

Corporate Legionella policy

July
2022



Document history

Name of policy	Corporate Legionella Policy
Purpose of policy	To lay out the legal duties of NFDC, identify the risks and controls that are expected and the required associated monitoring schemes, record keeping and sampling.
Policy applies to	The control of the risk associated with the Legionella Bacteria in NFDC owned properties.
Frequency of review	Bi-annual
Latest update	07/2022
Update overview	Full policy update and reformatting to standard template.

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1. Policy

1.1 Introduction

New Forest District Council (NFDC) recognises the risk associated with the pathogenic Legionella bacterium and understands it's duty to comply with the guidance contained within [Approved Code of Practice: Legionnaires' Disease: The control of Legionella bacteria in water systems \(L8\)](#) and the legislative requirements of The Health and Safety at Work etc. Act 1974 (HSWA), Management of Health and Safety at work Regulations (MHSWR) and Control of Substances Hazardous to Health Regulations 2002 (COSHH) for all relevant activities.

NFDC has a legal, financial, and moral duty to ensure so far as is reasonably practicable, the health, safety and welfare of its staff, members of the public and any contractors working on their behalf. This policy sets out clear roles and responsibilities to ensure adequate controls and management of the risks are in place.

1.1.1 What is Legionella?

[Legionella](#) is a bacteria (*Legionella pneumophila*, and similar related bacteria) that exists in natural sources of water and can survive under a wide variety of environmental conditions including manufactured water systems, although the temperature range between 20°C to 45°C favours the most rapid growth. The bacteria do not readily multiply below 20°C and will not survive above 60°C. Legionella bacteria require a supply of nutrients to multiply. Additional risk factors for the Legionella bacteria is the build up of other micro-organisms in the water such as algae, amoebae, and other bacteria. The sludge, sediment, scale, and other material deposits within water systems can provide a safe refuge for the bacteria to survive, favourable conditions for multiplication and protection from biocides.

1.1.2 What is Legionnaire's disease?

The Legionella bacteria can lead to [Legionnaire's disease](#) which is a potentially life-threatening pneumonia. It is the most known serious form of a group of diseases known as legionellosis. Infection is spread by breathing in small water droplets contaminated with the bacteria. The disease cannot be passed from one person to another. Everyone is susceptible to the bacteria, although men appear more susceptible than women, but some persons are known to be at higher risk such as smokers, those over 45 years of age, alcoholics, diabetics, those with chronic respiratory or kidney disease and persons who have a pre-existing illness or whose immune system is suppressed. Persons exposed to Legionella can develop initial symptoms such as high fever, chills, headaches, and muscle pains. Other symptoms can include diarrhoea or vomiting and delirium. Approximately 12% of reported cases result in fatality, however the disease can be treated effectively with antibiotics during early diagnosis.

1.2 Scope

This policy applies to:

- The causal risk from Legionella bacteria (the causative agent of legionellosis including Legionnaires' disease). Infection is attributed to inhaling legionella bacteria in aerosol, fine spray, or water droplet.
- The management of the risk associated with the Legionella bacteria, through controls, monitoring, management, training, and prevention.

This policy applies to the following individuals:

- All managers who are responsible for engaging contractors and service providers who work on water systems.
- All employees of NFDC.
- All contractors and service providers working on behalf of the New Forest District Council, on water systems in our buildings.
- Tenants of NFDC properties should actions be requested of them.

1.3 The Standard Operating Procedures for managing the risks associated with Legionella.

For the NFDC to meet its legal duties as identified under [ACOP L8](#) and associated legislation. All services who undertake work that could result in exposure must produce service specific arrangements, these arrangements must set out specific procedures that must be followed and detail clear roles and responsibilities.

All arrangements must as a minimum meet the requirements set out in this policy and take the form of NFDC standard operating procedures, including guidance for Responsible Persons and employees working in each service. The above hierarchy sets out those specific service arrangements and Management System.

1.4 Legislative and regulatory context

This section highlights the key pieces of legislation that applies, and the general requirements NFDC is required to follow.

1.4.1 The Health and Safety at Work etc. Act 1974 (HSWA)

[The Health and Safety at Work etc Act 1974](#) is the primary piece of legislation covering occupational health and safety in Great Britain. This piece of legislation sets out the general duties which employers have towards employees and members of the public, employees have to themselves and to each other and certain self-employed have towards themselves and others. The sections that relate to this are 2, 3, 4 and 6. NFDC acknowledges and accepts its responsibilities under The Health and Safety at Work etc. Act 1974 and will ensure to control all risks to its employees, contractors and those who may be affected by the work they undertake are controlled to be kept as low as so far as is reasonably practicable.

