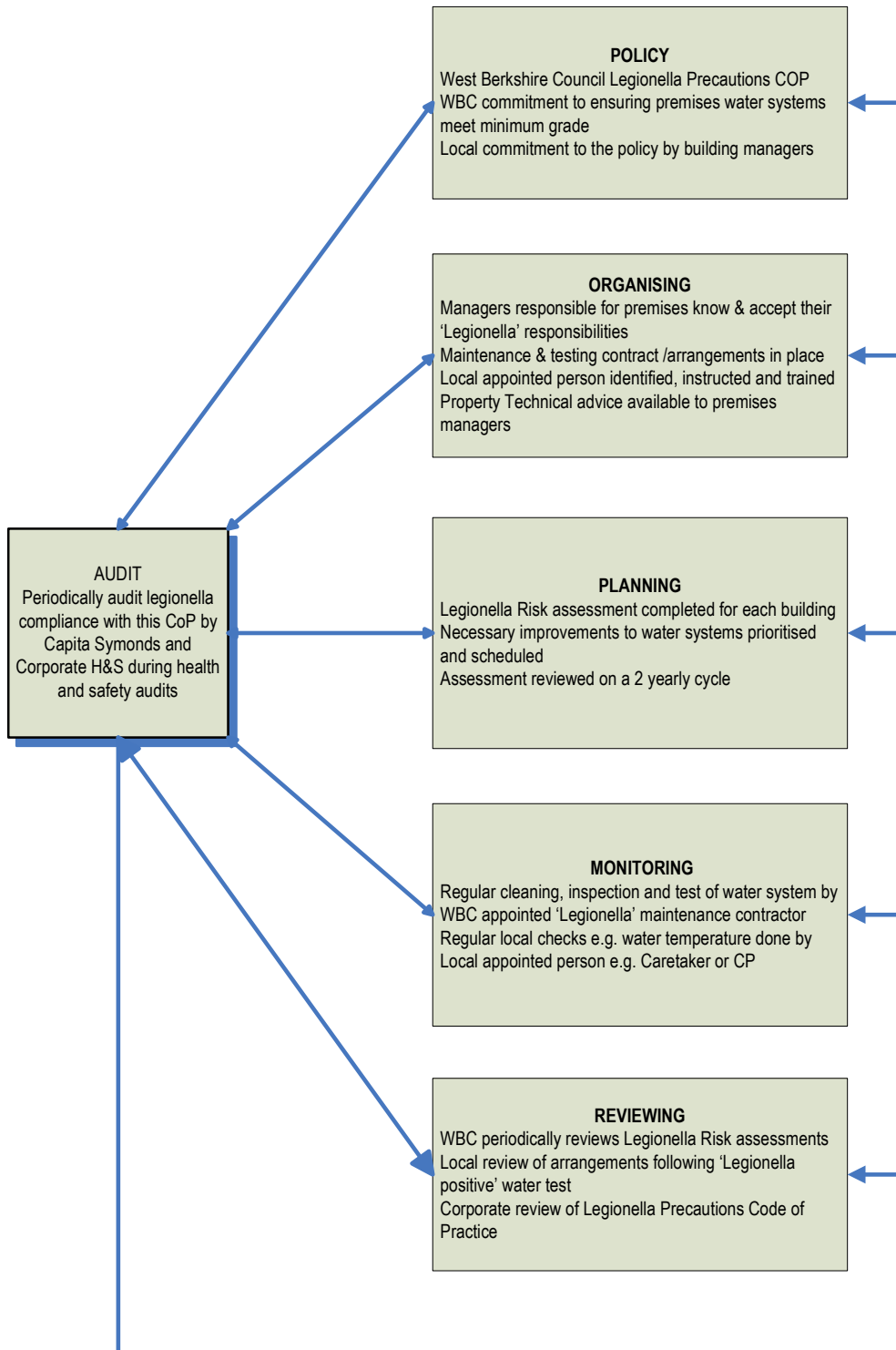
- 5.3.1. Ensure the Legionella risk assessment addresses all water systems in the premises.
- 5.3.2. Buy in to the Property Services corporate maintenance contract OR ensure an equal standard is met i.e. 'Approved Code of Practice L8'. (the latter is not recommended but if taken, specialist advice should always be sought).
- 5.3.3. Identify, appoint, instruct and train a member of staff to carry out regular visual inspections and temperature checks in accordance with the log book. An appropriate thermometer should also be provided and maintained for this purpose e.g. digital probe thermometer.
- 5.3.4. Notify WBC of any alterations to the water systems e.g. use premises alteration form.
- 5.3.5. Monitor the controls to ensure they remain effective. e.g. inspect log book to ensure maintenance and inspections are actually done and recorded.
- 5.3.6. Ensure the risk of Legionella is considered at the design stage of any building/ structural alteration project. Notify WBC.

