LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY
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5 July 2024

TO: Councillors Chowns, Furlonger, Hughes (Chair) and Newsham

Dear Member

You are invited to attend a meeting of the **Environment & Leisure Committee on Thursday, 11 July 2024 at 7.00pm at the Town Council Offices, Church Lane, Ledbury,** for the purpose of transacting the business set out below.

Yours faithfully

Angela Price
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record or broadcast must respect the rights of other people attending under the Data Protection Act (GDPR) 2018

A G E N D A

1. To receive apologies for absence

2. Declarations of Interest

To receive declarations of interest and written requests for dispensations
(Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Ledbury Town Council's Code of Conduct for Members and by the Localism Act 2011)
(Note: Members seeking advice on this item are asked to contact the Monitoring Office at least 72 hours prior to the meeting)

3. The Nolan Principles **(Link)**

4. Public Participation

Members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Chairman.

5. To receive and note the minutes of meetings of the Environment & Leisure Committee held on Thursday, 2 May 2024 (Pages 805-812)

6. To review Action Sheets (Pages 813-814)

7. Consideration of Work Priorities (Pages 815-822)

8. Legionella Testing (Pages 823-886)

9. Planters for War Memorial (Pages 887-888)

10. Christmas Lights Contract (Pages 889-890)

11. Working Parties

11.1 To receive and note the draft minutes of the meeting of the Events Working Party held on 6 June 2024 (To follow)

11.2 To receive and note the draft minutes of John Masefield Memorial Working Party held on 10 June 2024 (Pages 891-896)

12. To receive notes of a meeting of the Cemetery Task & Finish Group held on 4 June 2024 (Pages 897-899)

13. Date of Next Meeting

The date of the next meeting of the Environment & Leisure Committee will be held on Thursday, 12 September 2024 at the Council Offices.

Distribution: Full agenda to: - Committee members (6)

Agenda excluding confidential papers to:

Plus: The Press
Library

AGENDA ITEM: 5

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON 2 MAY 2024

PRESENT: Councillors Bradford, Chowns (Chair) and Newsham

ALSO PRESENT: Julia Lawrence – Deputy Town Clerk
Trudie McGinnis – Minute Taker

E117 APOLOGIES

Apologies for absence were received from Councillors l'Anson, McAll and Sinclair.

E118 DECLARATIONS OF INTEREST

None received.

E119 THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

E120 PUBLIC PARTICIPATION

No public participation.

E121 TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON THURSDAY, 7 MAY 2024

RESOLVED:

That the minutes of the meeting of the Environment & Leisure Committee held on 7 March 2024 be approved and signed as a correct record.

E122 TO REVIEW THE ACTION SHEET

E73.2 Custodians for the War Memorial - To be included in the next newsletter.

E76.2 CCTV for Recreation Ground - Deputy Clerk advised that Herefordshire Council are still scheduled to replace and upgrade the CCTV at the Recreation Ground in due course.

E80.1 Three quotes have been requested for Christmas Lights. A Task & Finish Group will be set up once all the quotations have been received.

E102.3 That Ledbury Celebration be added to the Council's PPL/PRS licence at an

estimated cost of £166.71 - awaiting a response from Herefordshire Council.

E102.5 Licence for Ledbury Town Council - awaiting a response from Hereford Council.

E110 Generic Risk Assessment to form part of quotation process for quotes etc- currently in progress, a draft is being drawn up.

E123 CEMETERY

RESOLVED:

1. **That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 775 and 776 to be signed, granting the exclusive right of burial to those named on the interment form.**

2. **That in accordance with Standing Order 23(a), authority be given for the Transfer of Deeds of Exclusive Right of Burial 262 and 593 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.**

E124 DOG HILL WOOD – BENCH PROPOSAL

Members of the Environment & Leisure Committee considered the proposals put forward and of the local resident having a memorial bench at Dog Hill Wood, subject to them being advised that the costs for maintenance would need to be borne by them. The memorial bench would be installed utilising an existing bench location which had previously fallen into disrepair.

The Deputy Clerk reported that Adrian Hope Tree Services had kindly offered to supply some wood to make the bench however, assembling it would be down to the family to deal with, at their expense.

It was noted that any memorial benches would be the responsibility of the resident to maintain, and should they fall into disrepair, then Ledbury Town Council would take back ownership of the bench for health and safety reasons.

RESOLVED:

That the local resident be advised that they can proceed with the installation of a bench in Dog Hill Wood at one of the existing locations stated within the report, at their expense.

E125 PLANTERS AND FLOWERS FOR WAR MEMORIAL AND PLANTING SCHEME FOR THE HOMEND

Members of the Environment & Leisure Committee reviewed the comments received from Ledbury in Bloom and the following conclusions were reached.

War Memorial – Request Ledbury in Bloom to build a discreet “protype” trough in keeping with the War Memorial and present this to the Environment & Leisure Committee for their opinion/approval before proceeding with building any further troughs.

Flowers at the four corners of the War Memorial – It was agreed that flowers for Remembrance Day should only be displayed in the pots.

Planting Scheme for the Homend – Members considered that such planting may clutter up the pavements and would need Herefordshire Council permission and therefore Members decided not to pursue this proposal.

RESOLVED:

1. **That Ledbury in Bloom be invited to build a discreet “protype” trough for final opinion/approval prior to any further troughs being made.**

2. **That flowers in the stone pots should be restricted to Remembrance Day only.**

3. **That the planting scheme for the Homend not be pursued due to having too much street furniture in place.**

E126 MARKET HOUSE – FEASIBILITY STUDY FOR SIT-ON STAIRLIFT

Members of the Committee considered the Feasibility Study that had been presented by Caroe & Partners, noting that there were mixed views on the content of the report, accepting that there were huge health and safety risks whereas the building has become a monument rather than an operational building, having not been used for the past five years.

Members considered how the Market House could still be used in its current state. Councillor Bradford stated that prior to the pandemic, the Market House had been used to run council meetings as well as wedding ceremonies. Councillor Bradford believed that if sufficient advance notice/announcements were made and if anyone with disabilities wanted to attend such a meeting/wedding, then the venue could be changed to the Council Offices. It was noted that the Market House had no toilet facilities and Councillor Bradford suggested that individuals be directed to the Church Lane public toilets.

Utilising the space for weddings was further explored and Officers were instructed to confirm whether a licence would be required for the Market House, noting that the Market House has no toilet facilities.

RESOLVED:

1. **That Members of the Environment & Leisure Committee received and noted the contents of the report.**

2. **That Officers be requested to investigate whether a licence to hold weddings in the Market House would be required.**

E127 COUNCIL OFFICES - CCTV UPDATE

Members considered the report that had been presented. It was agreed that in addition to the cameras indicated in the report a further camera should be positioned at the front door entrance of the Council offices.

Members agreed that the Council should accept the £125.00 payment in relation to requesting Listed Building Consent advice.

RESOLVED:

1. **That Caroe & Partners be instructed to seek Listed Building pre-application advice at a cost of £125.00.**

2. **That Caroe & Partners be instructed to include a further camera, at the front entrance of Council Offices as part of the overall specification.**

E128 BYE STREET TOILETS PARTNERSHIP AGREEMENT

Members considered the proposals that had been presented but were not keen to take on this entity, as it was believed that Love Ledbury is not and has never been a charity. Councillor Newsham advised that there are two ways in which charitable status is gained: either by registering their charity with HMRC or via the Charity Commission website. It was noted that Love Ledbury cannot be found on the Charity Commission website, although it could still be registered as a charity with HMRC.

Members requested that Officers seek formal confirmation of the status of the Bye Street Public Toilets. However, Members believed it would be unwise for Ledbury Town Council to enter into a legal entity as Love Ledbury had not been able to manage the toilets since 2011.

Further discussion took place regarding the public toilets in Church Lane, considering that it would be more sensible if Herefordshire Council were to take on the responsibility of the Bye Street public toilets. The Deputy Clerk advised that Hoople are responsible for the Church Lane toilets and that it would be highly unlikely that they would want to take over responsibility of the Bye Street toilets as well.

It was brought to the attention of Members that the draft Partnership Agreement did state that repairs to the fabric of the building should continue to be borne by Herefordshire Council under the existing arrangement.

RECOMMENDATION:

That the draft Partnership Agreement is not approved, pending clarification in respect of the charitable status of Love Ledbury and confirmation of the expiry date of the lease.

RESOLVED:

That a dialogue be entered into with Herefordshire Council to explore whether it would be more feasible for Herefordshire Council to take over responsibility of the Bye Street public toilets as opposed to Ledbury Town Council.

E129 EICR REPORTS - UPDATE

RESOLVED:

That the ECIR reports be received and noted.

E130 FUTURE PROVISION OF BURIAL LAND IN LEDBURY

It was agreed that a Task & Finish Group meeting should be set up to explore Recommendations 1, 2 and 3, being:-

1 Options to extend further the active use of the existing cemetery.
2 Options to extend the current cemetery grounds.
3 Options to provide new cemetery facilities, noting that these should be located within the parish boundary of Ledbury.

It was proposed that up to six members of the public should be invited to participate, and an open invitation be circulated on the Council's website, via a press release and other social media channels. The Deputy Clerk advised that this meeting would be an opportunity to consider the proposals for an appropriate scatter garden.

Councillor Bradford suggested that Ledbury Football Club be approached to see if they would be willing to sell some of their land towards a new burial section.

RESOLVED:

1. **That Officers set up a Task & Finish Group to consider the three options presented, as detailed above.**

2. **That Ledbury Football Club be approached to see if they would be willing to sell some of their land towards a new burial section.**

E131 MEMORIAL BOARD FOR CEMETERY CHAPEL

RESOLVED:

That Company no. 1 be selected to supply an honours board, and the provision of the initial signwriting at a cost of £1,138.58 plus VAT.

E132 LEGIONELLA TESTING FOR COUNCIL PROPERTY

The Deputy Clerk advised Members that having spoken with three companies who specialised in Legionella testing, all three companies confirmed that the Town Council Offices and Cemetery Chapel were both low risk and therefore legionella sampling was not required. However, a formal Risk Assessment still needed to be undertaken and Members agreed to select Company 3 to carry out these works at a cost of £605.00 plus VAT.

RESOLVED:

That Officers be instructed to appoint Company 3 to carry out a Legionella Risk Assessment and related training for a cost of £605.00 plus VAT.

E133 WORKING PARTIES

1 TO RECEIVE AND NOTE THE DRAFT MINUTES OF THE MEETING OF THE CLIMATE CHANGE WORKING PARTY HELD ON 23 APRIL 2024

Members discussed what the relationship would be between NMiTE, Ledbury Places and Ledbury Town Council, confirming that it would be merely an academic exercise whereby students of NMiTE would be able to benefit from using Ledbury Town Council's Offices as a case study for any climate change or energy saving projects.

"RECOMMENDATION:

That the recommendations presented at 5.1 and 5.2 be accepted and approved by Members of the Environment & Leisure Committee.

The Recommendations are as follows:

5.1 That the opportunity for Ledbury Town Council to work in partnership with NMiTE and Ledbury Places be recommended to Environment & Leisure Committee, with a view to identifying a project(s) and the opportunity to be involved in developing a Heritage Asset Master Plan for the benefit of the buildings within the respective ownership and management.

5.2 That Environment and Leisure Committee support Ledbury Places leading on the creation of a Heritage Asset Master Plan.

RESOLVED:

1. That Members of the Environment & Leisure Committee receive and note the draft minutes of the Climate Change Working Party held on 23 April 2024.

2. That Ledbury Places be supported in respect of leading on the creation of a Heritage Asset Master Plan.

3. That no further action be taken in respect of the report from Prof. Whitelegg.

RECOMMENDATION:

That A RECOMMENDATION be submitted Full Council that the opportunity for Ledbury Town Council to work in partnership with NMiTE and Ledbury Places in support of an academic exercise with a view to identifying a project(s) and the opportunity to be involved in developing a Heritage Asset Master Plan for the benefit of the buildings within the respective ownership and management.

2 TO RECEIVE AND NOTE THE DRAFT MINUTES OF THE JOHN MASEFIELD MEMORIAL WORKING PARTY HELD ON 3 APRIL 2024

That Members of the Environment & Leisure Committee receive and note the draft minutes of the John Masefield Memorial Working Party held on 3 April 2024.

E134 DATE OF NEXT MEETING

RESOLVED:

To note that, subject to confirmation at the Annual Council Meeting, being held on 9 May 2024, it is proposed that the next meeting of the Environment and Leisure Committee will take place on 11 July 2024 in the Committee Room, Council Offices, Church Lane, Ledbury.