1.4.2 Management of Health and Safety at work Regulations (MHSWR)

[The Management of Health and Safety at work Regulations \(MHSWR\)](#)

requires employers to put in place arrangements to control health and safety risks. This piece of legislation sets out the general processes and procedures which employers are required to have to for managing the safety of employees, contractors, customers, partners, and members of the public. NFDC acknowledges and accepts its responsibilities under this legislation and has in place procedures for written risk assessment (to a suitable and sufficient level), arrangements for planning, organisation, control, monitoring and review of protective and preventative measures that come from the risk assessment, following the Plan, Do, Check, Act process. Provision of adequate training, supervision, and consultation to ensure these processes are followed and practicable.

1.4.3 Control of Substances Hazardous to Health Regulations 2002 (COSHH)

[The Control of Substances Hazardous to Health Regulations 2002 \(COSHH\)](#)

is a key piece of legislation requiring employers to control substances that are hazardous to the health of employees, contractors, and members of the public. This piece of legislation sets out the duties which employers must ensure that there are sufficient controls through risk assessment, alternative chemicals, training, emergency planning, prevention, and protective measures. The regulations that relate to this are 6, 7, 8, 9 and 12. NFDC acknowledges and accepts its responsibilities under this legislation and will ensure to control all risks to its employees, contractors and those who may be affected by the work they undertake are controlled to be kept as low as is reasonably practicable.

1.4.4 ACOP: Legionnaires' Disease: The control of Legionella bacteria in water systems (L8)

The [Approved Code of Practice: Legionnaires' Disease: The control of Legionella bacteria in water systems \(L8\)](#) is a specific piece of guidance provided by the HSE covering the risks associated with exposure to the Legionella bacteria. This piece of guidance sets out clear duties which employers must identify, assess, prevention, control, implement, manage, monitor and record keeping in relation to Legionella. NFDC acknowledges and accepts its responsibilities under this legislation and will ensure to conform to its requirements to mitigate and control the risk to its employees, contractors, members of the public and those who may be affected by the work they undertake, keeping it as low as is reasonably practicable.

1.5 Key Duties as Required by the Legislation.

The key issues / duties required under the Control of Legionella, [ACOP L8](#) are:

- Identification and assessment of risk sources in premises;
- Preparation of a scheme or plan for prevention or controlling the risk;
- Implementation and management of this scheme or plan through the appointment of a person or persons to be responsible for this;

- Maintain records (e.g., flushing regime, monitoring records) and reviewing effectiveness of plans and controls;
- Provision of training, instruction, and supervision of persons, including operatives and **appointed Responsible Persons**;

NFDC will comply with standards governing the control and risk management of Legionella bacteria in conjunction with current and appropriate Codes of Practice. The purpose of this practice is to manage the risk from Legionella bacteria exposure (from water systems under the control of NFDC) to employees, visitors, and residents of NFDC premises. NFDC in response to the above requirements will:

- Assess the foreseeable risks from Legionella bacteria;
- Take action to manage the risk from legionella bacteria and designate responsible person(s);
- Provide recommendations and guidance on precautionary measures required to maintain hot and cold-water services;
- Maintain appropriate records (e.g., flushing regimes);
- Continually review service policies and advise where changes to a water system is planned.

2. Application of Policy

2.1 Policy Application

The policy applies to all areas involving the storage of water or use of water in a manner which poses a reasonably foreseeable risk of exposure to Legionella bacteria. For example:

Water systems that contain:

- [Hot and cold systems](#) and [Shower systems](#);
- [Spa Pools](#);
- [Sprinkler Systems \(tank fed\)](#);
- [Cooling towers](#) and [evaporative condensers](#);
- [Any system containing water which is likely to exceed 20°C and which may release a spray or aerosol \(a cloud of droplets and/or droplet nuclei\) during operation or maintenance.](#)
- [Deadlegs](#) and [Fountains, both interior and exterior](#);

2.2 Reasonable Application

The policy does have certain criteria where an elaborate assessment and control measures are not required. A simple risk assessment can be used to reflect that the risks are low and that no further action would be necessary. For example:

Water systems that are:

- Small domestic type where temperatures and throughput are high;
- Instantaneous water heaters;
- Boiling water dispensers;

- Daily high throughput water dispensers that are not fed from a tank;

2.3 Pre-Installation Application

This policy requires the consideration of the potential risk of Legionella presence during the service life of any system commissioned. Practical solutions must be planned prior to the installation of any new system.