- 5.3.7. Keep records to provide evidence you are complying with the above standards
- 5.3.8. Notify the Head of Property and the Assurance Manager of any planned or unplanned visits by any enforcement authority (i.e. Thames Water, HSE).
- 5.3.9. Notify any problems with the water system / Legionella precautions immediately to Property Services and Compliance Officer.
- 5.3.10. Monitor the works of any contractors carrying out work on any water systems in the premises for which you are responsible.
- 5.4. Building Competent Person(s) (for each premises)
 - 5.4.1. Complete the log book (see template at appendix 8.2) ensuring instructions are followed (appendix 8.1). Contact Property Services for any additional advice and support. Ensure contractors complete log requirements.
 - 5.4.2. Notify any concerns/abnormal results to the Responsible Person.
- 5.5. Staff
 - 5.5.1. Do not interfere with water systems/Legionella precautions/equipment in any way.
 - 5.5.2. Follow any instructions provided by the manager responsible for the premises.
 - 5.5.3. Notify any problems with the water system/Legionella precautions immediately to the manager responsible for premises. (see appendix 7.5 for more detail)
- 5.6. Property services
 - 5.6.1. Supply a service to appoint and monitor compliance with an appropriate 'Legionella' maintenance contract covering WBC buildings.
 - 5.6.2. Arrange a specialist contractor to carry out and regularly review 'Legionella' risk assessments for water system facilities.
 - 5.6.3. Arrange a specialist contractor to carry out remedial works/recommendations arising from risk assessments.
 - 5.6.4. Arrange and instigate necessary remedial works following recommendations on contract service report and/or the identification of a 'Legionella positive' water sample for buildings under WBC Control.
 - 5.6.5. Provision of advice and support in relation to this Code of Practice.
 - 5.6.6. Monitor compliance with the requirements of this COP and provide timely reports to the Head of Property Services.
 - 5.6.7. Ensure the risk of Legionella is considered at the design stage of any building/ structural alteration project.
- 5.7. Corporate Health and Safety Team
 - 5.7.1. Provide Training for managers responsible for premises (e.g. part of the 'Buildings Competent Persons' safely course).
 - 5.7.2. Provision of advice and assistance in support of this Code of Practice.
 - 5.7.3. Periodically audit building arrangements for appropriate Legionella precautions (Senior Corporate Health & Safety Adviser, Senior Schools Safety Adviser and Compliance officer.)
- 5.8. Maintenance Contractor (Legionella)
 - 5.8.1. Conform with the requirements of the corporate Legionella contract.

6. Flow Diagram/Procedure

OVERVIEW OF LEGIONELLA PRECAUTIONS MANAGEMENT

6.1. The following figure provides an overview of Legionella management precautions in WBC.



7. Training

- 7.1. (RP & CP) Training to support managers responsible for premises, including their responsibilities under this policy will be provided as part of the corporate health and safety training programme. Contact Learning and Development for more details.
- 7.2. Managers responsible for premises must ensure the Competent Person nominated to perform temperature checks etc. fully understands the instructions provided at appendix 8.1. If required, further support, advice & training is available from Property Services and Health and Safety.
- 7.3. Managers must ensure records of all training & instruction are held.

