

To: **Eric Hotson, Cabinet Member Corporate and Democratic Services and Rebecca Spore, Director Infrastructure**

From: **Rebecca Spore, Director of Infrastructure**

Decision No: **18/0017**

Subject: **Policy and Code of Practice for the Management of Hot and Cold-Water Systems**

Key decision

Classification: **Unrestricted**

Past Pathway of Paper: Previous Policy 2016 (not published)

Future Pathway of Paper: Cabinet Member Decision

Electoral Division: All Divisions

Summary: The policy (attached at appendix A) on the management of hot and cold-water systems in KCC buildings has been reviewed.

This policy provides best practice guidance and general information on hot and cold-water systems, including current practices and legislative requirements. It provides information on the Council's strategic approach to the management of hot and cold-water systems within its existing estate and any new buildings.

Recommendation(s):

The Cabinet Member for Corporate and Democratic Services is asked to approve the adoption of the Code of Practice for the Management of Hot and Cold-Water Systems Policy

1. Introduction

- 1.1 The report outlines the Council's strategy / policy on the management of water systems across its property portfolio outlining our approach to new and existing building stock.
- 1.2 The purpose is to ensure that all the Council's existing and future building portfolio meets legislative requirements and best practice standards in relation to hot and cold-water systems.
- 1.3 The objective is to ensure that current buildings are safe and where the Council is constructing / occupying new buildings, that a unified risk based approach is undertaken.

2. Financial Implications

- 2.1 The rolling programme of risk assessments / survey programme, forms an integral part of the statutory compliance package which is delivered by the Total Facilities Management (TFM) contract and managed on a day to day basis by GEN2 as our managing agent. Therefore, water hygiene costs are not split out for the Corporate landlord buildings as they included within the overall planned preventative maintenance and statutory maintenance costs.
- 2.2 Where KCC have responsibilities for the school risk assessments / survey programme, a fixed cost is attributed to the service provided by the TFM contractors.
- 2.3 Remedial works and maintenance of Corporate landlord and school water systems can be difficult to correctly estimate as it is dependent on the size and complexity of the system, together with management, reliability and potential damage issues.
- 2.4 For KCC schools, water systems that require remedial works are the responsibility of the school when they fall within their financial limits shown below: -
 - Primary £7,500
 - Secondary £20,000

Above this level, the Council prioritises these as part of its maintenance spend.

3. The Report

- 3.1 The previous policy on the management of hot and cold-water systems within the Council was not formally approved and has remained in draft. This policy has been reviewed to ensure that the Council is meeting its statutory duties and legislative requirements.
- 3.2 The policy recommends and clearly defines: -
 - KCC's roles and responsibilities and those within our supply chain
 - the Council's commitment in preventing or minimising the risk from Legionella bacteria
 - affirms the Council's commitment to have in place control measures that adhere to the principals of risk assessment and comply with statutory requirements
 - the control system in place to ensure that measures are being implemented, are effective, records are kept and the policy is reviewed on a Bi - annual basis or if there are changes to legislation
 - its application to all buildings owned or occupied by the Council. Where the Council does not own the property, it will establish who is liable for its maintenance. It will also ensure that they have a legionella management plan in place and all relevant information is passed to the tenants and the Council. In cases where the liability cannot be established, The Council will carry out a

risk assessment to ensure that staff can occupy the area and take appropriate steps for managing the risk, in the areas so far as is reasonably practicable.

- 3.3 It is important that KCC has a robust policy to maintain our current practice by following the established management of hot and cold-water systems as part of the Councils overall planned preventative maintenance and statutory maintenance regime.

4. Conclusions

The Policy and Code of Practice for the Management of Hot and Cold-Water Systems meets all statutory and best practice requirements.

5. Recommendation(s):

The Cabinet Member for Corporate and Democratic Services is asked to approve the adoption of the Code of Practice for the Management of Hot and Cold-Water Systems Policy.

6. Background Documents

- 6.1 KCC - The Policy and Code of Practice for the Management of Hot and Cold-Water Systems
- 6.2 Health and Safety at Work etc Act 1974
- 6.3 Control of Substances Hazardous to Health Regulations 202 (as amended)
- 6.4 Legionnaire's disease – The control of legionella bacteria in water systems – Approved Code of Practice (L8)

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