There are requirements for designers, manufacturers, importers, suppliers, and installers to:

- Ensure, so far as is reasonably practicable, that the water system is so designed and constructed that it will be safe and without risks to health when used at work;
- Provide adequate information for the user about the risk and measures necessary to ensure that the water systems will be safe and without risks to health when used at work;
- Any provided information should be updated in the light of any new or changes in significant risks to health and safety that becomes available, to ensure relevant changes are made to applicable risk assessments and controls;
- Prior to any work being carried out where relevant the “Work Authorisation Form” must be completed.

NFDC acts as an installer of these systems in many cases so the above applies. As part of this process NFDC will look to install systems that minimise the risk associated with Legionella bacteria.

3. Identification and Assessment of Risk

3.1 Risk Assessment

To comply with the legislative requirements a system of structured risk assessment will be implemented that is suitable and sufficient, undertaken by a competent person to identify the risk of exposure and assess it to implement suitable controls.

The Risk Assessment should include clear identification and evaluation of the potential sources of risk. Specific means of prevention of the exposure to Legionella or if prevention is not possible the mitigation measures to minimise the risk of exposure and how it will be controlled and/or monitored.

Where the risk assessment demonstrates there is no reasonably foreseeable risk, inconsequential risk, or no likelihood of increase in risk then no further measures are deemed necessary. However, in the event of changes to the system or circumstances of use then the assessment must be reviewed, and any subsequent controls implemented as needed.

Periodic review of risk assessments must be carried out (every two years) and in the event that there are any changes from circumstances within the original risk assessment. In line with the requirements of risk assessment any significant findings

must be recorded and communicated out to all applicable parties involved, including but not exclusive to persons working with the system, responsible parties, and relevant management.

NFDC services will maintain a comprehensive record of systems that they are duty holders for including location, type, initial and updated risk ratings and maintain risk assessments covering these systems.

3.2 Safe Systems of Work

Following the assessment of the risks posed NFDC will generate applicable Safe Systems of Work for employees to follow. These will be suitably detailed and clear to ensure easy understanding and compliance with the process. Should an issue occur that deviates from the assessment and safe system a site-specific risk assessment must be completed including an updated safe system of work to ensure employee safety and ongoing protection of staff who may not be familiar with the water system they are working on.

Where there are issues relating to Legionella, be that non compliance or issues with the processes in place these issues must be raised to the Corporate Health and Safety Team to be reviewed and where needed raised to the relevant health and safety panel.

4. Legal Duty Holder

4.1 The duty to manage the risks associated with the water systems can vary depending on the circumstances of use, occupation, and agreements.

The Chief Executive is considered to be the overall Duty Holder for New Forest District Council, however it is accepted that day to day management will be delegated to **Responsible Persons** within the Service Management Structure.

The Services are to determine prior to risk assessment whom the legal duty hold is, this is due to the complex nature of the buildings, owned, managed, leased, or sub-let. Dependent on whether there is a legal agreement of responsibility or delegation of responsibility as determined by contract, tenancy agreement, property management agent. Should it be determined that the responsibility of maintenance, inspection, and prevention the NFDC are not to be involved unless by direct request and following a site-specific risk assessment.

A few examples where NFDC is the duty holder:

- Buildings it owns where there is no tenancy agreement or contract, e.g., for such premises that are unoccupied, or occupied solely by the NFDC. e.g., Main Offices, Depots, Sheltered Housing Schemes and Voids.
- Unoccupied premises include transiently unoccupied (void) premises and new acquisitions in its commercial property portfolio;
- The common parts of multi-occupancy buildings it owns, unless any contract or tenancy agreement states to the contrary;

- Where, under any contract or tenancy agreement, the NFDC is in control of maintenance of the internal and/or external fabric of the building;
- For domestic premises in its Housing portfolio. The Council is not the duty holder
- Where it lets buildings under its property portfolio and the contract or tenancy agreement makes the lessee responsible;
- For common parts of multi-occupancy buildings, it leases from another organisation (in this situation adequate steps must be taken to establish that the duty holder has fully carried out their responsibilities), unless any contract or tenancy agreement makes it responsible;

NFDC is unable to designate specific services, individuals, departments, depots, or units as separate duty holders. The responsibility and liability remain with NFDC as a whole so long as no specific written contract or agreement to delegate the requirements is in place. NFDC must have adequate management arrangements in place including co-operation between various service and individuals.