8. Advice and further information

- 8.1. Further advice, information and guidance to support this procedure can be obtained from a number of sources including;
 - Property Services Manager: 01635 519831
 - Property Helpdesk: 01635 519869
 - The Health & Safety Team: 01635 519(863/942/174) and 01635 503244
 - The Compliance Officer: 01635 519204
 - West Berkshire Intranet site (see Health and Safety link)
 - The Directorate specific Intranet site
 - The Internet e.g. the official Health and Safety Executive website <http://www.hse.gov.uk/>.
 - COSHH Regulations 1999 (including the General and Biological Agents ACOP).
 - Legionnaires' Disease; The Control of Legionella bacteria in water systems. Approved Code of Practice 2000 (L8).
 - IND (G) 253(L) Controlling Legionella in nursing and residential care homes.
 - HS(G) 104 Health & Safety in Residential Nursing Homes

Appendix 7.1 Log book completion Instruction

(for use by Buildings Competent Person/s)

Introduction

This log book has been prepared to comply with the Approved Code of Practice 'The Control of Legionella bacteria in water systems 2000' (L8). The required actions to control the risk from Legionella are split between a council appointed maintenance contractor (conducting more technical aspects seen as the shaded part of the log) and each site (nominated person) conducting e.g. water temperature checks. These can be carried out by a Competent Person /caretaker to help reduce costs. The water services you have within your premises will determine the frequency of visits and tasks required to be carried out under these regulations, generally as defined in the following log book.

Thermometers (purchasing and maintenance)

In order to check water temperatures you are required to purchase and maintain a basic thermometer suitable for checking water temperatures range 0 °C - 100 °C e.g. digital probe thermometer. These are widely available and cost only a few pounds. To ensure the thermometer remains accurate you should calibrate this annually. The simplest way to do this is to use boiling water and crushed ice water to check 100 °C and 0 °C respectively. Adjust accordingly and keep records. If more than 1 °C out then please purchase a new thermometer.

Completing and recording water temperatures

Water temperature record sheets need to be filled in and kept within the logbook. You need to record the water temperature from every tap at least once annually. It is usual to spread this over the 12 months. I.E. if you have 24 taps you need to sample 2 per month. Outlets failing to meet the required temperature should be reported for suitable action and retested in subsequent months until satisfactory. Hot Water should be at least 50°C after 1 minute and cold water below 20°C after 2 minutes flow. Also record temperatures monthly from hot water cylinders.

All electronic temperature recording equipment must be calibrated and maintained to ensure accurate recording takes place. Minimum certificated calibration check 12 months. Where temperature gauges are not present suitable surface thermometers may be required.

Flushing infrequently used taps and showers

Water left in pipes for long periods can allow Legionella bacteria to multiply presenting a risk when finally discharged e.g. school showers after summer holidays. Identify infrequently used taps and showers on the 'Weekly flushing record sheet' and record when flushing takes place. Flush each tap/shower for several minutes to ensure stagnant water is fully discharged. Flush all sentinel taps monthly.

Health and Safety

Completion of the above checks presents little risk to health and safety. Perhaps the greatest risk arises from potential contact with scolding water from hot taps where care should always be taken. Flushing infrequently used 'dead legs' could present a small risk of legionnaires disease if the water is agitated and droplets become airborne. Always flush 'dead legs' carefully to ensure this does not happen. Placing a plastic bag over showerheads while flushing is one means of achieving this.

Further Information

First point of contact if you have any queries contact:
Property Services Manager: 01635 519831 Helpdesk: 01635 519869
Second point of contact Compliance Officer: 01635 519204

Appendix 7.2 Log book template (for use by Buildings Competent Person(s)).

All WBC sites have been issued with an **ENVEX** Legionella Log Book which is the recommended document for recording the required data. The checklist and recording sheets attached with this Code of Practice are to ensure that all appropriate information and suitable recording formats are available where the **ENVEX** log book does not exist. Contact Property Services for further information as to where an **ENVEX** Legionella Log Book can be obtained.