Signed …… Dated ……
(Chair)

ENVIRONMENT AND LEISURE COMMITTEE

02.05.24

Minute No.	Action	To be Actioned by	Date Actioned	Updates	Status
E73.2	That an article be included in the next Council Newsletter advising members of the public that the Town Council are Custodians of the War Memorial on behalf of the people of the town.	CEO	Jun-24	To be included within next Newsletter scheduled for March - not included in March or June newsletter CEO to be advised that this item is to include in next edition (Sept 2024)	In progress
E76.2	That should Herefordshire Council not continue with the provision of CCTV cameras at the Recreation Ground Ledbury Town Council investigate the cost to install a camera at Bye Street to be linked into the Hereford CCTV system.	DTC		ON HOLD - Due to withdrawal of scheme by Hereford City Council.	On Hold
E80.1	RECOMMENDATION: That it be recommended to Full Council that quotes be obtained from Christmas Lights providers concentrating on the area from Top Cross to Bye Street, within the £15,000 budget, as follows: •5 verticals in the High Street; •Retain the string lights over the Almshouses, BBI, Market House and Council offices; •1 x overhead light from BBI to Spec Savers •1 x overhead light at Top Cross	TC/DTC	End April 24	Meeting to be arranged with Christmas Light contractors. A meeting with Blachere has been arranged for 26 March 2024 quotations received and T & F Group met to consider options - recommendation to be considered at July meeting	On agenda
E102.3	Officers investigate whether the Town Council would benefit from an annual premise licence, which would include Ledbury Celebration	CEO	Jul-24	Information received from HC in respect of application process and costs further information to be provided to FP & GP Committee for consideration	In progress
E102.5	Officers investigate the most appropriate licence required for LTC	CEO	Jul-24	See above	In progress
E110	Ledbury Town Council draws up a generic Risk Assessment which would form part of the quotation process for builders etc	DTC	01-Aug	To be drafted - delayed due to staff shortages	In progress
E124	That the local resident be advised that they can proceed with the installation of a bench in DHW making use of one of the existing locations as identified within the report and at their own expense.	DTC		DTC To confirm if resident has been advised	In progress

E125(1)	That LiB be invited to build a discreet "prototype" trough for final approval/opinion prior to any further troughs being made	DTC	Jun-24	Christina Vass advised TC that there would be a cost implication to build a prototype and therefore are not able to provide this. Due to judging day being 15.07.2024 (four days after next meeting of E & L)they have agreed to remove the two long dilapidated troughs from outside the Alms House and move the four smaller ones and replant these pending further discussions `	Completed
E126(2)	That officers investigate a wedding licence for the Market House	DTC	May-24	TC confirmed that Registrar unable to provide licence to hold weddings in the Market House do to it not being accessible by all and there being no toilet facilities on site.	Completed
E127(1)	That Caraoe & Partners be instructed to seek listed building pre-application advice at a cost of £125.	DTC	May-24	Caroe advised accordingly and actioned request for advice	Completed
E128	**RECOMMENDATION**: That the draft Partnership Agreement not be approved, pending clarification in respect of the charitable status of Love Ledbury and confirmation of the expiry date of the lease.	DTC	May-24	Clarification received from Love Ledbury that the group is registered as a charity with HMRC	Completed
E128	That a dialogue be entered into with HC to explore whether it would be more feasible for them to take over responsibility of Bye Street toilets	DTC		DTC To confirm if this has been actioned - delayed due to absence of DTC	In progress
E130(1)	That officers set up a T & F group to consider options	DTC/TC	04.06.2024	Meeting held and notes to be included on agenda	Completed
E130(2)	That Ledbury Football Club be approached to see if they would be willing to sell some of their land to LTC for use as burial land	DTC		DTC To confirm if this has been actioned - delayed due to absence of DTC	In progress
E132	That company no 3 be appointed to carry out legionella tests	DTC	Jun-24	Tests completed and report to be included on July agenda	Completed
E133(2)	That Ledbury Places be supported in respect of leading on the creation of a Heritage Asset Master Plan	LTC/LP/ Nmite	Ongoing	Awaiting further update from Ledbury Places	In progress
E133	That A **RECOMMENDATION** be submitted Full Council that the opportunity for Ledbury Town Council to work in partnership with NMiTE and Ledbury Places in support of an academic exercise with a view to identifying a project(s) and the opportunity to be involved in developing a Heritage Asset Master Plan for the benefit of the buildings within the respective ownership and management.	LTC/LP/ Nmite	Ongoing	Considered at Full Council on 06.06.2024 and agreed	completed

ENVIRONMENT & LEISURE COMMITTEE	**11 JULY 2024**	**AGENDA ITEM: 7**

Report prepared by Angela Price – Town Clerk

CONSIDERATION OF WORK PRIORITIES OF THIS COMMITTEE FOR THE 2024/25 MUNICIPAL YEAR

Purpose of Report

The purpose of this report is to ask Members of the Environment & Leisure Committee to consider the work priorities of the Committee for the 2024/25 Municipal Year.

Detailed Information

As part of the review of the Committee Structure, each Standing Committee is being asked to give consideration to their work priorities for the next 12-months and beyond.

Attached is a list of projects that this committee has committed to which Members need to consider and agree on the order or priority for each task, so that this can be provided to the Committee Structure Task and Finish Group to enable them to progress to the next stage in relation to this element of their work.

When considering the priorities it should be borne in mind that all standing committees are being asked to undertake this process and that they will inevitably have projects to be undertaken and that there are regular statutory duties that staff are required to undertake throughout the year. Currently there are 6 office staff, with one full time role to be filled with an apprentice and 1 new part time to be filled, one groundsman and one maintenance operative. Therefore, when considering resource implications consideration should be given to the available time of staff in relation to specific projects.

Recommendation

That Members review the attached documentation and prioritise each task accordingly, to help inform the Committee Structure Review.

	PROJECT DETAIL				PROJECT SCHEDULE			PROJECT BUDGET				PROJECT RESOURCES								
SERIAL	STANDING COMMITTEE	WORKING PARTY	PARENT OBJECTIVE	TARGET OUTCOME	START DATE	TARGET END DATE	SCHEDULE STATUS	APPROVED BUDGET	CONSUMED BUDGET	BUDGET COMMENTS	BUDGET STATUS	RESOURCE 1	R1 COMMITMENT	RESOURCE 2	R2 COMMITMENT	RESOURCE 3	R3 COMMITMENT	ADDITIONAL RESOURCES REQUIRED	ADDITIONAL RESCOURCES REQUIRED COMMITMENT	RESOURCE STATUS
1	E&L		Repointing of wall at cemetery	Pointing complete		30/09/24	Not Started	£2,000		£15000 available in EMR	Under	Admin	3 Days					External Contractor		OK
9	E&L		Main Driveway - Topped with gravel	Driveway Relaid		30/09/24	TBC				TBC	Admin	3 days	Link with serial no. 10				External Contractor		OK
10	E&L		Lay gravel path near to Children's graves (near new area)	Pathway Relaid		30/06/24	TBC			To be covered by grounds maintenance budget 2024/25	TBC	Admin	3 days	Link with serial no. 9				Internal		OK
11	E&L		Additional space required for cemetery.	Land identified and laying out completed and ready to use for burials		31/12/28	TBC			No budget considered to date - consideration to be given if council wishes to go ahead and if so how to fund i.e. PWLB	Not Set							Outside Contractors		OK
12	E&L		Re-varnish pews/lectern s in cemetery chapel	Works Completed - Re-varnish pews/lectern s in cemetery chapel		30/06/24	TBC	£2,100		£2100 within 24/25 budget external contractor	TBC	Admin	2 days					External Contractor		OK
13	E&L		Re-decoration of Cemetery Chapel	Works completed - Re-decoration of Cemetery Chapel		30/06/24	TBC				TBC							External Contractor	3 days	OK
14	E&L		Memorial Testing in St Michael & All Angels Closed church yard	Report received from contractor providing detail of inspections		30/09/24	TBC	£1,000		£1000 within 24/25 budget	TBC							External Memorial Inspector		OK
15	E&L		Install new 5-bar gate	New Gate & Post Installed		30/06/24	TBC				TBC							External Contractor	3 days	OK
16	E&L		Installation of new CCTV System in/on council offices - Subject to listed building consent	New CCTV installed in place		30/06/24	TBC				TBC							External Contractor Caroe	8 days	OK

17	E&L		Solution to flooding at rear enterance of council offices	New kerb at rear of council offices to be agreed via listed building consent		30/09/24	TBC				TBC							External Contract Conservation Officers Caroe	8 days	OK
18	E&L		Quinquennial Survey works to council offices	Solution to external foundation cills found and implemented		30/04/24	TBC				TBC							External Contractor Conservation Officers Caroe	8 days	OK
19	E&L		Installing stairlift in the Market House	Stairlift in place		30/04/24	TBC				TBC							External Contract Conservation Officers Caroe	25 days	OK
20	E&L		Quinquennial Survey Works to Market House				TBC				TBC								8 days	OK
21	E&L		Supply and install new multi play unit for childrens area	New Multi Play Unit in place		31/12/24	TBC			£10000 in 2024/25 budget PLUS EMR funds £15,000.	TBC								6 days	OK
22	E&L		Cantilever Swing removed and replaced with alternative equipment.	New piece of equipment in place		30/09/24	TBC			TBC - EMT Funds	TBC								6 days	OK
23	E&L		CCTV at reception ground	CCTV at reception ground			TBC			Dependent on funding being available from grant sources	TBC									OK
24	E&L	Events	Completion of SLA re funfair	SLA in place		30/06/24	TBC			Professional Fees - available wtihin 2024/2025 budget	TBC									OK
25	E&L		Land Ownership of Deer Park - consideration of maintenance responsibilities				TBC				TBC									OK

26	E&L	Council Events	WBD/Great Big Green Week / Christmas Lights Switch on / HODS - possible Summer Fete			31/12/24	TBC				TBC								Total Resource Days	OK
27	E&L	Budget Monitoring	Crawler Software for website installed	Software in place and working to report errors on website		30/06/24	TBC			TBC	TBC							Adansys Support	Time to research and contribute 0.076%	OK

AGENDA ITEM: 7

LEDBURY TOWN COUNCIL
SUB-COMMITTEE INITIAL DATA REPORT

SECTION ONE – HEADER DATA						
Standing Committee:	**Environment & Leisure Committee**					
Standing Committee Chair:	**Cllr Chowns**					
Working Parties: (List Working Parties reporting to the Standing Committee)	**Climate Change** **Events** **John Masefield Memorial WP**					
Report Date:						
Work Group or Project:	**19.12.2023**					
Gate:	**Budget TBC**					
SECTION TWO – OUTCOMES & RESOURCES						
Target Outcomes: (List all outcomes that the Group aim to deliver)	**Outcome**	**Target Date(s)**	**Allocated Resource**	**Additional Resources Required**	**Budget Allocation (Allocated/Spend to Date/Est to complete/Add budget required**	**Deliver Schedule**
Repointing of Boundary Wall at Cemetery	Pointing completed	2nd quarter of 2024/25 subject to weather conditions	3 days admin time	External Contractor	£2,000 within 24/25 budget – additional £15,000 available in EMR	End of Sept 2024

Main Driveway – topped with Gravel	Driveway relaid	2nd quarter of 2024/25 subject to weather conditions	3 days admin	External Contractors	TBC	End of Sept 2024
Lay gravel path near to Children's graves (near new area)	Path relaid	1st quarter of 2024/25	3 days and link with above	Internal	To be covered by grounds maintenance budget 2024/25	End of June 2024
Establish Scatter Garden	Scatter garden created and in use	December 2024	6 Days	External contractors	£2,000 budget within 2024/25 budget	End of 2024
Additional space required for cemetery	Land identified and laying out completed and ready to be used for burials	2028 completion date – several phases of works required		Outside contractors	No budget considered to date – consideration to be given if council wishes to go ahead and if so how to fund i.e. PWLB	
Revarnish pews/lecterns in cemetery chapel	Works completed	First quarter of 2024/25	2 days admin		£2,100 within 24/25 budget external contractor	End of June 2024
Redecoration of Cemetery Chapel	Works completed	First quarter 2025/26	3 days	External contractor		End of June 2025/26
Memorial Testing in St Michael & All Angels Closed church yard	Report received from contractor providing detail of inspections	By end of 2nd Quarter of 2024/25	3 days	External memorial inspector	£1,000 within 24/25 budget	End of Sept 2024
Install new 5-bar gate	New gate & Post installed	First quarter of 2024/25	3 days	External contractor		End of June 2024
Installation of new CCTV system in/on council offices –	New CCTV in place	First quarter 2024/25	8 days	External Contractor Caroe		End of June 2024

subject to listed building consent						
Solution to flooding at rear entrance of council offices	New kerb at rear of council offices to be agreed via listed building consent	2nd quarter of 2024/25	8 days	External Contract Conservation officers Caroe		End of Sept 2024
Quinquennial Survey works to council offices	Solution to external foundation cills found and implemented	End of 24/25 financial year	8 days	External contractor Conservation officers Caroe		April 2025
Installing stairlift in the Market House	Stairlift in place	End of 24/25 financial year	25 days	External contract Conservation officers Caroe		April 2025
Quinquennial Survey works to Market House			8 days			
Supply and install new multi play unit for children's area	New multi play unit in place	3rd Quarter of 2024/25	6 days		Budget £10,000 in 2024/25 budget plus EMR funds £15,000	End of Dec 2024
Cantilever swing removed and replaced with alternative equipment	New piece of equipment in place	2nd quarter of 2024/25	6 days		TBC – EMT funds	End of Sept 2024/25

CCTV at recreation ground – dependent on funding being available from grant sources						
Completion of SLA re Funfair	SLA in place	End of first quarter 2024/25	2 days		Professional Fees – available within 2024/25 budget	End of June 2024
Land ownership of Deer park - consideration of maintenance responsibilities						
Council Events	WBD/Great Big Green Week/Christmas Lights Switch on/ HODS – possible summer fete		Total resource days			Throughout 2024/25
NOTES & COMMENTS						

ENVIRONMENT & LEISURE COMMITTEE	**11 JULY 2024**	**AGENDA ITEM: 8**

Report prepared by Angela Price – Town Clerk

LEGIONELLA TESTING

Purpose of Report

The purpose of this report is to provide Members of the Environment & Leisure Committee with copies of the Legionella Risk Assessment and Action Reports in respect of the Council Offices and the Mortuary and Chapel at Ledbury Cemetery.

