

Legionella Management Policy

For council housing and other HRA properties

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Document Control

Governance

Table 1 – Policy information

Item	Response
Title	H&N Legionella Management Policy
Responsible officer	Head of Assets and Building Safety
Author	Blake Hamblett – General Manager Building Safety
First approved	H&N Service Director 23/04/2025
Version approved	HNSLT 04/03/2026
Next review date	04/03/2027
Review responsibility	General Manager Building Safety
Applicable to	Kirklees Homes and Neighbourhoods staff and subcontractors Kirklees Homes and Neighbourhoods tenants and leaseholders
Regulatory framework	Social Housing (Regulation) Act 2023 and associated RSH Regulatory Standards . Health and Safety at Work Act 1974

Revision history

Table 2 – Revision details

Date	Version	Author	Authorised by	Revision details
23/04/2025	1.0	Neil Turner	H&N Service Director	First publication
04/03/2026	1.1	Blake Hamblett	HNSLT	Clarification that individual domestic dwelling water systems will be carried out as and when required, by a competent person (3.1.7).

1 Introduction

1.1 Purposes of this policy

1.1.1 This policy sets out how we, Kirklees Homes and Neighbourhoods, comply with relevant legislation in regard to Legionella within properties owned and/or managed by us.

1.2 Legal context

1.2.1 This policy responds to the [Social Housing \(Regulation\) Act 2023](#) and the associated [Regulatory Standards](#) by addressing the following requirements:

Safety and Quality Standard

- Registered providers must use data from across their records on stock condition to inform their provision of good quality, well maintained and safe homes for tenants including:
 - a) compliance with health and safety legal requirements
- Registered providers must identify and meet all legal requirements that relate to the health and safety of tenants in their homes and communal areas
- Registered providers must ensure that all required actions arising from legally required health and safety assessments are carried out within appropriate timescales.
- Registered providers must ensure that the safety of tenants is considered in the design and delivery of landlord services and take reasonable steps to mitigate any identified risks to tenants

1.2.2 This policy also aims to ensure compliance with the following legislation:

- Health & Safety at Work Act 1974

1.3 Definitions

1.3.1 For the purposes of this policy, the following definitions apply:

Table 3 – List of definitions used in this policy

Term	Definition
Homes & Neighbourhoods; H&N, we, us	Kirklees Council's housing management services, inclusive of all departments and teams.
Tenant	A person that rents a home from Homes & Neighbourhoods.

Term	Definition
Leaseholder	A person that owns a home on a lease, within a council-owned building.
Resident	Any person that is registered as living in a council-owned home or other building, including tenants, leaseholders and others.
Staff; Officer; Employee	A person that works for Kirklees Council, including temporary or agency workers and apprentices.
Contractor	A company or person that works on behalf of Kirklees Council.
Pinnacle Housing	A company that manages some council-owned homes on the council's behalf. The homes are managed through a Private Finance Initiative (PFI) contract known as Excellent Homes for Life.
Legionella	Type of bacteria that can cause serious lung infections.
Competent Person	An individual who possesses the necessary knowledge, skills experience and authority to identify hazards, assess risks and safely perform a task.

2 Objectives and scope

2.1 Policy objectives

2.1.1 This policy aims to ensure that we meet our obligations as a landlord and seeks to provide assurance that the control of Legionella is effectively managed to ensure the safety of our employees, contractors, tenants, leaseholders and members of the general public.

2.2 Policy scope

2.2.1 The policy is relevant to all tenants and others who may live in, work in, visit or use homes or other premises owned and managed by Homes & Neighbourhoods.

2.2.2 The policy applies to the communal areas of leasehold dwellings.

2.2.3 The policy applies to all Homes & Neighbourhoods staff and contractors who have responsibility for, or who may come into contact with water systems or equipment in H&N properties.

2.2.4 Pinnacle Housing, who manage some homes on behalf of the council, are required to provide assurance that the landlord's water safety obligations are being met. Separate arrangements are in place and maintained to ensure this.

