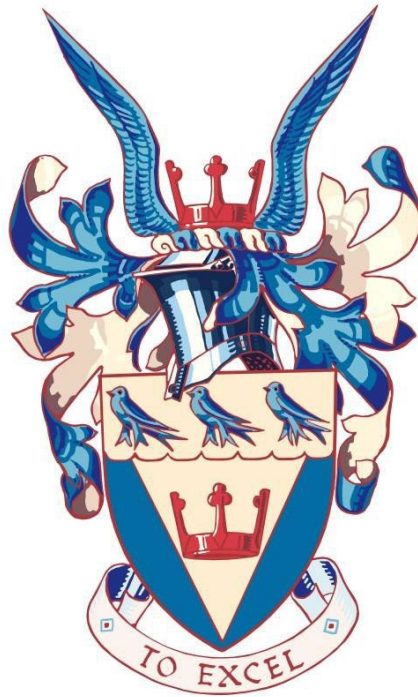




BOGNOR REGIS TOWN COUNCIL

LEGIONELLA POLICY

Adopted by the Council at its Meeting held on 6th July 2026

Introduction

Bognor Regis Town Council has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees, Councillors, contractors, and members of the public.

Legionnaires' disease is a potentially serious form of pneumonia caused by inhaling water droplets contaminated with *Legionella* bacteria. The risk arises primarily from man-made water systems where conditions allow the bacteria to grow and be dispersed.

This policy sets out how the Council manages the risk of *Legionella* in accordance with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- HSE Approved Code of Practice L8: *Legionnaires' disease – The control of Legionella bacteria in water systems*

Scope

This policy applies to all premises and water systems owned or managed by the Council. It applies to all employees, Councillors, contractors and any others who may be affected by Council-controlled water systems.

Where the Council occupies premises owned or managed by a third party, the Council will work with the building owner or managing authority to ensure that *Legionella* risks are appropriately managed and that responsibilities are clearly understood.

Core Principles

The Council will identify and assess the risk of *Legionella* in all relevant water systems and ensure that appropriate control measures are in place. These measures will be proportionate to the level of risk and will reflect the size, complexity and usage of each system.

The Council will appoint a competent Responsible Person to oversee *Legionella* control, ensure that appropriate monitoring and maintenance arrangements are in place, and maintain accurate records of risk assessments and control activities.

In managing the risk, the Council will seek to minimise water stagnation, maintain appropriate water temperatures, ensure systems are clean and well maintained, and reduce the potential for the creation and spread of water droplets.

The Council will work in partnership with landlords and managing authorities where responsibilities for water systems are shared.

Roles and Responsibilities

Overall responsibility for Legionella management rests with the Town Clerk.

The Town Clerk will appoint a Responsible Person to oversee the day-to-day management of Legionella risks. The Responsible Person is responsible for ensuring that risk assessments are carried out and reviewed, that appropriate control measures are implemented, and that monitoring, maintenance and record keeping arrangements are in place. This includes liaising with landlords or managing authorities where responsibilities are shared.

The Responsible Person is the Deputy Clerk, who has delegated responsibility as part of Health and Safety matters.

Managers are responsible for ensuring that water systems within their areas of responsibility are operated and maintained in accordance with this policy and any associated procedures.

All Councillors, employees and contractors have a responsibility to follow any guidance or instructions relating to Legionella control and to report any concerns relating to water systems or their use.

Risk Assessment and Control

The Council will ensure that suitable and sufficient Legionella risk assessments are carried out for all relevant water systems. These assessments will identify potential sources of risk, consider who may be affected, and determine the control measures required.

Risk assessments will be reviewed periodically, and in any event where there is reason to believe that they are no longer valid, such as following changes to systems, buildings or usage.

Control measures will be proportionate to the level of risk identified and will reflect the principles set out in HSE guidance. In general, this will include maintaining appropriate water temperatures, avoiding stagnation, ensuring

systems are clean and in good condition, and taking action to address any identified risks.

Where the Council does not have direct control of the water system, the Council will obtain and review relevant Legionella risk assessments from the responsible landlord or managing authority.

Monitoring and Record Keeping

The Council will maintain appropriate records to demonstrate that Legionella risks are being effectively managed. This will include records of risk assessments, monitoring activities, inspections, maintenance and any remedial works undertaken.

Monitoring arrangements will be proportionate to the level of risk and may include temperature checks, flushing of infrequently used outlets and periodic inspections.

Records will be retained and managed in accordance with the Council's Data Retention Policy.

Incident Management

Where a Legionella risk is identified, or where there is a suspected or confirmed case linked to Council premises, the Council will take appropriate steps to reduce risk and seek specialist advice where necessary.

The Council will cooperate fully with any investigation by relevant authorities and will make available any records or information required.

Monitoring & Review

The Town Clerk and Deputy Clerk will monitor compliance with this policy and ensure that appropriate arrangements remain in place.

This policy will be reviewed regularly, or sooner where there are changes in legislation, guidance, or Council operations that may affect Legionella risk management.