Equality Duty

Under section 149 of the Equality Act 2010, the "general duty" on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
c) foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying 'due regard' in their decision making in the design of policies and in the delivery of services.

Detailed Information

Members will recall that it was agreed that a legionella test should be carried out on all relevant council properties as a result of a recent Health & Safety audit undertaken by Worknest.

The testing has now been carried out by EMS Group UK and the reports are attached for Members consideration.

Members attention is drawn to the following sections within each document:

Mortuary & Chapel Report

Page 21 of the report provides details of actions required and timescales for these to be actioned.

5.1 provides information on future management of the legionella risks. It provides clear guidance on the appointment of a duty holder, responsible person(s) and deputies and what is required to ensure that they competent to undertake this role. Therefore, as a consequence of this arrangements will be made to ensure that training is provided to appropriate staff members.

5.2 provides details of a number of concerns in relation to the infrequent use of taps and suggests that these are either removed or flushed and recorded on a weekly basis Arrangements are being made for these to flushed and recorded on a weekly basis.

Arrangements are being made with a local plumber in respect of bullet point 2 of 5.2.

Council Offices

Page 22 of the report provides details of actions required and timescales for these to be enacted:

5.2 provides detail of a number of actions required and these comments should be read in conjunction with those at the top of page 16 of the report.

As with the Mortuary and Chapel there are some actions that will need to be undertaken by a plumber and some that can be done in house (i.e. monitoring and flushing). Arrangements are being made for this to be actioned.

As part of the testing process EMS Group UK have provided a Legionella Bacteria & Water Hygiene Logbook where records of future testing and weekly flushing processes can be logged.

Recommendation

Members are requested to receive the attached reports, noting that officers are in the process of dealing with the recommended actions from both reports accordingly.

Legionella Risk Assessment and Action Report

IDENTIFICATION, ASSESSMENT OF RISK AND PRECAUTIONS TO BE TAKEN WITH RESPECT TO LEGIONELLOSIS

HOT & COLD WATER SYSTEMS

Site Name:	**Mortuary & Chapel**
Site Address:	**New Street, Ledbury, HR8 2EL**
Risk Assessment Date:	**25/06/2024**
Recommended Review:	**June 2026**
Report Prepared By:	**Jason Godsil**
Report Reference:	**W-00027**
Project Reference:	**W-00027**

Contents

Section 1 - Introduction

1.1 ACOP L8 (Fourth edition) and HSG274

The latest version of Approved Code of Practice (ACOP) L8 (Fourth edition) and its associated guidance documents, HSG274 Parts 1, 2 and 3, came into effect in 2013/2014. The ACOP sets out a requirement under the Health and Safety at Work Act (1974), and the Control of Substances Hazardous to Health (COSHH) regulations for the management and control of micro-organisms such as Legionella.

The ACOP provides the legislation through which prosecution may be made under the Health and Safety at Work Act or COSHH legislation. Whilst failure to comply with the ACOP is not in itself an offence, evident contravention of such may be used in evidence as part of the prosecution case.

The ACOP applies to any work undertaken, and to premises used in connection with a trade. All water systems should be considered, with the potential for both the growth of Legionella bacteria, and water dissemination to atmosphere being assessed. The responsibility for management and maintenance of a system should be defined with clear lines of communication and reporting imposed. A scheme of control or prevention techniques should be applied to minimise the risk areas identified. Records are required to be kept on site at all times for the preceding five years.

The key element from the ACOP is for a Risk Assessment to be carried out on water services liable to give conditions, which may promote the growth of Legionella bacteria and dissemination to atmosphere.

Where the assessment demonstrates that there is no reasonably foreseeable risk, or that the risks are insignificant and unlikely to increase, no further assessment or measures are necessary.

Where the assessment shows that there is a reasonably foreseeable risk; the use of water systems should be controlled or prevented so far as reasonably practicable from that risk.

The scheme of control is created to minimise the risk should contain such information about the system as is necessary to control or prevent the risk of exposure to Legionella bacteria, including: -

a) An up-to-date plan showing the basic layout of the system, including parts which are temporarily out of use

b) Identification of the system structure

c) A description of the correct and safe operation

d) The precautions to be taken.

The control scheme should be managed and properly recorded.

Legionella is the bacterium that causes Legionnaires' disease. Of this bacterium, Legionella Pneumophila is the species most commonly associated with disease outbreaks. Legionnaires' disease is identified as a pneumonia type of infection of the lower respiratory tract. The infection is most commonly acquired by the inhalation of airborne droplets or particles containing virulent Legionella bacteria. Exposure to Legionella can also cause a short feverish illness without pneumonia known as Pontiac fever or Lochgoilhead fever.

Research and investigations indicate that the occurrence of Legionella contamination is greatest in; wet cooling towers, evaporative condensers, domestic hot and cold water systems, air washers, spa baths and other systems where water is agitated and re-circulated.

1.1 ACOP L8 (Fourth edition) and HSG274

Sediment, scale and organic material present in water systems, can provide nutrients and give protection to Legionella. Legionella has been shown to colonise certain types of water fittings, pipe work and materials used in the construction of water systems. The presence of these materials may provide nutrients for Legionella and make eradication difficult. Other organisms in water systems such as other bacteria, amoeba and algae can provide a suitable habitat and nutrients in which Legionella can survive and multiply.

The formation of bio-films within water systems is undesirable and may also provide harbourage and favourable conditions for Legionella growth. The presence of Legionella in bio-films and in enclosures within protozoa may protect the organisms from remedial measures employed to eradicate the organism.

Legionella is most likely to proliferate in water systems that have temperatures between 20˚C and 45˚C. Human body temperature of approximately 37˚C is the ideal temperature for proliferation. Stagnant water within the above temperature range appears to provide the ideal conditions for proliferation of Legionella. Legionella will survive temperatures below 20˚C and between 45 and 50˚C, but it is considered to be in a dormant state with no growth activity. The bacterium does not survive temperatures maintained at 50˚C or above.

For water samples collected and returned to the laboratory, Legionella Pneumophila is recovered by the propagation of the organism on a specially supplemented nutrient growth medium. Such samples are normally incubated at 36˚C +/-1 ºC. It may take up to 10 days for colonies of Legionella to appear. Legionella can be recognised by visual examination of the colonies, followed by a number of laboratory techniques to identify species and serogroup.

Legionnaires' disease is most commonly caused by the inhalation of water droplets contaminated with the Legionella bacteria. It is therefore important that systems susceptible to colonisation by Legionella, and which incorporate an appropriate means for creating and disseminating water droplets should be identified and the risk they present assessed. This identification and assessment is required by ACOP L8 (Fourth edition: 2013).

The assessment must be completed for routine system operation and also for circumstances such as breakdown, abnormal operation, commissioning or other unusual circumstances.

Once the assessment has been completed, a strategy can be prepared for preventing or controlling the risk. The strategy will be based on a sound knowledge of the varying levels of attention required by the differing risk sources within the building.

The assessment takes account of:

A) The potential for the formation of an aerosol or respirable droplets.
B) The condition of the water.
C) Water temperature.
D) The water turnover rate.
E) The susceptibility of person(s) exposed to droplets.
F) The population density exposed to droplets.

Water droplets can be created in various ways such as by spraying, bubbling and following impact onto hard surfaces. Large drops may be reduced to respirable size by further impact or evaporation. Smaller particles can remain airborne for long periods and will be carried on air currents; distances up to 6 Kilometres have been reported.

In undertaking the Risk Assessment and drawing up precautions, particular attention must be paid to situations where:

1) The population exposed contains a relatively high number of people susceptible to legionella.
2) The density of population is high and therefore the number of people at potential risk is high

1.1 ACOP L8 (Fourth edition) and HSG274

The Risk Assessment should be reviewed whenever there is a reason to believe that the original assessment may no longer be valid. The original assessment may be compromised if:

1) It is not reviewed regularly
2) Changes are made to plant or water systems or its use
3) Changes are made to building use in which the water system is installed
4) New Information about risks or control measures becomes available
5) Results of checks indicate that control measures are no longer effective.

Once a risk has been identified and assessed, a scheme of control should be prepared for preventing or controlling it. The risk is heightened when conditions are not monitored and control of the system is lost, thereby allowing Legionella bacteria to proliferate.

The scheme of control should be implemented together with a planned preventative maintenance schedule, in line with that contained within the general recommendation's sections of this report. This will meet the requirements of the HSE ACOP L8 (Fourth edition: 2013) and the associated HSG274 guidance documents.

1.2 BS8580-1: 2019 Water Quality – Risk Assessments for Legionella Control- Code of Practice

This British Standard gives recommendations and guidance on the assessment of the risk of Legionellosis presented by artificial water systems. It is applicable to any undertaking involving a work activity or premises controlled in connection with a trade, business or other undertaking where water is used or stored in circumstances that could cause a reasonably foreseeable risk of exposure to legionellae and contracting Legionellosis.

The standard is applicable to Risk Assessments being undertaken on premises, plant and systems for the first time, and to review and audit where a previous assessment has been undertaken and where control measures might have been implemented.

1.3 Objectives

The objective of this Risk Assessment is to ensure compliance with ACOP L8 (Fourth edition) and HSG274 as part of which the following shall be performed: -

a) Identification and assessment of source of risk,

b) Preparation of a control scheme for preventing, minimising, and controlling the risk. **Note:** This risk assessment does not involve the preparation of a full written scheme of control, but rather provide information that is critical to its preparation, improvement and review.

Once completed, the Risk assessment requires reviewing regularly and, in any case, whenever there is reason to believe that the original assessment may no longer be valid.

This assessment is carried out as part of the total "Management Systems Controls" package for the Site/Group and should not be carried out *just to comply*. By this, it is meant that a Risk Assessment should be carried out in order to allow the Site Management to qualify or instigate any remedial or on-going works, and in order to provide the responsible person with the necessary site information for setting up all action plans.

All recommendations made in the Risk Assessment must be made with the specific requirements of the Site and must take into consideration manpower and budgeting considerations. The Report, together with the associated works specifications/procedures, contingency measures, Management Responsibilities and Site Logbooks, must be included in the Management and Procedures Manual.