Property Services Helpdesk: 01635 519869

HOT AND COLD WATER SYSTEMS CHECKLIST

BUILDING:NAME OF APPOINTED PERSON				
Action	Interval	Record results on	Month/ Date	Signed
Check calorifier secondary return water temperatures are above 50°C.	Monthly	<i>Hot Water Record Sheet</i>		
Record calorifier temperature from gauge	Monthly	<i>Hot water storage / calorifier sheet</i>		
Check cold-water temperatures at remote and little-used outlets. Note time to reach minimum temperature.	Monthly	<i>Cold Water Record Sheet</i>		
Check hot water temperatures at remote and little-used outlets.	Monthly	<i>Hot Water Record Sheet</i>		
Weekly flushing of outlets, especially taps and showers not in regular use. These should be carried out and dates logged.	Weekly	<i>Weekly flushing record sheet</i>		
Check accuracy of thermometer and record date of check	Annually	<i>Make note in file</i>		
Showerheads and hoses dismantled cleaned, de-scaled and disinfected	Quarterly			
Check incoming cold water inlet temperature	Six Monthly			
Samples to be taken from cold water tanks for laboratory analysis for TVC*	Annually			
Samples to be taken from calorifier drain for laboratory analysis for TVC*	Annually			
Check water temperature in tank. Record results on <i>Cold Water Record Sheet</i>	Annually			
Check internal condition of cold water storage tanks, note appearance of water, stagnation, odour, rust scale, sediment, debris, paint/liner, condition and biofilm accumulation	Annually			
Check accuracy of calorifier temperature gauges and thermostat operation	Annually			
Check the condition of accessible pipework and insulation	Annually			
Check that cleaning and chlorination of all storage-fed water services have been carried out by inspecting certificates/reports, etc.	Annually			

Shaded areas denote corporate contractors responsibilities. See contractors service sheets for further information on these checks.

Further information:

Use the above checklist to keep up to date with water systems maintenance requirements for your site.

N/A to items not relevant to your site, i.e. you may not have showers.

Fill in dates of when work is carried out and initial in the signed columns.

See further Record sheets .

MONTHLY HOT AND COLD WATER TEMPERATURE RECORD SHEET

HOT WATER TAP OUTLET RECORD SHEET – Hot Water to be at least 50°C after 1 minute			
Date	Location	Temp (°C)	Signed

HOT WATER STORAGE CALORIFIER/WATER HEATER SHEET			
Date	Location	Flow Temp 60 °C	Return Temp 50 °C

COLD WATER RECORD SHEET – Cold water to be below 20°C after 2 minutes			
Date	Location	Temp (°C)	Signed

* If temperatures are not achieved, contact Premises Manager.

**WEEKLY FLUSHING RECORD SHEET
for infrequently used taps and showers**

Location of infrequently used taps/ showers requiring regular flush	Week 1		Week 2		Week 3		Week 4	
	Flush Date	Signed	Flush Date	Signed	Flush Date	Signed	Flush Date	Signed

Flush for several minutes taking care not to generate aerosols / droplets.

Appendix 7.3 Local Management Plan for Legionella Risks in Water Supply System.

Building Name :

Responsible Person:

Competent Person:

Specialist Risk Assessment undertaken by:
(Company Name)

Risk Assessment (RA) Date: **RA Renewal Date:**

Does RA Contain an Action Plan for REMEDIAL work? (Yes / No)

Does RA Contain an Action Plan for ROUTINE MAINTENANCE work? (Yes / No)

If REMEDIAL work required, date completed:

Routine water temperature checks and routine flushing will be undertaken by;

Quarterly Cleaning/Disinfection of Showerheads & Hoses will be done by :

(NOTE: All temperature checks & flushing to be recorded in Legionella Log Book)

Does Risk Assessment require Bacteriological Water Testing? (Yes/No):

If yes, list the last 4 results;

Date	Sampling Company	Sample Location	Pass/ Fail

Appendix 7.4 Test Equipment : Calibration

Ice Water Method for Calibrating Thermometer

Equipment and Materials Required.