NFDC has designated authorised staff known as Responsible Persons to ensure that adequate procedures are in place, carried out and monitored to remove, prevent, or minimise the risk of exposure.

4.2 Senior Management Responsibility

Senior and Local Managers with control over premises, including financial control, must ensure, to whatever extent necessary, that NFDC fulfils its responsibilities under this Policy. This will include satisfying themselves that any buildings for which they are responsible, or which are workplaces for their staff, have a Legionella risk assessment and, if required, the building(s) have adequate controls, monitoring and testing in place to control the risk from the Legionella bacteria in line with this Policy. They must alert the **Responsible Persons** to any premises or water systems to which is they may not be aware.

Senior Managers who control premises should cooperate with the **Responsible Persons**, who are appointed to take managerial responsibility to for the provision suitable and sufficient risk assessment for premises which NFDC is the legal duty holder and to provide supervision of the implementation of the controls and precautions identified by the risk assessment as necessary.

Senior Managers should liaise with the **Responsible Persons** at all times in connection with any matters arising from the ongoing management of assessed water systems. They should receive and jointly approve the Responsible Persons reports, the management, maintenance and testing schedule and support the funding requirements.

It is essential that there are clear and periodically reviewed management and communications procedures in place, so that the Duty Holder can be sure that the risk assessments have been properly undertaken and actions to manage risk continue to be undertaken on a regular basis. The effects of any building modifications should be considered and where necessary the risk assessments updated. The **Responsible Persons** should be consulted if there is a need to clarify any issues.

The **Responsible Persons** are obliged to ensure relevant Senior Managers receive copies of the assessments and details of the actions necessary. They must also be

made fully aware of any specific actions they must implement following the assessment. No physical modification to water systems in premises should be carried out without first receiving the written approval of the relevant **Responsible Persons**.

The designated **Responsible Persons** are:

- Service Manager, Estates and Valuations;
- Service Manager – Housing Maintenance (Compliance and Asset Management);
- Grounds and Street scene Manager.

While these **Responsible Persons** are able to delegate duties as well this does not remove their responsibility or requirements under this policy to ensure the safe and adequate management of legionella. The duties may be only delegated to specific appointed persons.

This applies for all relevant areas under their responsibility including offices, depots, leased/owned properties and other relevant locations such as public toilets. The duties may be delegated to other appointed persons as such within the hierarchy of the management structure below them with reporting of duties to the legal duty holders.

4.3 Local Management Responsibility

Local Managers with responsibilities for employees and premises must familiarise themselves that any local measures required by the risk assessment and ensure they are actioned to the frequency specified. This will include any flushing, shower head cleaning, reporting of visible defects, monitoring water temperatures etc,

Local Managers with responsibilities for employees and premises must implement measures to ensure no adjustments or operational changes are made to water systems, including temperature changes, **without the written approval** in advance from the **Responsible Persons**, in addition where relevant the “Work Authorisation Form” must be completed. They are also responsible for specifically ensuring that the **Responsible Persons** are made aware of any physical changes, modifications, or additions to water systems so that risk assessments can be reviewed.

4.4 Suppliers, Consultants, Services Responsibility

Suppliers of products and services, including consultancy and water treatment services, aimed at preventing or controlling the risks associated with Legionella bacteria, should, so far as is reasonably practicable:

- ensure that measures intended to control the risk of exposure to legionella bacteria are designed and implemented in an effective and safe manner without risks to health;
- provide adequate information on the correct and safe use of product(s);
- ensure that any limitations on their expertise, products, or services they offer are clearly defined and made known to the **Responsible Persons**;
- ensure that any weaknesses or issues which they identify in the NFDC systems or written schemes relating to the exposure to legionella bacteria are made known to the **Responsible Persons**;

- ensure that their employees have the necessary ability, experience, instruction, information, training, and resources to carry out their tasks competently and safely;
- All water systems are properly installed, and commissioned as appropriate to their use;
- Any work being carried out involving water systems must go through the “**Work Authorisation Form**” process.

5. Training and Competence

5.1 Training and Competence of Persons.

The **Responsible Persons**, with the assistance of the Corporate Health and Safety Team, must ensure that persons who carry out the assessment and who draw up and implement precautionary measures on behalf of NFDC have had the training, experience, information, instruction, and resources to enable them to carry out their tasks competently and safely.