The following legislation and industrial guidance has been used for the performance of this survey:
Health and Safety at Work Act 1974 – Sections 2, 3 and 4;
Control of Substances Hazardous to Health (COSHH) Regulations 2002 and Amendment 2003;
The Approved Code of Practice and Guidance on Regulations – Legionnaires' disease 'The Control of Legionella Bacteria in Water Systems' L8 (Fourth edition);
HSG274 Legionnaires' disease: Technical guidance Part 2: The control of legionella bacteria in hot and cold water systems;
HSG274 Legionnaires' disease: Technical guidance Part 3: The control of legionella bacteria in other risk systems;
British Standard BSEN 806-5: 2012 Specification for installations inside buildings conveying water for human consumption;
BS8580-1 :2019 Water Quality – Risk Assessments for Legionella Control- Code of Practice
BS 8558:2015 Guide to the design, installation, testing and maintenance of services supplying water for domestic use within buildings and their curtilages;
Water Supply (Water Fittings) Regulations 1999 and Water Byelaws 2000, Scotland;
EC Directive relating to the Quality of Water Intended for Human Consumption (80/778/EEC);

Notes:

- Miscellaneous systems - where assessed, the guidance within HSG 274 Part 3 is used. Otherwise, the system is detailed in the Areas of Non-Assessment section within this report.
- Temperatures have been taken and recorded from all sentinel outlets and a representative number of all other outlets that were accessible and identified to the assessor during the survey. Where outlet temperatures have been taken, these are recorded within the outlet and temperature register survey form of this assessment.
- Any water services in any part of the site/building which were not made available or identified at the time of survey to the assessor, does not indicate absence.
- We cannot guarantee that all pipe work passing underground or through floors, walls and ceilings has been traced, and it is possible that certain system dead-ends or dead-legs may not have been identified. As a result, any schematic diagram(s) contained within this report only details the visible or assumed pipe work.
  Whilst every effort has been made to ensure the accuracy of the content of this document, EMS Ltd will accept no responsibility for any omissions that are not included within this document.

1.4 Understanding the risk assessment

This risk assessment has been carried out in order to ascertain the possible risk of contracting Legionellosis, including Legionnaires' disease, from water systems and to produce a control scheme which will identify the maintenance activities required to control or prevent the risk from legionella. The assessment will identify any remedial works that may be required to reduce the risk of proliferation and dissemination of Legionella to as low as reasonably practical (ALARP). In addition, other health and safety risks have also been included within this report.

The water systems throughout this building, unless otherwise stated, have been surveyed utilising the specific system/asset survey forms within section three of this assessment.

Multiple questions will be asked for all aspects of the water management, assets and services present on the site. Any questions that are answered negatively, will generate a High, Medium or Low-level risk action and such risks will be identified using a specific colour code within the survey forms as shown below. Questions answered without a colour code will be considered to be that of a minimal risk factor and will not generate a specific action.

High Level Legionella Risks Identified: Immediate Action Required
Medium Level Legionella Risks Identified: Completion within 0 – 3 months or by agreement
Low Level Legionella Risks Identified: Completion within 0 – 6 months or by agreement

The corresponding remedial actions and / or controls outlined in section five of this risk assessment should be implemented at the earliest opportunity within the time frames set out below in order to bring the water systems back into compliance.

Explanation of risk rating:
Low risk is where conditions, if not addressed or PPM (preventative planned maintenance tasks) are not completed within the required time schedule, but presents no immediate threat to health and safety, which are quantifiable on the surveyor's experience and knowledge.

Medium risk is where proliferation, dissemination is likely; where PPM (preventative planned maintenance) tasks have not been implemented or carried out correctly and conditions could support legionella proliferation. Where legionella management and training is insufficient or lines of communication are not established or any other health and safety issues identified which are quantifiable on the surveyor's experience and knowledge.

High risk is an immediate risk to health and safety has been identified during the survey; these include, conditions that could support legionella proliferation and general health and safety concerns which are quantifiable on the surveyor's experience and knowledge. Such risks would be identified as a High-level risk and reported to the responsible (competent) persons at the time of survey and prior to this document being written and distributed as required within BS8580-1:2019 and should therefore, be actioned immediately.

Questions that do not generate a risk action will be considered to be of minimal risk and will not form any specific action, items not generating an action would indicate that all or specific areas of management and conditions of the water systems are compliant with ACOP L8 Fourth edition and HSG274 and are quantifiable on Surveyors experience and knowledge. However, the assessor may bring to attention minimal risk items as areas of improvement that will further reduce the risk of either proliferation or dissemination of the legionella bacteria as an observation/recommendation as a guidance for best practice only and not as an action. Such observations and other low risk recommendations will be outlined within the assessor notes in section 6.
In performing this assessment, only areas, water assets and services made available to the assessor have been included and assessed.

Known areas, water assets and services that are required to be included in the scope of works of this assessment, but, not made available to the assessor will be listed within section 2.4. Any areas not included in the scope of works for this assessment, but deemed to be a risk, will also be listed in section 2.4.

In accordance with ACOP L8 (Fourth edition: 2013) this Risk Assessment must be reviewed regularly and/or whenever there is reason to believe that the original assessment may no longer be valid.

Section 2 – Site Summary

2.1	Site Overview
Site Name	Ledbury Town Council Office
Survey conducted by:	Jason Godsil
Client Name:	Ledbury Town Council
Name of Site Representative:	Julia Lawrence (Deputy Town Clerk)
Name of Site Escort:	Julia Lawrence (Deputy Town Clerk)
Date(s) of Survey:	25th June 2024
Description of buildings surveyed and included within this assessment:	Chapel & Mortuary
Days Occupied:	Monday – Sunday
Opening Times:	NK
Shutdown Periods:	Not known

2.2	Site/Building Water Services Summary

Sentinel Outlets:
Sentinel outlets associated with individual water systems will be identified in section four and where applicable, the schematic drawing in section nine further within this document.

Cold Water - Incoming Supply and Distribution Systems:

All cold water is provided directly from the town mains.

Domestic Hot Water Services

Hot water is provided by 2 instantaneous water heaters.

2.3 Water Systems and Asset Register

During the assessment, the below water systems/assets were identified as being present within the building/site. Where such systems or assets have been identified, and assessed as part of this assessment, will be indicated within the tick column confirming such systems/assets have been assessed.
Any systems/assets identified, but have not been assessed, will be listed in Section 2.4, Areas of Non-Assessment.
Locations of systems and assets can be found further within this document and where included as part of the scope of this survey, the schematic drawings in section 8 of this document.

System/ Asset Type	Total present	Tick if assessed		System/ Asset Type	Total present	Tick if assessed
Cold Water Services						
Borehole Supply				Cold Water Distribution		
Cold Water Storage Tanks				Mains Water Supply	2	✓
Hot Water Services						
Combi Boilers				Combination Water Heaters		
Hot Water Storage Vessels				Hot Water Systems		
High Storage Volume Water Heaters				Instantaneous Hot Water Heaters	2	✓
Low Storage Volume Water Heaters				Plate Heat Exchanger Systems		
General Assets						
Cold Taps/Bib taps	2/2	✓		Hot Taps		
Mixer Taps				Showers		
Thermostatic Taps (Integral TMV)				Thermostatic Mixer Valves (TMV)		
Urinal				WC	1	✓
Miscellaneous Domestic Systems/Assets						
Booster Pump				Circulation Pump		
Coffee Maker				Combi Steam Oven		
Dental Equipment				Dishwasher		
Drinking Water Chiller Unit				Drinking Water Fountains		
Emergency Eye Wash				Expansion Vessels		
Grey Water				Hot Water Boiler		
Hydro Tap Unit				Ice Making Unit		
Inline Filter				Macerator		
Potato Peeler				Pressure Washer		

2.5 Susceptibility of the Sites Population

The susceptibility of personnel upon this site to the cause and effects of Legionnaires' disease have been assessed within the known range for specific legionella susceptibility. Understandably, not every person has been interviewed to their susceptibility. Therefore, assumptions have been made as appropriate, based upon visual observations and communication during this assessment.

1	State the estimated population within the premises:	**Varied**
2	Does the building have a water system which may affect the public outside of the premises?	**No**
3	Has a recorded case of Legionnaires' disease been associated with this building(s) or associated water systems?	**No**
4	Does the building population include persons of a high susceptibility i.e. persons over the age of 45, heavy smokers, low immuno-suppression system?	**NK**
5	State the assessed susceptibility of the building population to legionella bacteria:	**Low Risk**

Additional Comments: Low population with no known health issues that increase susceptibility risk

2.6 Water Systems Management Chain

Duty Holder	
The person/legal entity who is in control of premises or systems in connection with work, where there is a risk from water systems in the building. Responsibilities include: - *The appointment of a competent & responsible person to undertake the measures needed to comply with COSHH;* - *Make reasonable enquiries to establish the suitability of the responsible person;* - *Ensure that responsibilities and lines of communication are properly established and clearly laid down;* - *Undertake a risk assessment to identify & evaluate the risk from Legionella bacteria;* - *Consult with employees with respect to the arrangements in place. In particular, the arrangements for obtaining competent help, information on the risks & control measures, and health & safety training.*	
Organisation:	Ledbury Town Council
Name:	
Position:	
Contact Information:	

Appointed Competent Person	
Person or person appointed to undertake the duties required to comply with the COSHH Regulations. - *The appointed competent person or persons should have sufficient authority, competence and knowledge of the installation to ensure that all operational procedures are carried out in a timely and effective manner.* - *Carry out the risk assessment* - *Draw up and implement the scheme of precautionary measures* - *In particular, they should know the potential sources of legionella bacteria and the risks they present, the measures to adopt, including the precautions to take to protect the people concerned, and their significance and the measures to take to ensure that the control measures remain effective, and their significance.*	
Organisation:	Information not available or confirmed
Name:	
Position:	
Contact Information:	

Appointed Responsible Person	
The person specifically appointed by the duty holder to take day to day responsibility for controlling any identified risk from Legionella bacteria. - *Should have sufficient authority, competence and knowledge of the installation to ensure that all operational procedures are carried out effectively and in a timely way.* - *Oversee or manage the monitoring & review of the control scheme.*	
Organisation:	Information not available or confirmed
Name:	
Position:	
Contact Information:	

Site Maintenance Engineer	
Undertakes tasks as instructed by Responsible Person	
Organisation:	Information not available or confirmed
Name:	
Position:	
Contact Information:	

Water Treatment Contractor	
Undertakes tasks as instructed by the Responsible Person.	
Organisation:	Information not available or confirmed
Name:	
Position:	
Contact Information:	

Water Hygiene Consultant	
To provide technical support services and advice as instructed. This may include carrying out the risk assessment, audits, inspections, testing, sampling and/or other consultancy services.	
Organisation:	**EMS**
Name:	**Jason Godsil**
Position:	**Water Safety Consultant**
Contact Information:	**0800 358 1100**

2.7 Executive Summary

2.7.1	**High Priority Concerns** These issues have been identified as high risk and are considered an immediate risk to health. These have been reported at the time of survey for immediate action to be taken prior to this report being generated. These actions are detailed in section 5.1 of this Risk Assessment.

- **Clearly state the duty holder, responsible person(s) and deputies.**
- **Ensure the responsible person been appointed in writing and signed to accept their duties.**
- **Clearly state the responsible person's competency.**
- **Provide competency records for those involved in l8 monitoring.**
- **Suitable training needs to be arranged for those involved in l8 monitoring.**
- **Implement an action plan for possible legionella positive results.**
- **Produce a written scheme of control.**

2.7.2	**Medium Priority Concerns** These issues have been identified as medium risk and are detailed in section 5.2 of this Risk Assessment. The corresponding remedial actions and / or controls should be implemented at the earliest opportunity.

- **Bib tap is infrequently used. This can allow water to stagnate. Stagnant water can encourage legionella proliferation therefore it should be removed or flushed and recorded on a weekly basis.**
- **Bib tap has no back flow prevention installed – a single check valve is required to reduce risks associated with back flow contamination**
- **Chapel WC faulty cold tap causing dead leg – Dead legs allow water within to stagnate. Stagnant water can encourage legionella proliferation therefore it should be removed or flushed and recorded on a weekly basis.**
- **IWH01 is infrequently used. Discoloured water upon initial flush indicates this. This can allow water to stagnate. Stagnant water can encourage legionella proliferation therefore it should be removed or flushed and recorded on a weekly basis.**

Section 3 – Assessment of Legionella Risk

Within this section are survey forms for water system management and all water systems.

This risk assessment has been carried out in order to ascertain the possible risk of contracting Legionellosis, including Legionnaires' disease, from water systems and to produce a scheme of control which will identify the maintenance activities required to control or prevent the risk from legionella. The assessment will identify any remedial works that may be required to reduce the risk of growth and dissemination of Legionella. In addition, other health and safety risks have also been included within this report.
The water systems throughout this building, unless otherwise stated, have been surveyed utilising the specific system/asset survey forms within section three of this assessment.

Multiple questions will be asked for all aspects of the water management, assets and services present on the site. Any questions that are answered negatively, will generate a High, Medium or Low-level risk action and such risks will be identified using a specific colour code within the survey forms as shown below. Questions answered without a colour code will be considered to be that of a minimal risk factor and will not generate a specific action.

High Level Legionella Risks Identified: Immediate Action Required
Medium Level Legionella Risks Identified: Completion within 0 – 3 months or by agreement
Low Level Legionella Risks Identified: Completion within 0 – 6 months or by agreement

The corresponding remedial actions and / or controls outlined in section five of this risk assessment should be implemented at the earliest opportunity within the time frames set out below in order to bring the water systems back into compliance.