3 Policy statement

3.1 Management of Legionella

To ensure the safety of relevant persons by means of suitable management of Legionella:

- 3.1.1 We will comply with all legal and regulatory requirements to fulfil our responsibility to prevent and control the proliferation of Legionella bacteria in domestic water systems within the buildings we own and manage.
- 3.1.2 We will appoint a 'Competent Person or Persons' to identify and assess risks from Legionella bacteria in buildings owned and managed by Kirklees Homes and Neighbourhoods and conduct a risk assessment.
- 3.1.3 The Competent Person, with support from the building safety team, will ensure a robust Legionella Management Plan and correct processes are kept up to date, in line with current regulatory requirements and working practices.
- 3.1.4 We will develop a control scheme where required to manage and mitigate identified risks, including appropriate testing regimes, treatment methods, and considerations for design and installation.
- 3.1.5 For shared communal water systems, like retirement living schemes, that pose a higher risk of Legionella proliferation, the risk assessments and ongoing water monitoring will be carried out by a Legionella control association or UKAS accredited company.
- 3.1.6 Due to their lower risk nature, individual domestic dwelling water system risk assessments will be carried out as and when needed, by a competent person.
- 3.1.7 The Competent Persons and Building Safety Team will be responsible for maintaining accurate records of all measures related to the management of Legionellosis
- 3.1.8 We will ensure remedial actions are delivered efficiently and effectively as reasonably possible and practicable.
- 3.1.9 We will investigate any Legionella incidents, conduct a root cause analysis, and implement appropriate control measures to eliminate or reduce the risk of recurrence as far as reasonably practicable.
- 3.1.10 We will ensure that all individuals involved in Legionella control are trained, competent, and hold relevant industry-recognised qualifications.
- 3.1.11 We will provide information and raise awareness for tenants and other relevant individuals when required.
- 3.1.12 Homes & Neighbourhoods will work with tenants on an individual basis to understand their specific circumstances, including information about any communication needs,

disabilities, or vulnerabilities. Water safety services and arrangements will be delivered in a way that considers and respects tenants' individual needs, in line with the H&N Vulnerable Tenant Policy.

4 Roles and responsibilities

4.1 Council responsibilities

- 4.1.1 We are responsible for ensuring we comply with all relevant regulation and guidance for the management of Legionella.
- 4.1.2 All appropriate staff and contractors have received the adequate level of Legionella training.
- 4.1.3 We are responsible for ensuring that all residents can receive easily accessible Legionella information.

4.2 Tenant responsibilities

- 4.2.1 Tenants are responsible for taking good care of their homes and reporting any potential damage as soon as they notice them.
- 4.2.2 Tenants are responsible for gaining permission from Kirklees Homes and Neighbourhoods before undertaking any home improvements to their homes, with the exception of decorating.
- 4.2.3 In line with the Tenancy Agreement, tenants must allow council staff, agents or contractors access to their homes to carry out water safety checks and any required servicing and associated works.

5 Monitoring and review

5.1 Monitoring and improvement

- 5.1.1 The Legionella Management Plan sets out monthly Key Performance Indicators which are reported on a monthly basis.
- 5.1.2 Tenant Satisfaction Measures (TSMs) - BS04 - Proportion of homes for which all required Legionella risk assessments have been carried out. This measure is reported to the Regulator of Social Housing on an annual basis. The TSMs are also published on our website for residents and tenants to see.

5.2 Policy review

- 5.2.1 The policy will be reviewed annually or in response to relevant changes in legislation, regulation or organisational structures.
- 5.2.2 Any significant changes will be consulted on prior to implementation and relevant approvals sought.
- 5.2.3 This policy and future updates will be published on the council's website and internal staff site.

6 Associated policies and strategies

6.1 Homes & Neighbourhoods policies

- 6.1.1 The following Homes & Neighbourhoods policies and strategies are relevant:
- H&N Legionella Management Plan
 - H&N Repairs and Maintenance Policy
 - H&N Tenancy Agreement
 - H&N Vulnerable Tenant Policy

6.2 Kirklees Council policies

- 6.2.1 The following wider Kirklees Council policies and strategies are relevant:
- Kirklees Council Corporate Legionella Management Plan