Large glass container (15.0cm height and 10.0cm diameter)

Thermometer

Watch

Ice, crushed

Cold Water

Method

1. Fill glass container with crushed ice.
2. Add cold water to within 2.5cm of top of container. Stir mixture well and stand for one minute.
3. Insert thermometer in to the centre of the crushed ices, so that the sensing area of the probe is completely submerged.
4. Do **NOT** let the thermometer probe touch sides or bottom of container
5. After 30 seconds then take a reading and note on log sheet.
6. If the thermometer has a reset button, push.
7. Repeat process with each thermometer.

Thermometers

In order to check water temperatures you are required to purchase and maintain a basic thermometer suitable for checking water temperatures range 0 °C - 100 °C e.g. digital probe thermometer. These are widely available and cost only a few pounds. To ensure the thermometer remains accurate you should calibrate this annually. The simplest way to do this is to use boiling water and crushed ice water to check 100 °C and 0 °C respectively. Adjust accordingly and keep records. If more than 1 °C out then please purchase a new thermometer.

Hot and Cold Water Temperature Monitoring

A schedule for precautionary checks on hot, cold water taps and shower, which the responsible person should organise to be carried out at the frequencies indicated below. Where the temperatures fall outside the standards Health & Safety and Property Services should be immediately informed.

Appendix continued 7.4 Test Equipment : Calibration

Weekly Checks

Showers

Showers that are not in uses for over a one week period must be flush from 2 minutes at both maximum and minimum temperature.

A plastic bag should be secured over shower head with corner cut off to allow water to escape.

Monthly Checks

Taps

Temperature of cold water sentinel taps (nearest and furthest to the storage tank), to check that water is below 20 °C.

Run cold tap for 2 minutes then measure temperature by inserting calibrated digital thermometer in the water flow and record reading.

Temperature of hot water sentinel taps (nearest and furthest to the calorifier (water heater), to check that water is above 50 °C .

Run hot tap for 1 minute then measure temperature by inserting calibrated digital thermometer in hot water flow and record reading.

Appendix 7.5 Key actions in the event of positive test results

In the event of a positive temperature test result being noted, (ie either Hot water below 50c or cold above 20c) by the RP or CP the following actions should be carried out.

If hot water

- then the boiler settings need to be reviewed to ensure that the temperature can be raised.
- Further additional temperature checks should be made after 48 hours to ensure that the problem does not persist.
- If the temperature can not be raised to the required level then further action needs to be taken to ensure the boiler is serviced / checked.

If cold water

- then the situation should be monitored more closely for a period.
- In the event that the temperature remains above the required 20c then further advice needs to be sought from Property Services.

In either case if monitoring indicates an ongoing issue then the water supply must be tested by a suitably qualified contractor to ensure that Legionella is not present in the water supply.

In the event that a test of the water supply indicates that Legionella is present in high concentrations then the following actions need to be carried out:

- To inform the Assurance Manager immediately. The Assurance Manger will contact relevant officers to ensure that the issue can be monitored, including the Council's Environmental Health Team.
- To shut down any processes which are capable of generating and disseminating airborne water droplets and keep them shut down until remedial cleaning or other work has been done.
- To immediately arrange emergency disinfection be undertaken if required.
- Depending on the client group or staff group that may have been exposed – monitor client / staff health to discern whether there are any undiagnosed cases of illness.

Arson Policy	Reference:	*
	Version No:	*.*
	Issue Date:	*
	Classification:	*

Document Control

Document Ref:		Date Created:	
Version:	1	Date Modified:	
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Head of Service:	Andy Walker	Sign & Date:	
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Related Documents

Reference	Title	Tier

Contents

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1. Applicability

- 1.1. It is a legal requirement, under the Regulatory Reform (Fire Safety) Order 2005, that the Responsible Person demonstrates that measures have been put in place to prevent fire from starting. This document aims to provide evidence that this is being carried out and is designed as a template of an Arson Policy that can be used by Responsible Persons and amended to suit the needs of the particular location that it relates to..