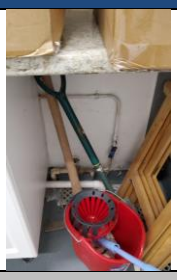
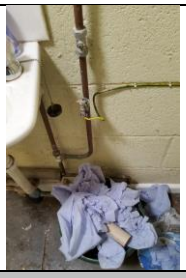
Answers to questions that do not generate a high, medium or low risk action will have no colour code and in which case be considered to be of a minimal risk and will not form any specific action, items not generating an action would indicate that all or specific areas of management and conditions of the water systems are compliant with ACOP L8 Fourth edition and HSG274 and are quantifiable on Surveyors experience and knowledge. However, the assessor may bring to attention low risk items as areas of improvement that will further reduce the risk of either proliferation or dissemination of the legionella bacteria as an observation/recommendation as a guidance for best practice only and not as an action. Such observations and other minimal risk recommendations will be outlined within the assessor notes in section six.

3.1	Water Systems Management - Survey Form	
1	Has a Risk Assessment been carried out previously? If Yes, state date when carried out:	**No**
2	Is there a suitable site Logbook containing records for the water services?	**See comments**
3	Is there a current monitoring programme in place for the buildings water systems?	**No**
4	Are any monitoring and inspection records available for the last 5 years?	**No**
5	Is there a control scheme available?	**No**
6	Is there a preventative management structure?	**No**
7	Have all persons responsible for the management of the water systems undergone suitable training?	**No**
8	Are there schematic diagrams of the water systems present?	**Yes as part of this report**
8a	Are the schematic diagrams suitable and valid?	**Yes**
9	Are there action procedures in the event of any non-conformances?	**No**
10	Does the site have an action plan for Legionella positive results?	**No**
11	Does the site have emergency procedures in place if legionnaire's disease is associated with the building?	**No**
12	Are any site water services supplied by a third party? ie Landlord	**No**
13	Is site temperature monitoring carried out with a suitably calibrated thermometer?	**N/A**
14	Have all employees or their representatives, been consulted and given information about the potential risks of exposure to the Legionella bacteria within the buildings water systems?	**No**
3.1	**Water Systems Management - Survey Form**	
Additional Comments: Site have recently been issued with a log book. The log book is due for population in due course. Populating the log book with address many of the issues in regards to management highlighted above.		

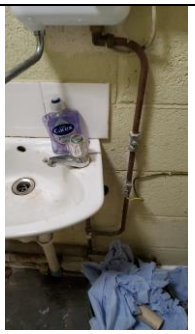
3.2	Cold Water - Incoming Supply and Distribution Systems - Survey Form	System ID: MCW01/02
1	State the types of cold water systems present on site, ie town mains, tanked:	Town Mains
2	State the location/s of the incoming main isolation valve:	-
3	Is there a water meter installed?	Not internally
4	Is there sufficient safe access to all areas where these cold-water systems supply?	Yes
5	State the materials of construction associated with these systems:	Copper
6	Are flexible hoses fitted to any services on the cold-water systems?	No
7	Are there any materials or fittings visibly present on any other services associated with the cold-water systems, that do not conform to the Water Regulations Advisory Scheme (WRAS) directory?	No
8	Is temperature used as a control method?	No
9	Is there other control methods used? ie Biocidal, Ionisation etc. If yes, please state type:	No
10	Are the temperatures at the nearest sentinel outlets below 20˚C on all cold-water systems?	Yes
11	Are the temperatures at the furthest sentinel outlets below 20˚C on all cold-water systems?	Yes
12	Are all other distribution temperatures that were tested within the correct temperature range? i.e. Below 20˚C	Yes
13	Are any strainers fitted within any of the cold-water systems?	No
14	Are suitable backflow prevention devices or arrangements fitted to all relevant services appropriate to the fluid risk category advised in the water supply (water fittings) 1999?	No
15	Are any RPZ (restricted pressure zone valves) fitted to the cold-water systems?	No
16	Do any of the cold-water systems have inline filters, scale inhibitors, UV lamps installed? Please state type present:	No
17	Are there any expansion/pressure vessels installed on this system?	Yes
17a	Are expansion/pressure vessel internal bladders, diaphragms approved against BS 6920	Yes
17b	Are all expansion/pressure vessels correctly installed? i.e. in a vertical position.	No
18	Are any dead legs visibly present on the cold water supply systems?	Yes
19	Are any dead ends visibly present on the cold-water systems?	No
20	Are there any infrequently used outlets/services evident on the cold-water systems?	Yes
20a	Are these flushed adequately based on site conditions and risk factor?	No
21	Is any unused equipment connected to the cold-water systems?	No
22	Is any scale/debris present on any of the tap outlets?	Yes
23	Do any tap outlets have any spray or other inserts fitted?	No
24	Are all areas of visible pipework suitably insulated?	N/A

Additional Comments:

- **Temperature monitoring is currently not being carried out. The water system is relatively small and water is provided directly from the town mains. This water is governed by the Water Supply (Water Quality) Regulations 2016 (England). These regulations do not specifically mandate a maximum temperature for cold water therefore if results of monitoring are over 20°C there is little that can be actioned by the responsible person. However, temperature monitoring is still recommended.**
- **Bib tap is infrequently used. This can allow water to stagnate. Stagnant water can encourage legionella proliferation therefore it should be removed or flushed and recorded on a weekly basis.**
- **External bib taps have no back flow prevention installed – a single check valve is required to reduce risks associated with back flow contamination**
- **Chapel WC faulty cold tap causing dead leg – Dead legs allow water within to stagnate. Stagnant water can encourage legionella proliferation therefore it should be removed or flushed and recorded on a weekly basis.**

3.2 a	Cold Water - Incoming Supply and Distribution Systems – Photographs
Mortuary incoming mains	
Chapel incoming mains	
External bib tap chapel without NRV	

External bib tap located at the site exit/entrance is infrequently used	

Chapel WC faulty cold tap causing dead leg	

3.3	Domestic Hot Water Systems - Survey Form	System ID: LSWH01 / IWH01-04
1	Is there sufficient safe access to all areas where all hot water systems supply?	Yes
2	Is temperature used as a control method?	No
3	Is there other control methods used? ie Biocidal, Ionisation etc. If yes, please state type:	No
4	State the types of the hot water supply sources ie hot water storage vessels, water heaters:	Instantaneous water heaters
5	Are all temperatures at the nearest sentinel outlets at least 50˚C (55˚C in healthcare premises)?	Yes
6	Where applicable, are all temperatures at the furthest sentinel outlets at least 50˚C (55˚C in healthcare premises)?	N/A
7	Are all other hot water temperatures at all outlets that were tested at least 50˚C (55˚C in healthcare premises)	N/A
8	Is there a recirculation pump(s) fitted to any of the hot water services?	No
9	State the hot water pipe work materials of construction:	Copper
10	Are flexible hoses fitted to any services on the hot water services?	No
11	Are there any materials or fittings visibly present on any other services associated with the hot water services, that do not conform to the Water Regulations Advisory Scheme (WRAS) directory?	No
12	Are all areas of visible pipework suitably insulated?	N/A
13	Are strainers fitted within the systems?	No
14	Are any dead legs visibly present on any of the hot water services?	No
15	Are any dead ends visibly present on any of the hot water services?	No
16	Are there any infrequently used outlets/services evident on any of the hot water services?	Yes
16a	Are these flushed adequately based on site conditions and risk factor?	No
17	Is there any unused equipment on any of the hot water services?	No
18	Is any scale/debris present on any of the tap outlets?	Yes
19	Do any tap outlets have any spray or other inserts fitted?	Yes
19a	Is there evidence of a regular cleaning regime in place for all tap outlets with sprays or other inserts?	No
20	Are TMV's fitted to any hot water services?	No

Additional Comments:

- **IWH01-02 do not store any water and therefore do not need to be monitored for a hot temperature. the feed to these should be below 20.0°C, this monitoring however would be covered in the cold water temperature monitoring checks.**
- **The Instantaneous water heaters have spray outlets attached. These should be removed and descaled every 3 months.**
- **IWH01 is infrequently used. Discoloured water upon initial flush indicates this. This can allow water to stagnate. Stagnant water can encourage legionella proliferation therefore it should be removed or flushed and recorded on a weekly basis.**

3.3a	Domestic Hot Water Systems – Photographs
Discoloured water when initially run indicating low use. Spray head installed.	

3.6 Water Heaters

There are several types of water heater, instantaneous, combi boiler, low storage volume, high storage volume, combination with integral CWST and plate heat exchangers. The following survey forms will identify the type of heater found during the survey.

3.6.1 Instantaneous Water Heaters – Survey Form

Asset ID:	1 Location:	2 Make/Model of Unit:	3 Access Conditions:	4 Cold Water Supply Source:	5 Cold Water Supply Temperature ie below 20°C
IWH01	Mortuary	Heatrae Sadia	Good	MCW	Yes
IWH02	Chapel WC	Triton	Good	MCW	Yes

Additional Comments:

- **The Instantaneous water heaters have spray outlets attached. These should be removed and descaled every 3 months.**
- **IWH01 is infrequently used. Discoloured water upon initial flush indicates this. This can allow water to stagnate. Stagnant water can encourage legionella proliferation therefore it should be removed or flushed and recorded on a weekly basis.**

3.6.1 a Instantaneous Water Heaters – Photographs

Discoloured water when initially run indicating low use. Spray head installed.	
IWH2	

Section 4 – Outlet Location and Temperature Register

Temperatures have been taken and recorded from all sentinel outlets and a representative number of all other outlets that were accessible to the assessor during the survey. Any temperatures recorded that fall outside the requirements of HSG274 Part 2, are shown in **RED**. Any water services found in any part of the site/building which were not made available or identified at the time of survey, does not indicate absence. Therefore, the table below included systems/services which have been surveyed or at least counted. Total numbers of services may vary from those listed below.

LOCATION	WH	CT	HT	MT	TMV	TMT	SH	PW	WC	U	HOT (˚C)	TMV (˚C)	HOT FEED	SENTINEL N/ F	COLD (˚C)	COLD FEED	SENTINEL N/ F	DW	WM	CWD	WB	WCBU	Flexi Hose	OTHER
Ground Floor																								
Mortuary	IWH1	1													18.0	MCW								
Chapel external		Bib														MCW								
Chapel WC	IWH2	1							1						-	MCW								

Section 5 – Remedial Actions

From the information gained during the assessment, it is concluded that the sites water services and management of legionella risk conditions have areas in need of improvement to achieve the requirements of ACOP L8 (Fourth edition) and HSG 274 Part 2.
The remedial actions are associated to the questions answered with a colour code within each survey form in Section three of this document. The remedial actions and / or controls outlined within sections 5.1 for high priority actions, 5.2 for medium priority actions and 5.3 for low priority actions should be implemented at the earliest opportunity and within the time frames set out below in order to bring the water systems back into compliance.

5.1 High Priority – High Legionella risk, immediate action required:

- **Clearly state the duty holder, responsible person(s) and deputies.**
- **Ensure the responsible person been appointed in writing and signed to accept their duties.**
- **Clearly state the responsible person's competency.**
- **Provide competency records for those involved in l8 monitoring.**
- **Suitable training needs to be arranged for those involved in l8 monitoring.**
- **Implement an action plan for possible legionella positive results.**
- **Produce a written scheme of control.**

5.2 Medium Priority – Medium Legionella risk, completion 0 – 3 months or by agreement:

- **Bib tap is infrequently used. This can allow water to stagnate. Stagnant water can encourage legionella proliferation therefore it should be removed or flushed and recorded on a weekly basis.**
- **Bib tap has no back flow prevention installed – a single check valve is required to reduce risks associated with back flow contamination**
- **Chapel WC faulty cold tap causing dead leg – Dead legs allow water within to stagnate. Stagnant water can encourage legionella proliferation therefore it should be removed or flushed and recorded on a weekly basis.**
- **IWH01 is infrequently used. Discoloured water upon initial flush indicates this. This can allow water to stagnate. Stagnant water can encourage legionella proliferation therefore it should be removed or flushed and recorded on a weekly basis.**

5.3 Low Priority – Low Legionella Risk, completion 0 – 6 months or by agreement:

- **No action Required**

Section 7 – Control Scheme

The Health and Safety Executive requires all water systems, identified as operating in such a way that the risk of Legionellosis is evident, be managed to minimise or eliminate that risk, as far as reasonably practicable. This is achieved by the formation of a written scheme of control and prevention or corrective actions requiring implementation. The written scheme is required to be inclusive in all management and maintenance programmes commissioned for the control of risk of Legionellosis. Primary objectives include: -

- identifying and ensuring proper application of maintenance, repair, cleaning and treatment regimens for all water services and ancillary equipment in order to maintain satisfactory water quality with respect to potential Legionella contamination
- ensuring that sufficient information, instruction, training and supervision is provided for, or undertaken by, those persons involved in site water services, defining clear responsibilities and providing formal communication lines for reporting unacceptable situations and resolving problems
- establishing written standards and performance criteria for water services, keeping clear records of all activities carried out and results obtained in meeting agreed objectives, and auditing compliance regularly.

