



POLICY & PROCEDURE

POLICY NO	P&P/AG/079/12	DEPARTMENT	Administration & General
DATE OF ISSUE	15 September 2012	DIVISION	A & G
LAST UPDATE		APPROVED BY	General Manager
SUBJECT	LEGIONELLA CONTROL POLICY		

PURPOSE

To prevent or control the growth and multiplication of Legionella through effective design, maintenance and operation of water services. This involves staff undertaking a simple Legionella control audit on a regular basis



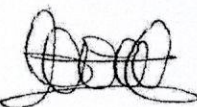
POLICY

Legionella - 14 Point Plan

1. Chief Engineer is responsible for legionella control.
2. The Chief Engineer is trained in controlling of legionella and other staffs are trained to be aware of the importance of their role in controlling legionella.
3. Human Resources should include this subject as part of orientation program

PROCEDURE



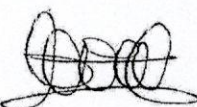
1. Keep hot water hot and circulating at all times: 50°C - 60°C (too hot to put hands into for more than a few seconds)
2. Keep cold water cold at all times. It should be maintained at temperatures below 20°C (this may not be possible when the ambient temperature is high, but every effort should be made to ensure that cold water entering a property remains as cold as possible)
3. Run all taps and showers in guest rooms for several minutes at least once a week if they are unoccupied and always prior to occupation.
4. Keep shower heads and taps clean and free from scale
5. Clean and disinfect cooling towers and associated pipes used in air conditioning systems regularly - at least twice a year

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6. Clean and disinfect water heaters (calorifiers) once a year
7. Disinfect the hot water system with high level (50mg/l) chlorine for 2-4 hours after work on water heaters and before the beginning of every season
8. Clean and disinfect all water filters regularly - every one to three months
9. Inspect water storage tanks, cooling towers and visible pipe work monthly. Ensure that all coverings are intact and firmly in place
10. Inspect the inside of cold water tanks at least once a year and disinfect with 50mg/l chlorine and clean if containing a deposit or otherwise dirty
11. Ensure that system modifications or new installations do not create pipework with intermittent or no water flow
12. If there is a spa pool (also known as whirlpool spas, "Jacuzzis", spa baths) ensure that:
 - It is continuously treated with 2-3mg/l chlorine or bromine and the levels are monitored at least three times a day
 - At least half of the water is replaced each day
 - Sand filters are backwashed daily
 - The whole system is cleaned and disinfected once a week
 - Daily records of all water treatment readings such as temperature and chlorine concentrations are kept and ensure they are checked regularly by the manager.

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