2. Policy Statement

- 2.1. Arson or willful fire raising is the largest single cause of major fires in the UK.
- 2.2. At its worst, arson can lead to loss of life and significant financial consequences and the inability for the Council to provide and maintain essential services to dependent clients. Buildings owned and / or occupied by West Berkshire Council can be considered particularly vulnerable due to the following:-
 - Arson associated with other criminal acts.
 - Arson associated with a grievance.
 - Arson associated with fraud.
 - Arson associated with economic or political motivation.

3. Roles and Responsibilities

3.1. Responsible Person

- 3.1.1. Although the threat of arson cannot be completely eliminated it is the duty of the Responsible Person to take all reasonable precautions to minimise arson occurring and its effect on staff, service users, customers, visitors and contractors.
- 3.1.2. The Responsible Person must ensure that all information contained within this Arson Policy is clearly disseminated to all staff. Information may include the alteration of working practices or the instruction to increase staff vigilance.
- 3.1.3. The Responsible Person must appoint suitably trained officers to act as competent persons to help implement this policy. Alternatively they may also take on the role of the Competent Person.

3.2. Competent Person

- 3.2.1. On behalf of the Responsible Person, complete the check sheet for Arson Prevention. This should be carried out at a frequency determined by your Fire Risk Assessment. General guidelines would expect the form to be completed at least weekly. The necessity to complete the form more frequently may reflect on your premises location, low levels of street / property lighting, policies or services which are publicly ill received or any instances of arson reported or experienced in the locality.

3.3. All staff

- 3.3.1. The risk of an arson attack can be greatly reduced by staff remaining alert to changes in their work environment. It is the responsibility of all members of staff to identify potential problems and either take action to resolve the problem, or bring it to the attention of the Responsible Person or Local Manager for their action.

- 3.3.2. staff have a responsibility to report any concerns or observations they have in relation to arson. Any staff concerns should be communicated to either the Responsible Person or nominated Competent Person who will take the necessary action, if required.

4. Good Housekeeping

- 4.1. Arsonists will be frustrated in their efforts to start a fire without a ready source of fuel to burn, hence effective arson prevention requires appropriate housekeeping. The following rules shall therefore be observed at all times:-
- All rubbish shall be kept secured within the premises until it is removed to the external collection point.
 - Waste (of any description) shall not be allowed to accumulate in public or private areas, managers are to ensure that waste is removed at least once in any 24 hour period to the external waste collection point.
 - External rubbish collection points shall not be located on external walls of buildings where they could pose a threat, if ignited, to the building or its occupants.
 - External rubbish stores or bins should be locked and not easily accessed by third parties and be located a safe distance away from the building.
 - All equipment not in use shall be stored away from public access areas.
 - Flammable liquids shall be kept in a secured flammable cabinet when not in use.
 - Paper towels should not be used where an electric hand dryer is installed in areas of public access.
 - Where paper towels have to be used a metal waste bin with a self-closing lid should be in place.
 - Areas where there is continual use by visitors / members of the public, staff should be vigilant and monitor levels of housekeeping.

5. Restriction of Entry

- 5.1. If possible it is preferable to operate the building with just one entrance that is manned throughout the day. Members of staff must be alert to identifying strangers in their work environments.
- 5.2. If someone is seen that is not known to staff and are not wearing an appropriate badge (employee, visitor or contractors badge) they must be challenged. It is therefore appropriate that staff fully understand the policies relating to security and identification.
- 5.3. Other measures in force are:-
- A restricted access system as far as is possible.
 - A manager / member of staff nominated to complete a closing down inspection.
 - Booking in system for visitors / contractors.
 - Ensure, as far as possible, that all areas that the public are not allowed access to are secured.
 - Fire hazard room doors locked.
 - Check to ensure everyone who has entered the building has left on the conclusion of their business.
 - Challenge anyone acting suspiciously, without putting themselves at risk.