Documentation
The Health and Safety Executive Approved Code of Practice requires that a logbook is maintained on site with up to date details on the following: -

- Nominated responsible persons with clearly defined lines of communication and details of subcontractors and their relative positions.
- the Risk Assessment
- control scheme and minimising risk
- schematic drawings of those systems identified as at risk
- records of all actions taken, signed by the operator.

These records must be kept for a minimum of five years and be available for inspection by the HSE or the Local Environmental Health Officer upon request.

The following listing is intended as a general guide to the type and frequency of routine maintenance tasks for the site water services identified in the Risk Assessment. Included, are the minimum requirements for an adequate prevention and control programme.

From each task, a clear instruction should be provided by the organisation responsible for that task, including detailed safety precautions and reporting procedures. All tasks undertaken must be recorded, and each entry signed and dated by the responsible person.

Records must be retained for a minimum of five years and be available on site for inspection.

Where appropriate, all working practices and procedures should comply with the relevant British or industry standard.
All water treatment conditioning chemicals used on these tasks must be environmentally acceptable and supplied by the same specialist supplier. Provision must be made for the safe storage, handling and proper disposal of all chemicals. A safety data sheet provided by the chemical supplier must be available. A COSHH assessment must be carried out, addressing the chemical itself and its specific application on site.

Note: This risk assessment does not involve or generate the preparation of a full written scheme of control, but rather provide information that is critical to its preparation, improvement and review. The control scheme within this document merely only forms the foundations that a full written scheme needs to be generated from.

7.1	Water Systems Legionella Control Management	
	Task	**Frequency**
	In accordance with ACOP L8 (Fourth edition 2013), a risk assessment must be carried out and reviewed regularly or whenever there is reason to believe that the current assessment is no longer valid.	**To be determined by the Duty holder**
	The schematic diagram of the water system must be regularly assessed for its validity. This should be performed, as a minimum, on an annual basis, or more frequently if building conditions or inspection results indicate water system changes.	**Annually or as required**
	Perform regular review meetings to discuss the preventative regime and any outstanding remedial actions. This should be performed, as a minimum, on an annual basis, or more frequently if building conditions or inspection results require.	**Minimum annual Basis**
	Review the operation and performance of the written scheme of control and prevention to comply with the requirements under L8 (Fourth edition 2013). This should be performed, as a minimum, on an annual basis, or more frequently if required by building conditions or inspection results require.	**Minimum annual Basis**
	Review the management structure to ensure this correctly represents the actual structure. This should be performed, as a minimum, on an annual basis, or more frequently if changes in personnel occur.	**Minimum annual Basis**
	Review the legionella awareness and competence of those involved with the management process. This should be performed, as a minimum, on an annual basis, or more frequently if changes in personnel occur.	**Minimum annual Basis**
	Review the non-conformance process, including the detection of legionella within a water system plan, ensuring this represents actual performance. This should be performed, as a minimum, on an annual basis, or more frequently if changes in the regime management, personnel or building water system use occur.	**Minimum annual Basis**
	Review the results and inspection results to ensure the operating parameters of the system are being achieved. This should be performed, as a minimum, on an annual basis, or more frequently if changes in the regime management, personnel or building water system use occur.	**Minimum annual Basis**
	Any temperature thermometers should undergo regular calibration to ensure the unit is in correct working order.	**Annually or as per manufacturers' instructions**

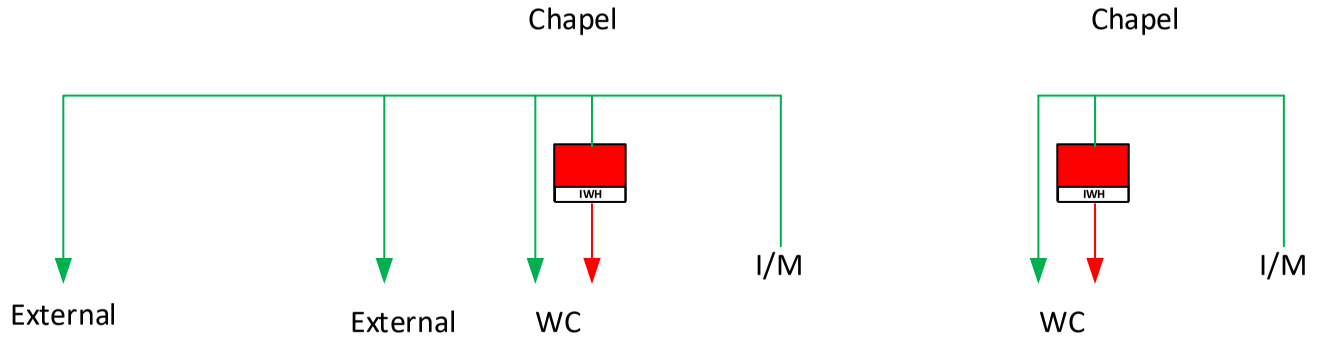
7.2	Incoming and Distribution Cold Water Supply	
	Task	**Frequency**
	Flush to waste advised High Risk outlets, including all services within infrequently used areas i.e. outlets, WC's, by-pass, dead-legs etc.	**Weekly**
	Check temperatures at sentinel taps (typically those nearest to and furthest from the incoming cold supply to the building, but may also include other key locations on long branches to zones or floor levels). These outlets should be below 20 °C within two minutes of running the cold tap. To identify any local heat gain, which might not be apparent after one minute, observe the thermometer reading during flushing	**Monthly**

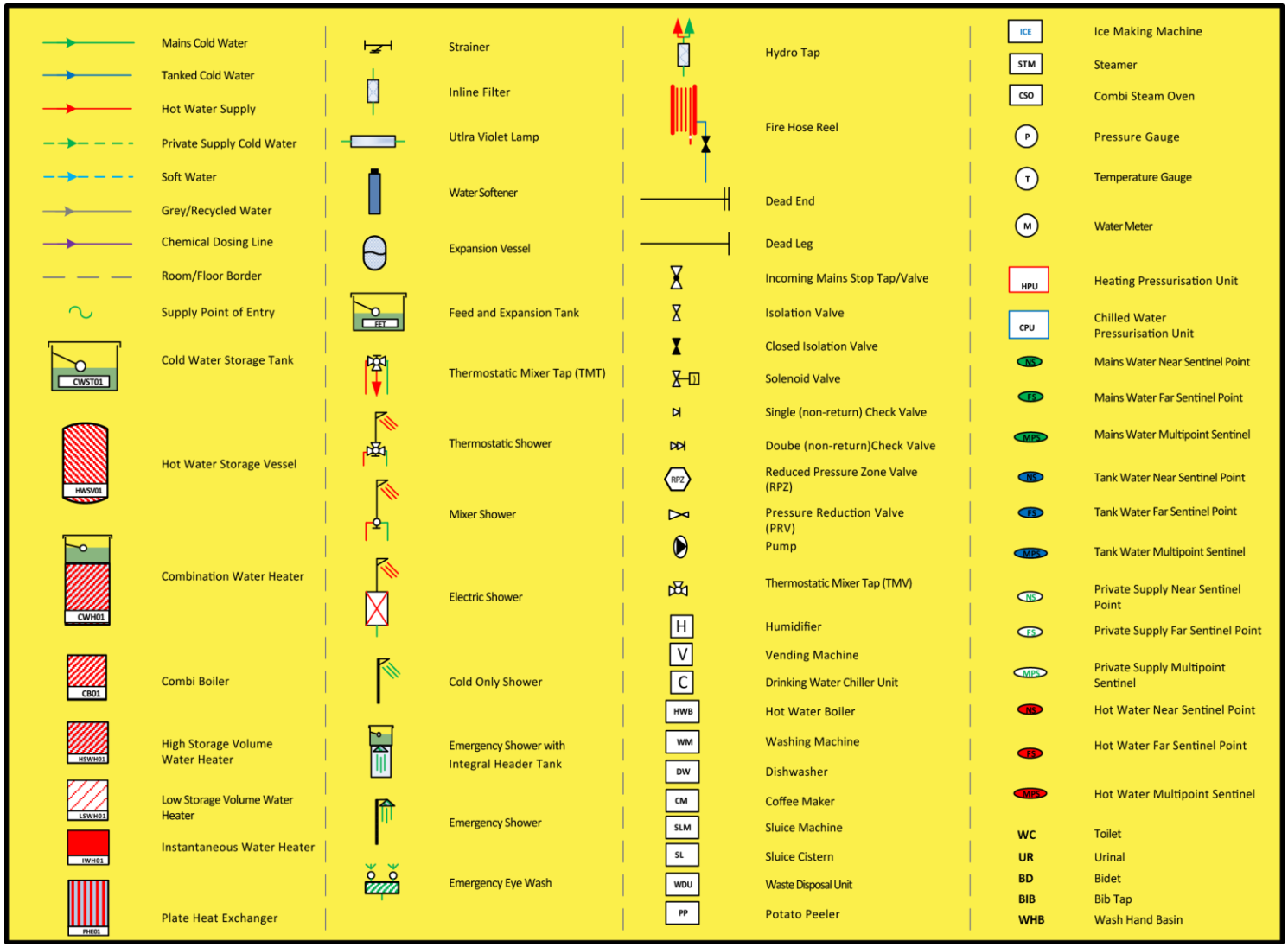
7.6	Instantaneous Water Heaters	
	Task	**Frequency**
	If the unit is infrequently used, flush for several minutes. (single spout heaters)	**Weekly**
	Check and record cold water supply temperature to the unit, to ensure the water supplying the unit is below 20˚C.	**Monthly**
	Spouts with spray /other inserts should be removed, cleaned, de-scaled and disinfected.	**Quarterly or more frequent if necessary**

Section 8 – Schematic Drawings

Client:	Ledbury Council	**Address:**	Church Lane, Ledbury, HR8 1DL	**Date Assessed:**	25/6/24	**Drawing No:**
Site:	Ledbury Council Office			**Assessor Name:**	Jason Godsil	1 of 1

We cannot guarantee that all pipework passing underground or through floors, walls and ceilings has been traced, and it is possible that certain system dead-ends or dead legs may not have been identified as this was not an intrusive survey. As a result the schematic diagram(s) contained within this report only details the visible or assumed pipework, it is not to scale and does not show the exact configuration of the pipework. Whilst every effort has been made to ensure the accuracy of the content of this document, EMS will accept no responsibility for any omissions. The simple schematic drawing of the water system is provided with this report to aid interpretation. The drawings should not be used for engineering purposes. A schematic key is available below the drawings within this report.




Mains Cold Water
Tanked Cold Water
Hot Water Supply
Private Supply Cold Water
Soft Water
Grey/Recycled Water
Chemical Dosing Line
Room/Floor Border
Supply Point of Entry
Cold Water Storage Tank
CWST01
Hot Water Storage Vessel
HWSV01
Combination Water Heater
CWH01
Combi Boiler
CB01
High Storage Volume Water Heater
HSWH01
Low Storage Volume Water Heater
LSWH01
Instantaneous Water Heater
IWH01
Plate Heat Exchanger
PHE01
Strainer
Inline Filter
Utlra Violet Lamp
Water Softener
Expansion Vessel
Feed and Expansion Tank
FET
Thermostatic Mixer Tap (TMT)
Thermostatic Shower
Mixer Shower
Electric Shower
Cold Only Shower
Emergency Shower with Integral Header Tank
Emergency Shower
Emergency Eye Wash
Hydro Tap
Fire Hose Reel
Dead End
Dead Leg
Incoming Mains Stop Tap/Valve
Isolation Valve
Closed Isolation Valve
Solenoid Valve
Single (non-return) Check Valve
Doube (non-return)Check Valve
RPZ
Reduced Pressure Zone Valve (RPZ)
Pressure Reduction Valve (PRV)
Pump
Thermostatic Mixer Tap (TMV)
H
Humidifier
V
Vending Machine
C
Drinking Water Chiller Unit
HWB
Hot Water Boiler
WM
Washing Machine
DW
Dishwasher
CM
Coffee Maker
SLM
Sluice Machine
SL
Sluice Cistern
WDU
Waste Disposal Unit
PP
Potato Peeler
ICE
Ice Making Machine
STM
Steamer
CSO
Combi Steam Oven
P
Pressure Gauge
T
Temperature Gauge
M
Water Meter
HPU
Heating Pressurisation Unit
CPU
Chilled Water Pressurisation Unit
NS
Mains Water Near Sentinel Point
FS
Mains Water Far Sentinel Point
MPS
Mains Water Multipoint Sentinel
NS
Tank Water Near Sentinel Point
FS
Tank Water Far Sentinel Point
MPS
Tank Water Multipoint Sentinel
NS
Private Supply Near Sentinel Point
FS
Private Supply Far Sentinel Point
MPS
Private Supply Multipoint Sentinel
NS
Hot Water Near Sentinel Point
FS
Hot Water Far Sentinel Point
MPS
Hot Water Multipoint Sentinel
WC
Toilet
UR
Urinal
BD
Bidet
BIB
Bib Tap
WHB
Wash Hand Basin

Section 9 - Appendix

9.1 Assessor Experience and Qualification

All new EMS employees undergo a thorough training programme comprised of induction training, mentored working, internal competency assessments and both internal & external training as required. The precise make-up of the training programme will depend on the experience and qualifications of the individual and the nature of the work to be completed. Legionella risk assessors are subject to regular competency assessments throughout their employment in accordance with EMS' Technical Procedure TP2 "Staff Training".

