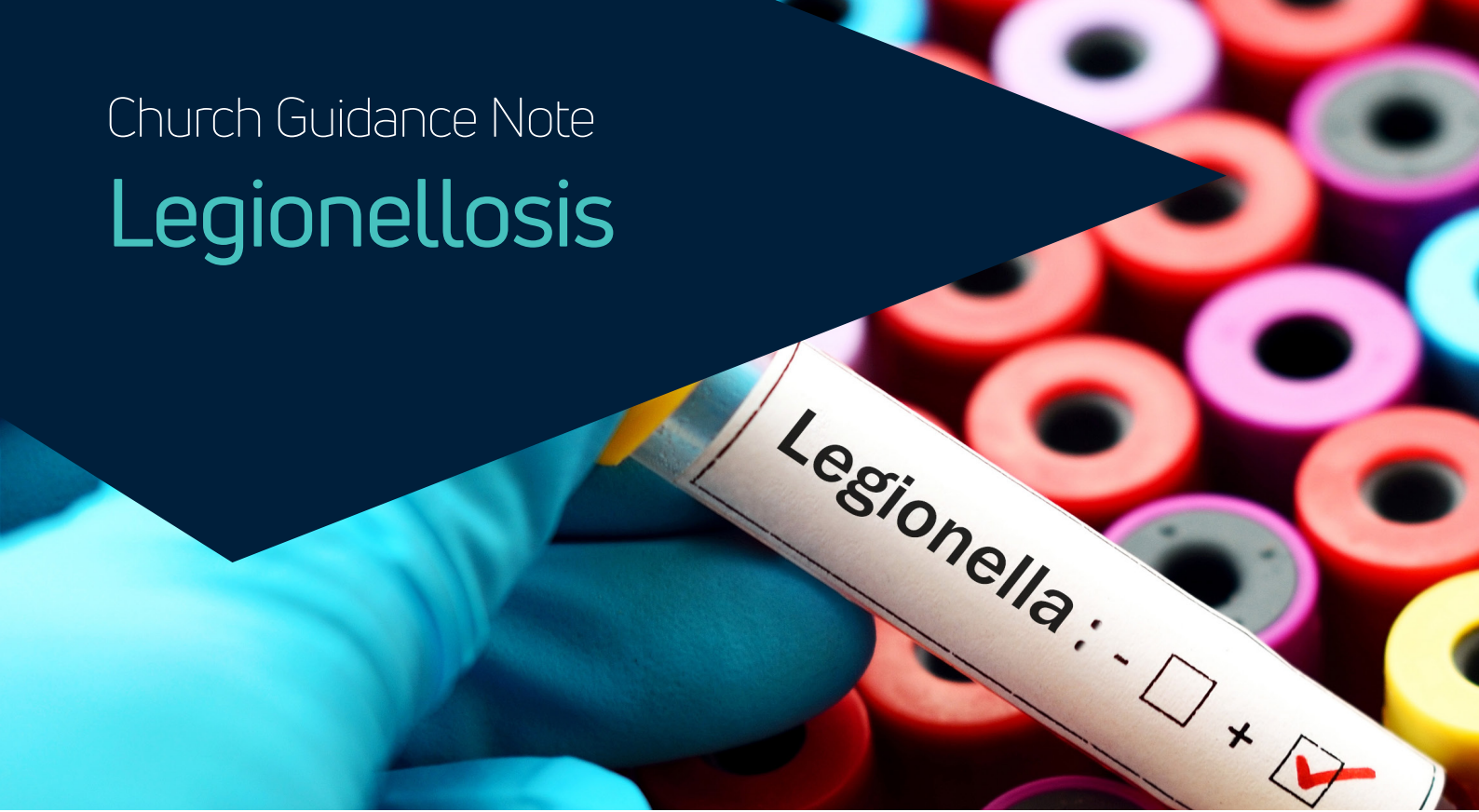


Church Guidance Note

Legionellosis



Legionellosis is a collective term for diseases caused by legionella bacteria, including the most serious Legionnaires' disease. These bacteria are common in natural water sources such as rivers, lakes and reservoirs. As a result of this, they may contaminate and grow in purpose-built water systems such as hot and cold water systems.

Legionnaires' disease is a potentially fatal form of pneumonia. It is contracted by inhaling small droplets of water (aerosols) suspended in the air which contain the bacteria. There is potential for anyone to be susceptible to this infection; however, the risk increases with age, and some people are more prone than others. This includes people over 45 years of age, smokers and those suffering from chronic respiratory or kidney disease, lung or heart disease, diabetes or those with an impaired immune system.