In particular, the persons involved should understand:

- [Approved Code of Practice and Guidance L8 - "Legionnaires Disease - the Control of the Legionella Bacteria in Water Systems"](#) and its requirements;
- Potential sources and the risks that water systems present;
- Measures to be adopted, including precautions to be taken for the protection of people concerned, and their significance;
- Measures to be taken to ensure that controls remain effective, and their significance;
- The importance of including the Corporate Health and Safety Team within the Legionella management process;

To supplement the training the Corporate Health and Safety Team will look to provide further training to the relevant **Responsible Persons**.

6. Risk Management Schemes

6.1 The Management Schemes

The **Responsible Persons** must implement where required a **management scheme** to prevent or control the risk of exposure from Legionella bacteria. This must be generated to supplement the risk assessments generated for the water systems where a foreseeable risk is determined.

Mitigation of the risk by avoidance of the use of these systems or tasks so far as reasonably practicable is expected. However, where impractical to do so there must be a clearly defined written scheme for controlling the risk associated with the likely

exposure. Service Managers and Responsible Persons should liaise to ensure a practical solution is implemented.

Any scheme implemented should include within the associated safe system of work:

- Up to date plans showing the water system (schematics) including relevant damaged or inoperative parts;
- Descriptions and actions to ensure the correct and safe operation of system;
- Precautions and preventative measures for exposure including exposure routes;
- Checks, frequency of checks, record keeping, e.g., flushing regime;
- Maintenance and calibration need, such as TMV's to ensure a safe outlet temperatures.
- Actions to take in the event that there is a failure in the management of the risk and controls implemented;
- Avoidance, treatment, and preventative measures to mitigate growth and proliferation of Legionella;

6.2 Requirements of Inspections

The NDFC and **Responsible Persons** must ensure an adequate inspection regime is in place with clear time frames and responsibilities set out. These will be generated by the relevant **Responsible Persons** working with the applicable Service. These must be robust and include suitable record keeping reflecting NFDC compliance with the legislation.

Formal inspections must be carried out by a competent contractor who is a member of the Legionella Control Association. The timeframes provided within their documents should be followed by NFDC **Responsible Persons** following consultation and discussion with the Corporate Health and Safety Team.

6.3 Requirements of Assessments

The NDFC and **Responsible Persons** must ensure an adequate assessment and review regime is in place with clear time frames, responsibilities and key checks set out. These will be generated by the relevant **Responsible Person** working with the applicable Service. These must be robust and be recorded reflecting NFDC compliance with the legislation. Contractors must also include this in their risk assessment process when working on properties on behalf of NFDC.

All assessments provided by the competent contractor to New Forest District Council must provide clear guidance on the requirements to reduce the risk of legionella within Council properties. The competent contractor must review current controls in line with the requirements of L8.

6.4 Requirements of Record Keeping

The records of inspections and assessments must be kept in line with the NFDC document control procedures and stored on the relevant system. As a minimum, monitoring results are to be retained for over six years.

Ongoing flushing regimes need to be logged in a suitable system or logbook in line with the frequency of checks as determined by discussion and consultation with the Corporate Health and Safety Team, following the provision of the Legionella Risk

Assessment by the competent contractor, these are managed by relevant **Responsible Person** and their appointed person within their own management team.

6.5 Suspected Exposure to Legionella bacteria.

The management of suspected exposure is an important control to have in place when working with potential exposure of employees, contractors, members of the public. **A clear and defined process must be followed.**

Where an individual who is under the responsibility of NFDC report symptoms which fall in line with water systems exposure, the **Responsible Person** must be contacted. Water sampling may be carried out as a precautionary measure. This will only be carried out at the express permission from the **Responsible Person** or Service Manager. The presence of the Legionella bacteria does not automatically mean that people have been infected, however, it does reflect a need for additional investigation. This may be through additional sampling to determine the concentration and extent of contamination of the water system. The Responsible Person may then contact the Corporate Health and Safety Team, before instructing any disinfection procedures be carried out. The location is likely to be closed until it is safe for re-entry.

There is a set process (held within the individual service procedures) to follow relating to Legionella exposure and contamination of systems. The **Responsible Person** must seek additional assessment, guidance and advice on the next steps to take. Legionellosis is considered a reportable disease under RIDDOR for employees who have worked on cooling towers or hot and cold-water systems that are or likely to have been contaminated with Legionella.

6.6 Requirements of Review

The records of inspections should be reviewed periodically along with all risk assessments, records of implemented controls and any relevant changes to legislation, guidance, processes, systems, maintenance, or preventative measures used.