6. Fire Hazards – Staff Access

- 6.1. Only members of staff and authorised contractors are allowed entry into the fire hazard rooms, they shall be kept locked at all other times, fire hazard rooms include:-
- Cleaners stores/cupboards

- Chemical stores
- Store rooms
- Kitchens
- Stationary Cupboards
- Contractors/workmen's stores

7. Fire Hazard Areas – Specialist Access

7.1. Only Facilities staff and authorised contractors are to have access to the following areas:-

- Lift motor rooms
- Plant rooms
- Electrical intake rooms or cupboards
- Boiler rooms
- Main gas intake rooms
- Workshops
- Any confined spaces – roof-spaces, ducts or voids etc
- Flammable liquid stores

7.2. Closedown Procedure

7.3. The following closedown procedure shall be observed:-

- Check all rooms and public areas close all windows and doors
- Switch off all unnecessary electrical appliances
- Complete a physical search of each room in that area, include toilets, kitchens etc. (do not lock in an arsonist!)
- Switch off all lights (Automatic)
- After completing the above, switch on the security alarm (if appropriate) and secure the external door.

7.4. Reporting

7.5. If you believe there is a risk of arson, report it to the Responsible Person, speak to your manager, and complete an entry on to Webrisk Accident/Incident System as a near miss.

7.6. If there has been an incident of Arson then this must be reported on to the Webrisk

7.7. Accident / Incident System as soon as possible as an incident of Fire.

8. Links to Other Policies

8.1. This policy must be read in conjunction with the following Corporate policies, procedures and with any local procedures:-

- Fire Safety Logbook and Emergency Plan
- Fire Safety Policy
- Accident/incident Reporting Policy and Procedure
- Security Policy
- Risk Assessment Policy

9. Useful Information

9.1. Attached at Appendices A is a check sheet that all Responsible Persons can use to assist in reducing the risk to their building, from Arson.

9.2. Sources of Information

www.communities.gov.uk/fire/arsonreduction

www.arsonpreventionbureau.org.uk

www.rbfrs.co.uk

www.fire.gov.uk

www.hse.gov.uk

ARSON PREVENTION CHECK LIST

SECURITY	YES	NO	N/A
Are the numbers of entrance points kept to a minimum, whilst still providing a safe means of escape from the building?			
Are perimeter fences, wall and gates strong and high enough to keep intruders out?			
Are the doors and windows in good repair and kept locked when not in use?			
Are the locks and any padlocks used of good quality?			
Are there a restricted number of people who hold keys (close control of key holders)?			
Are the gaps under external doors kept as small as possible and sealed where deemed appropriate?			
Are metal containers fitted to the inside of the letterboxes?			
Do the metal boxes fitted to letterboxes contain fire suppressant devices?			
Are all stored materials kept away from perimeter walls or fences where it could be set alight?			
Are intruder alarms installed, particularly in vulnerable areas?			
Is continuous security lighting provided, particularly in external areas?			
EMPLOYEES			
Do staff know how to prevent Arson from occurring?			
Would staff challenge anyone who should not be on or in the premises and report any suspicious activity?			
Are all new employees vetted for Arson related convictions?			
Are contractors supervised?			
Do the employees know the company's policy for preventing Arson?			
VISITORS			
Is the access and movement of visitors and contractors controlled?			

FIRE PROTECTION			
Is the fixed and portable fire fighting equipment regularly maintained and protected against sabotage?			
Are all combustible waste and hazardous goods stored within locked cupboards and lockers?			
Is rubbish awaiting collection in a secure compound away from your premises?			
Is waste material build up kept to a minimum within the premises?			
Are arrangements made with the Waste Contractors to remove all waste before the commencement of holiday periods?			
Is the frequency of waste collections monitored (arrange more collections in times of heavy use)?			

END OF DAY CHECKS			
Does a named individual secure the building at the end of each working day?			
Are doors and windows secured at the end of each day?			
Has any combustible material been left lying around?			
Are there any unauthorised people on the premises?			
Are the intruder and fire alarms switched on?			
Is the external lighting switched on?			
Are all flammable liquids in the correct storage facility?			

ADDITIONAL COMMENTS

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