In church buildings, the risk from legionella bacteria is usually very low. However, there could be some instances where it is increased, which are more frequently found in larger church buildings. For example, if there are air conditioners and humidifiers; dead legs (dead end pipes) or long runs of pipe work containing warm water in the system; or indoor ornamental fountains and showers. There are simple precautions that you can take to help control the risk of bacterial growth, and protect the people working in or using your premises.

Risk Advice Line

Should you have any additional questions on this topic or other risk-related matters, as a valued Ecclesiastical customer you can contact us through our Risk Advice Line on

0345 600 7531

(Monday to Friday 9am – 5pm, excluding bank holidays)

and one of our in-house risk professionals will be able to assist.

Alternatively, you can email us at

risk.advice@ecclesiastical.com

and one of our experts will call you back within 24 hours.

Legal requirements

Depending on your own particular circumstances, you may have a range of duties under health and safety law. For example, if someone is injured you may need to show that you have met your duty of care.

In addition to this, if you are an employer you must comply with more specific health and safety law as well. This includes the Control of Substances Hazardous to Health Regulations.

Broadly, these require employers to:

- Complete, record and revise (where necessary) a specific risk assessment to identify what precautions are needed
- Take action to eliminate hazardous substances altogether where this is possible
- Implement suitable precautions where exposure to hazardous substances cannot be eliminated
- Make sure that these precautions are taken and are properly maintained, with some needing to be examined and tested at specified intervals
- Provide information and training to any employees and volunteers on what they need to do.

Even if you are not an employer, but control non-domestic premises (e.g. a church or church hall), you will still have to manage any risk presented by legionella bacteria.

Hazards to look out for

Typical hazards include:

- Water stored or re-circulated as part of the water system
- Water temperatures in all or parts of the system between 20–45°C
- Sources of nutrients such as rust, sludge, scale and organic matter that encourage bacterial growth
- Water droplets being produced and dispersed over a wide area, e.g. showers, ornamental fountains
- Employees, volunteers and visitors who are more susceptible to infection (through age, illness, a weakened immune system etc.) who could be exposed to contaminated water droplets
- The use of humidifiers and air conditioning equipment.*

Precautions you can take

Typical precautions include:

- Avoiding water temperatures and conditions that favour the growth of legionella
- Ensuring that the release of water spray is properly controlled
- Making sure water cannot stagnate anywhere in the system by keeping pipe lengths as short as possible and removing redundant pipework
- Keeping the water system and water in it clean, avoiding materials that encourage the growth of legionella
- Treating water to control the growth of legionella or limit its ability to grow
- Arranging for air conditioning units and humidifiers to be cleaned and serviced regularly in line with manufacturers' recommendations
- De-scaling showerheads and running showers periodically.*

*This list is not exhaustive.

Action

1. **Decide if there is a risk from legionella bacteria in your church premises.**

Guidance

The hazards outlined above highlight circumstances where there is a reasonably foreseeable legionella risk in water systems. It is not exhaustive and other factors may need to be considered depending upon your own particular circumstances.

Many churches will have a simple, domestic-type, hot and cold water system. However, these can vary in size, scale and complexity. All can present a foreseeable risk of exposure to legionella. Further information on managing the risk from these systems can be found at www.hse.gov.uk/legionnaires/hot-and-cold.htm

In many cases, the risk will be low, particularly where:

- The building is small, without individuals especially 'at risk' from legionella bacteria
- Daily water usage is inevitable and sufficient to turn over the entire system
- Cold water is directly from a wholesome mains supply (not stored water tanks)
- Hot water is fed from instantaneous heaters or low-volume water heaters (supplying outlets at 50°C)
- The only outlets are toilets and handwash basins (i.e. no showers).

Where simple checks show that the risk is low and being properly managed, you may need to take no further action.

Other systems may present a risk of exposure as well, e.g. humidifiers, indoor ornamental fountains etc. Here, the additional guidance provided at www.hse.gov.uk/legionnaires/risk-systems.htm will be of use in managing any risk posed by them.

In some cases, you may need to formally assess any risk of exposure from water systems on the premises and identify any precautions that might be required. You may need the help of someone who is competent to complete the assessment for you.