These reviews will be carried out by the **Responsible Persons** in co-operation with the Senior Management, Specialist Contractors and Services. Ensuring that the records match up with NFDC activities reflects continued compliance and adherence to policy in line with legislation.

In addition, the Competent contractor must be managed effectively through a review process to ensure the standards are maintained and the quality of work continues to be suitable and sufficient.

7. Useful links to guidance

[HSE - Legionella and Legionnaires' disease](#)

[Legionnaires' disease: The control of legionella bacteria in water systems. Approved Code of Practice and guidance on regulations L8 \(hse.gov.uk\)](#)

[HSE -Legionnaires' disease - What you must do](#)

[HSE - Legionnaires' disease - Risk systems](#)

[Legionnaires' disease - Frequently Asked Questions: HSE](#)

[Legionnaires' disease: Technical Guidance Part 1 The control of legionella bacteria in evaporative cooling systems](#)

[Legionnaires' disease Technical guidance. Part 2: The control of legionella bacteria in hot and cold water systems HSG247 \(hse.gov.uk\)](#)

[Legionnaires' disease Part 3: The control of legionella bacteria in other risk systems HSG274 \(hse.gov.uk\)](#)

[Control of Substances Hazardous to Health \(COSHH\) - COSHH \(hse.gov.uk\)](#)

8. Definitions

Term	Definition
LRA	Legionella Risk Assessment
RP	Responsible Person
RM	Responsible Manager
AP	Appointed Person
L8	Reference to Legionella HSE guidance document.
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
EHO	Environmental Health Officer
VOID	A vacant or empty property
ACOP	Approved Code of Practice
COSHH	Control of substances hazardous to health
Legionnaires	The disease caused by the legionella bacteria
Pneumonia	An infection that inflames the air sacs in one or both lungs. The air sacs may fill with fluid or pus (purulent material), causing cough with phlegm or pus, fever, chills, and difficulty breathing.

9. Appendix

Civic Buildings and Facilities Work Authorisation Form

Section 1 – General Information	
Service Requesting Work Authorisation	
Service Representative Name	
Contact information	
Contractor Company Name	
Name of Contractor Representative	
Contact Information	
Date Work is Due to Commence	
Date Work is Due to be Completed	
Location	
Scope of Work to be Performed	

Section 2 – Tasks to be Performed			
<input type="checkbox"/> Working in High Traffic Areas	<input type="checkbox"/> Work that Involves Alteration of the Fire Alarm System	<input type="checkbox"/> Working in Emergency Exit Routes	<input type="checkbox"/> Work Likely to Produce Dust or Fumes
<input type="checkbox"/> Works Likely to Disturb Asbestos	<input type="checkbox"/> Works Likely to Disturb Fire Compartmentation	<input type="checkbox"/> Works that Require the Isolation of Electrical Systems	<input type="checkbox"/> Works that Require Access into Loft Void Areas
<input type="checkbox"/> Work will be undertaken out of hours	<input type="checkbox"/> work within a confined space	<input type="checkbox"/> Hot works required	<input type="checkbox"/> Working from height/works require access to roof space
<input type="checkbox"/> Other Tasks not Specified (Please Record Tasks below)			

Section 3 – Control Measures in Place	
<i>(Please include all tasks identified under section 2)</i>	
Tasks to be Performed	Control Measures in Place

Section 3 – Health and Safety Checklist		
Checklist	Completed?	Evidence Attached?
Has a risk assessment been carried out specifically for this work?		
Have method statements been carried out and submitted for this work?		
Are appropriate emergency procedures in place?		
Has the scope of the work been formally communicated to		
Has the asbestos register been checked and has relevant information been provided to contractors and third parties, where appropriate?		
Has the Corporate Asbestos Manager been notified of any potential works which may disturb asbestos containing materials?		
Has the contractors competence been checked?		
Have specific arrangements been put in place to ensure the site is secure and employees, third party organisations and members of the public are not placed at risk		
Have specific arrangements been put in place for changes in the fire evacuation strategy, where appropriate?		
Are additional permits to work required?		

Section 4 – Hazard Checklist	
Hazards identified	Control Measures in Place

Section 5 - Work Authorisation		
Work Authorisation Issued to		
Name:	Position:	Date:
Signed:		
Contractor Company Name:	Contractor Representative Name:	Position:
Signed:		
Date:		

Work Authorisation Issued By		
Name:	Position:	Date of Works: XXX to XXX
Signed:		
Date:		