Name:	Jason Godsil

Title:	Legionella Risk Assessor

Qualifications:

To compliment Jason in carrying out his duties, he has certification in the following courses/training:

- City and Guilds Risk assessment of hot and cold water systems.
- HTM 04-01 Water Hygiene Training
- City and Guilds Practical Legionella Risk Assessment Hot and Cold Water Services Advanced
- City and Guilds Legionella Risk Assessment Evaporative Cooling Systems

Experience:

Extensive experience specific to Legionella Risk Assessments:

Jason Godsil has 10 years' experience working in the water hygiene / treatment industry carrying out water safety risk assessments, on a vast range of water services including domestic hot and cold-water systems, process water systems, hospitals, healthcare premises, residential care homes and commercial property. During the 11 years Jason has worked in the water hygiene / treatment industry he has carried out the below tasks alongside his risk assessment manager role:

Jason's experience includes -

- Temperature monitoring,
- Sample analysis,
- System cleaning & disinfections
- Legionella risk assessments.
- TMV servicing
- Contract managing.

9.3 Glossary of Terms	
Aerosol	A suspension in a gaseous medium of solid particles, liquid particles or solid and liquid particles having negligible falling velocity.
Algae	A small, usually aquatic, plant which requires light to grow, often found on exposed areas of **cooling towers**.
Air-conditioning	A form of air treatment whereby temperature humidity and air cleanliness are all controlled within limits determined by the requirements of the air-conditioned enclosure.
Antibodies	Substances in the blood which destroy or neutralise various toxins or **components of bacteria** known generally as antigens. The antibodies are formed as a result of the introduction into the body of the antigen to which that are antagonistic as in all infectious diseases.
Bacteria	(Singular bacterium) a microscopic, unicellular (or more rarely multicellular) organism.
Biocide	A substance which kills **micro-organisms.**
Biofilm	A community of **bacteria** and other **micro-organisms**, embedded in a protective layer with entrained debris, attached to a surface.
Calorifier	An apparatus used for the transfer of heat to water in a vessel by indirect means, the source of heat being contained within a pipe or coil immersed in the water.
Chlorine	An element used in **disinfection.**
Cold water service (CWS)	Installation of plant pipes and fitting in which cold water is stored, distributed and subsequently discharged.
Dead end/blind end	A length of pipe closed at one end through which no water passes.
Dead leg	Pipes leading to a fitting through which water only passes when there is draw-off from the fitting.
Dip slide (s)	A dip slide is a means of testing the microbial content of liquids. It consists of a plastic carrier bearing a sterile culture medium which can be dipped in the liquid to be sampled. It is then incubated to allow microbial growth. The resulting microbial colonies are estimated by reference to a chart.
Disinfection	A process which destroys or irreversibly inactivates **micro-organisms** and reduces their number to a non-hazardous level.
Distribution circuit	Pipework which distributes water from a hot or cold water plant to one or more fittings/appliances.
Domestic water services (DWS)	Hot and cold water intended for personal hygiene, culinary, drinking water or other domestic purposes.
Fouling	Organic growth or other deposits on heat transfer surfaces causing loss in efficiency.
Hot water service (HWS)	Installation of plant, pipes and fittings in which water is heated, distributed and subsequently discharged (not including cold water feed tank or cistern).
Legionnaires' disease	A form of pneumonia caused by **legionella** bacteria.
Legionellae	The genus **legionella** belongs to the family legionellae which has over 40 species. These are ubiquitous in the environment and found in a wide spectrum of natural and artificial collections of water.
Legionella	Type of aerobic **bacterium** which is found predominantly in warm water environments. (singular of **legionellae**)
L. Pneumophila	One of the causative organisms of **Legionnaires' disease**.
Legionellosis	Any illness caused by exposure to **legionella**.
Pontiac fever	A disease caused by species of legionella, an upper respiratory illness less severe than **Legionnaires' disease**.
Micro-organism	An organism of microscopic size including **bacteria**, fungi and viruses.
Nutrient	A food source for **micro-organisms**.
Pasteurisation	Heat treatment to destroy **micro-organism** usually at high temperature.
Planktonic	Free floating micro-organisms in an aquatic system.
ppm	Parts per million: a measure of dissolved substances given as the number of parts there are in a million parts of solvent. It is numerically equivalent to milligrams per litre (ml/l) with respect to water.

9.3	Glossary of Terms (continued)
Retention time	Time a chemical is retained in the system.
Scale inhibitors	Chemicals used to control scale. They function by holding up the precipitation process and/or distorting the crystal shape, thus preventing the build-up of a hard adherent scale.
Sero-group	A sub-group of the main species.
Sentinel taps	For a hot water services – the first and last taps on a recirculating system. For cold water systems (or non-recirculating hot water system), the nearest and furthest taps from the storage tank. The choice of sentinel taps may also include other taps which are considered to represent a particular risk.
Sessile	Aquatic micro-organisms adhering to a surface normally as part of a **biofilm**.
Sludge	A general term for the soft mud-like deposits found on heat transfer surfaces or other important sections of a cooling system. Also found at the base of Calorifiers and cold water storage tanks.
Shunt pump	A circulation pump fitted to hot water service/plant to overcome the temperature stratification of the stored water.
Slime	Mucus-like exudates which covers a surface produced by some **micro-organisms**.
Stagnation	The condition where water ceases to flow and is therefore liable to microbiological growth.
Strainers	A course filter usually positioned upstream of a sensitive component such as a pump control valve or heat exchanger to protect it from debris.
Thermal disinfection	Heat treatment to disinfect a system.
Thermostatic mixing valve	Mixing valve which the temperature at the outlet is pre-selected and controlled automatically by the valve.
Total viable counts (TVC)	The total number of cultural **bacteria** (per volume or area) in a given samples (does not include legionella).
Risk assessment	Identifying and assessing the risk from **Legionellosis** from work activities and water sources on premises and determining any necessary precautionary measures.

Section 10 – Analytical Test Results

Water samples were not taken as part of this risk assessment exercise.

Legionella Risk Assessment and Action Report

IDENTIFICATION, ASSESSMENT OF RISK AND PRECAUTIONS TO BE TAKEN WITH RESPECT TO LEGIONELLOSIS

HOT & COLD WATER SYSTEMS

Site Name:	**Ledbury Town Council Office**
Site Address:	**Church Lane, Ledbury, HR8 1DL**
Risk Assessment Date:	**25/06/2024**
Recommended Review:	**June 2026**
Report Prepared By:	**Jason Godsil**
Report Reference:	**W-00027**
Project Reference:	**W-00027**

Contents

Section 1 - Introduction

1.1 ACOP L8 (Fourth edition) and HSG274

The latest version of Approved Code of Practice (ACOP) L8 (Fourth edition) and its associated guidance documents, HSG274 Parts 1, 2 and 3, came into effect in 2013/2014. The ACOP sets out a requirement under the Health and Safety at Work Act (1974), and the Control of Substances Hazardous to Health (COSHH) regulations for the management and control of micro-organisms such as Legionella.

The ACOP provides the legislation through which prosecution may be made under the Health and Safety at Work Act or COSHH legislation. Whilst failure to comply with the ACOP is not in itself an offence, evident contravention of such may be used in evidence as part of the prosecution case.

The ACOP applies to any work undertaken, and to premises used in connection with a trade. All water systems should be considered, with the potential for both the growth of Legionella bacteria, and water dissemination to atmosphere being assessed. The responsibility for management and maintenance of a system should be defined with clear lines of communication and reporting imposed. A scheme of control or prevention techniques should be applied to minimise the risk areas identified. Records are required to be kept on site at all times for the preceding five years.

The key element from the ACOP is for a Risk Assessment to be carried out on water services liable to give conditions, which may promote the growth of Legionella bacteria and dissemination to atmosphere.

Where the assessment demonstrates that there is no reasonably foreseeable risk, or that the risks are insignificant and unlikely to increase, no further assessment or measures are necessary.

Where the assessment shows that there is a reasonably foreseeable risk; the use of water systems should be controlled or prevented so far as reasonably practicable from that risk.

The scheme of control is created to minimise the risk should contain such information about the system as is necessary to control or prevent the risk of exposure to Legionella bacteria, including: -

a) An up-to-date plan showing the basic layout of the system, including parts which are temporarily out of use

b) Identification of the system structure

c) A description of the correct and safe operation

d) The precautions to be taken.

The control scheme should be managed and properly recorded.

Legionella is the bacterium that causes Legionnaires' disease. Of this bacterium, Legionella Pneumophila is the species most commonly associated with disease outbreaks. Legionnaires' disease is identified as a pneumonia type of infection of the lower respiratory tract. The infection is most commonly acquired by the inhalation of airborne droplets or particles containing virulent Legionella bacteria. Exposure to Legionella can also cause a short feverish illness without pneumonia known as Pontiac fever or Lochgoilhead fever.

Research and investigations indicate that the occurrence of Legionella contamination is greatest in; wet cooling towers, evaporative condensers, domestic hot and cold water systems, air washers, spa baths and other systems where water is agitated and re-circulated.

1.1 ACOP L8 (Fourth edition) and HSG274

Sediment, scale and organic material present in water systems, can provide nutrients and give protection to Legionella. Legionella has been shown to colonise certain types of water fittings, pipe work and materials used in the construction of water systems. The presence of these materials may provide nutrients for Legionella and make eradication difficult. Other organisms in water systems such as other bacteria, amoeba and algae can provide a suitable habitat and nutrients in which Legionella can survive and multiply.

The formation of bio-films within water systems is undesirable and may also provide harbourage and favourable conditions for Legionella growth. The presence of Legionella in bio-films and in enclosures within protozoa may protect the organisms from remedial measures employed to eradicate the organism.

Legionella is most likely to proliferate in water systems that have temperatures between 20˚C and 45˚C. Human body temperature of approximately 37˚C is the ideal temperature for proliferation. Stagnant water within the above temperature range appears to provide the ideal conditions for proliferation of Legionella. Legionella will survive temperatures below 20˚C and between 45 and 50˚C, but it is considered to be in a dormant state with no growth activity. The bacterium does not survive temperatures maintained at 50˚C or above.

For water samples collected and returned to the laboratory, Legionella Pneumophila is recovered by the propagation of the organism on a specially supplemented nutrient growth medium. Such samples are normally incubated at 36˚C +/-1 ºC. It may take up to 10 days for colonies of Legionella to appear. Legionella can be recognised by visual examination of the colonies, followed by a number of laboratory techniques to identify species and serogroup.

Legionnaires' disease is most commonly caused by the inhalation of water droplets contaminated with the Legionella bacteria. It is therefore important that systems susceptible to colonisation by Legionella, and which incorporate an appropriate means for creating and disseminating water droplets should be identified and the risk they present assessed. This identification and assessment is required by ACOP L8 (Fourth edition: 2013).

The assessment must be completed for routine system operation and also for circumstances such as breakdown, abnormal operation, commissioning or other unusual circumstances.

Once the assessment has been completed, a strategy can be prepared for preventing or controlling the risk. The strategy will be based on a sound knowledge of the varying levels of attention required by the differing risk sources within the building.

The assessment takes account of:

A) The potential for the formation of an aerosol or respirable droplets.
B) The condition of the water.
C) Water temperature.
D) The water turnover rate.
E) The susceptibility of person(s) exposed to droplets.
F) The population density exposed to droplets.

Water droplets can be created in various ways such as by spraying, bubbling and following impact onto hard surfaces. Large drops may be reduced to respirable size by further impact or evaporation. Smaller particles can remain airborne for long periods and will be carried on air currents; distances up to 6 Kilometres have been reported.