In completing the assessment, you may need to consider:

- The source of system supply water, e.g. whether from a mains supply or not
- Possible sources of contamination of the supply water in the premises before it reaches the cold water storage tank
- The normal plant operating characteristics
- Unusual, but reasonably foreseeable, operating conditions, e.g. breakdowns
- Any means of disinfection in use
- The review of any current control measures
- The local environment.

Action

Guidance

Your risk assessment should include details of:

- Those with responsibilities for controlling any risk
- Your water system
- Any potential risk sources
- The precautions currently in place and others that might be required
- Any monitoring, inspection and/or maintenance procedures required
- Records of any monitoring results, inspections and checks carried out
- Any review that is required (including a review date).

Further guidance on legionella risk assessment is provided in the HSE document 'Legionnaires' disease. The control of legionella bacteria in water systems, Approved Code of Practice and guidance on regulations', available at www.hse.gov.uk/pubns/priced/l8.pdf

It is important to review your assessment regularly in case of any changes in your system, and specifically if there is a reason to suspect it is no longer valid.

2. Implement any additional precautions that might be necessary.

These should ensure that your water system is operated and maintained under conditions that prevent or adequately control the growth of legionella bacteria.

If you identify a risk that you are unable to prevent, you must put a plan in place (referred to as a written control scheme) that will help you manage this. This should describe:

- Your system, e.g. develop a schematic diagram
- Who is responsible for carrying out the assessment and managing its implementation
- The safe and correct operation of your system
- What control methods and other precautions you will be using
- What checks will be carried out, and how often will they be carried out, to ensure the controls remain effective

You should also monitor any control measures applied and keep records of these and other actions taken, such as maintenance or repair work.

If you decide to employ contractors to carry out water treatment or other work, you should check that they can do this to the standard needed. You should also check that they have adequate insurance to cover the work they are being asked to perform.

Making a start

Action

3. Ensure that employees or volunteers with any specific role to play in maintaining water systems or monitoring them know how to do this safely.

Make a note of any information or training that is provided to individuals.

Guidance

Any persons involved in the control of legionella (such as monitoring, flushing, fitting and maintaining water systems) must be appropriately trained.

The level of training required will depend on the complexity of the systems involved and the tasks required of them. This may include information, instruction and training on the significant findings of any risk assessment and the precautions to be taken. This may need to be reviewed where circumstances change.

4. Keep records of what you have done.

If you are an employer, you should keep a record of any risk assessment that you make.

You may also want to keep a number of other records. Further guidance is available at www.hse.gov.uk/legionnaires/what-you-must-do.htm

Records should be kept whilst they are current and for a period of at least two years afterwards. Records of any monitoring, inspection, test or check should be kept for at least five years.

5. Document your arrangements and responsibilities for legionella.

Review these where you suspect that they are no longer valid.

If you have prepared a health and safety policy, record these as part of it.

You can use our Church Health and Safety Policy template if you haven't done this and need one to comply with health and safety law.

Want to know more?

Other useful health and safety information is available at:

https://ecclesiastical.com/risk-management/articles/?q=&facet_productService=&facet_articleType=35515

Further guidance and information and guidance is available at:

www.hse.gov.uk/legionnaires/index.htm

Note: if you are in Ireland, Northern Ireland, Jersey, Guernsey or the Isle of Man, then regional variations might apply. In this instance, you should check the guidance provided by the Enforcing Agency for your region. This will be freely available on their website.

Need to report an incident involving an injury?

If an incident occurs that may result in a claim for injury, please retain any accident investigation records, e.g. accident book entry, photos etc. and contact our specialist claims team on **0345 603 8381** (Monday to Friday 8am – 6pm) for advice. Where you have received correspondence about a claim being made against you, it is important that you notify us immediately and email a copy to our experts on casualtyclaims@ecclesiastical.com.

Policy cover queries

For queries about your policy cover, call our specialist church team on **0345 777 3322** (Monday to Friday 8am – 6pm, excluding bank holidays) or email us at churchteam@ecclesiastical.com.

Alternatively, please visit www.ecclesiastical.com/church.

This guidance is provided for information purposes and is general and educational in nature. It should not be used as a substitute for taking professional advice on specific issues and should not be taken as providing legal advice on any of the topics addressed.



Proudly part of the BENEFACT GROUP 

Ecclesiastical Insurance Office plc (EIO) Reg. No. 24869. Registered in England at Benefact House, 2000 Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW, United Kingdom. EIO is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Firm Reference Number 113848.