In undertaking the Risk Assessment and drawing up precautions, particular attention must be paid to situations where:

1) The population exposed contains a relatively high number of people susceptible to legionella.
2) The density of population is high and therefore the number of people at potential risk is high

1.1 ACOP L8 (Fourth edition) and HSG274

The Risk Assessment should be reviewed whenever there is a reason to believe that the original assessment may no longer be valid. The original assessment may be compromised if:

1) It is not reviewed regularly
2) Changes are made to plant or water systems or its use
3) Changes are made to building use in which the water system is installed
4) New Information about risks or control measures becomes available
5) Results of checks indicate that control measures are no longer effective.

Once a risk has been identified and assessed, a scheme of control should be prepared for preventing or controlling it. The risk is heightened when conditions are not monitored and control of the system is lost, thereby allowing Legionella bacteria to proliferate.

The scheme of control should be implemented together with a planned preventative maintenance schedule, in line with that contained within the general recommendation's sections of this report. This will meet the requirements of the HSE ACOP L8 (Fourth edition: 2013) and the associated HSG274 guidance documents.

1.2 BS8580-1: 2019 Water Quality – Risk Assessments for Legionella Control- Code of Practice

This British Standard gives recommendations and guidance on the assessment of the risk of Legionellosis presented by artificial water systems. It is applicable to any undertaking involving a work activity or premises controlled in connection with a trade, business or other undertaking where water is used or stored in circumstances that could cause a reasonably foreseeable risk of exposure to legionellae and contracting Legionellosis.

The standard is applicable to Risk Assessments being undertaken on premises, plant and systems for the first time, and to review and audit where a previous assessment has been undertaken and where control measures might have been implemented.

1.3 Objectives

The objective of this Risk Assessment is to ensure compliance with ACOP L8 (Fourth edition) and HSG274 as part of which the following shall be performed: -

a) Identification and assessment of source of risk,

b) Preparation of a control scheme for preventing, minimising, and controlling the risk. **Note:** This risk assessment does not involve the preparation of a full written scheme of control, but rather provide information that is critical to its preparation, improvement and review.

Once completed, the Risk assessment requires reviewing regularly and, in any case, whenever there is reason to believe that the original assessment may no longer be valid.

This assessment is carried out as part of the total "Management Systems Controls" package for the Site/Group and should not be carried out *just to comply*. By this, it is meant that a Risk Assessment should be carried out in order to allow the Site Management to qualify or instigate any remedial or on-going works, and in order to provide the responsible person with the necessary site information for setting up all action plans.

All recommendations made in the Risk Assessment must be made with the specific requirements of the Site and must take into consideration manpower and budgeting considerations. The Report, together with the associated works specifications/procedures, contingency measures, Management Responsibilities and Site Logbooks, must be included in the Management and Procedures Manual.

The following legislation and industrial guidance has been used for the performance of this survey:
Health and Safety at Work Act 1974 – Sections 2, 3 and 4;
Control of Substances Hazardous to Health (COSHH) Regulations 2002 and Amendment 2003;
The Approved Code of Practice and Guidance on Regulations – Legionnaires' disease 'The Control of Legionella Bacteria in Water Systems' L8 (Fourth edition);
HSG274 Legionnaires' disease: Technical guidance Part 2: The control of legionella bacteria in hot and cold water systems;
HSG274 Legionnaires' disease: Technical guidance Part 3: The control of legionella bacteria in other risk systems;
British Standard BSEN 806-5: 2012 Specification for installations inside buildings conveying water for human consumption;
BS8580-1 :2019 Water Quality – Risk Assessments for Legionella Control- Code of Practice
BS 8558:2015 Guide to the design, installation, testing and maintenance of services supplying water for domestic use within buildings and their curtilages;
Water Supply (Water Fittings) Regulations 1999 and Water Byelaws 2000, Scotland;
EC Directive relating to the Quality of Water Intended for Human Consumption (80/778/EEC);

Notes:

- Miscellaneous systems - where assessed, the guidance within HSG 274 Part 3 is used. Otherwise, the system is detailed in the Areas of Non-Assessment section within this report.
- Temperatures have been taken and recorded from all sentinel outlets and a representative number of all other outlets that were accessible and identified to the assessor during the survey. Where outlet temperatures have been taken, these are recorded within the outlet and temperature register survey form of this assessment.
- Any water services in any part of the site/building which were not made available or identified at the time of survey to the assessor, does not indicate absence.
- We cannot guarantee that all pipe work passing underground or through floors, walls and ceilings has been traced, and it is possible that certain system dead-ends or dead-legs may not have been identified. As a result, any schematic diagram(s) contained within this report only details the visible or assumed pipe work.
  Whilst every effort has been made to ensure the accuracy of the content of this document, EMS Ltd will accept no responsibility for any omissions that are not included within this document.

1.4 Understanding the risk assessment

This risk assessment has been carried out in order to ascertain the possible risk of contracting Legionellosis, including Legionnaires' disease, from water systems and to produce a control scheme which will identify the maintenance activities required to control or prevent the risk from legionella. The assessment will identify any remedial works that may be required to reduce the risk of proliferation and dissemination of Legionella to as low as reasonably practical (ALARP). In addition, other health and safety risks have also been included within this report.

The water systems throughout this building, unless otherwise stated, have been surveyed utilising the specific system/asset survey forms within section three of this assessment.

Multiple questions will be asked for all aspects of the water management, assets and services present on the site. Any questions that are answered negatively, will generate a High, Medium or Low-level risk action and such risks will be identified using a specific colour code within the survey forms as shown below. Questions answered without a colour code will be considered to be that of a minimal risk factor and will not generate a specific action.

High Level Legionella Risks Identified: Immediate Action Required
Medium Level Legionella Risks Identified: Completion within 0 – 3 months or by agreement
Low Level Legionella Risks Identified: Completion within 0 – 6 months or by agreement

The corresponding remedial actions and / or controls outlined in section five of this risk assessment should be implemented at the earliest opportunity within the time frames set out below in order to bring the water systems back into compliance.

Explanation of risk rating:
Low risk is where conditions, if not addressed or PPM (preventative planned maintenance tasks) are not completed within the required time schedule, but presents no immediate threat to health and safety, which are quantifiable on the surveyor's experience and knowledge.

Medium risk is where proliferation, dissemination is likely; where PPM (preventative planned maintenance) tasks have not been implemented or carried out correctly and conditions could support legionella proliferation. Where legionella management and training is insufficient or lines of communication are not established or any other health and safety issues identified which are quantifiable on the surveyor's experience and knowledge.

High risk is an immediate risk to health and safety has been identified during the survey; these include, conditions that could support legionella proliferation and general health and safety concerns which are quantifiable on the surveyor's experience and knowledge. Such risks would be identified as a High-level risk and reported to the responsible (competent) persons at the time of survey and prior to this document being written and distributed as required within BS8580-1:2019 and should therefore, be actioned immediately.

Questions that do not generate a risk action will be considered to be of minimal risk and will not form any specific action, items not generating an action would indicate that all or specific areas of management and conditions of the water systems are compliant with ACOP L8 Fourth edition and HSG274 and are quantifiable on Surveyors experience and knowledge. However, the assessor may bring to attention minimal risk items as areas of improvement that will further reduce the risk of either proliferation or dissemination of the legionella bacteria as an observation/recommendation as a guidance for best practice only and not as an action. Such observations and other low risk recommendations will be outlined within the assessor notes in section 6.
In performing this assessment, only areas, water assets and services made available to the assessor have been included and assessed.

Known areas, water assets and services that are required to be included in the scope of works of this assessment, but, not made available to the assessor will be listed within section 2.4. Any areas not included in the scope of works for this assessment, but deemed to be a risk, will also be listed in section 2.4.

In accordance with ACOP L8 (Fourth edition: 2013) this Risk Assessment must be reviewed regularly and/or whenever there is reason to believe that the original assessment may no longer be valid.

Section 2 – Site Summary

2.1	Site Overview
Site Name	Ledbury Town Council Office
Survey conducted by:	Jason Godsil
Client Name:	Ledbury Town Council
Name of Site Representative:	Julia Lawrence (Deputy Town Clerk)
Name of Site Escort:	Julia Lawrence (Deputy Town Clerk)
Date(s) of Survey:	25th June 2024
Description of buildings surveyed and included within this assessment:	2 storey office building with welfare facilities
Days Occupied:	Monday – Friday
Opening Times:	10:00 – 16:00
Shutdown Periods:	Not known

2.2	Site/Building Water Services Summary

Sentinel Outlets:
Sentinel outlets associated with individual water systems will be identified in section four and where applicable, the schematic drawing in section nine further within this document.

Cold Water - Incoming Supply and Distribution Systems:

All cold water is provided directly from the town mains.

Domestic Hot Water Services

Hot water is provided by 1 low volume water heater and 4 instantaneous water heaters.

2.3 Water Systems and Asset Register

During the assessment, the below water systems/assets were identified as being present within the building/site. Where such systems or assets have been identified, and assessed as part of this assessment, will be indicated within the tick column confirming such systems/assets have been assessed.
Any systems/assets identified, but have not been assessed, will be listed in Section 2.4, Areas of Non-Assessment.
Locations of systems and assets can be found further within this document and where included as part of the scope of this survey, the schematic drawings in section 8 of this document.

System/ Asset Type	Total present	Tick if assessed		System/ Asset Type	Total present	Tick if assessed
Cold Water Services						
Borehole Supply				Cold Water Distribution		
Cold Water Storage Tanks				Mains Water Supply	1	✓
Hot Water Services						
Combi Boilers				Combination Water Heaters		
Hot Water Storage Vessels				Hot Water Systems		
High Storage Volume Water Heaters				Instantaneous Hot Water Heaters	4	
Low Storage Volume Water Heaters	1	✓		Plate Heat Exchanger Systems		
General Assets						
Cold Taps/Bib taps	4/1	✓		Hot Taps		
Mixer Taps	1	✓		Showers		
Thermostatic Taps (Integral TMV)				Thermostatic Mixer Valves (TMV)		
Urinal				WC	4	✓
Miscellaneous Domestic Systems/Assets						
Booster Pump				Circulation Pump		
Coffee Maker				Combi Steam Oven		
Dental Equipment				Dishwasher		
Drinking Water Chiller Unit				Drinking Water Fountains		
Emergency Eye Wash				Expansion Vessels	1	✓
Grey Water				Hot Water Boiler		
Hydro Tap Unit				Ice Making Unit		
Inline Filter				Macerator		
Potato Peeler				Pressure Washer		

2.5 Susceptibility of the Sites Population

The susceptibility of personnel upon this site to the cause and effects of Legionnaires' disease have been assessed within the known range for specific legionella susceptibility. Understandably, not every person has been interviewed to their susceptibility. Therefore, assumptions have been made as appropriate, based upon visual observations and communication during this assessment.

1	State the estimated population within the premises:	**Up to 10**
2	Does the building have a water system which may affect the public outside of the premises?	**No**
3	Has a recorded case of Legionnaires' disease been associated with this building(s) or associated water systems?	**No**
4	Does the building population include persons of a high susceptibility i.e. persons over the age of 45, heavy smokers, low immuno-suppression system?	**NK**
5	State the assessed susceptibility of the building population to legionella bacteria:	**Low Risk**

Additional Comments: Low population with no known health issues that increase susceptibility risk

2.6 Water Systems Management Chain

Duty Holder	
The person/legal entity who is in control of premises or systems in connection with work, where there is a risk from water systems in the building. Responsibilities include: - *The appointment of a competent & responsible person to undertake the measures needed to comply with COSHH;* - *Make reasonable enquiries to establish the suitability of the responsible person;* - *Ensure that responsibilities and lines of communication are properly established and clearly laid down;* - *Undertake a risk assessment to identify & evaluate the risk from Legionella bacteria;* - *Consult with employees with respect to the arrangements in place. In particular, the arrangements for obtaining competent help, information on the risks & control measures, and health & safety training.*	
Organisation:	Ledbury Town Council
Name:	
Position:	
Contact Information:	

Appointed Competent Person	
Person or person appointed to undertake the duties required to comply with the COSHH Regulations. - *The appointed competent person or persons should have sufficient authority, competence and knowledge of the installation to ensure that all operational procedures are carried out in a timely and effective manner.* - *Carry out the risk assessment* - *Draw up and implement the scheme of precautionary measures* - *In particular, they should know the potential sources of legionella bacteria and the risks they present, the measures to adopt, including the precautions to take to protect the people concerned, and their significance and the measures to take to ensure that the control measures remain effective, and their significance.*	
Organisation:	Information not available or confirmed
Name:	
Position:	
Contact Information:	

Appointed Responsible Person	
The person specifically appointed by the duty holder to take day to day responsibility for controlling any identified risk from Legionella bacteria. - *Should have sufficient authority, competence and knowledge of the installation to ensure that all operational procedures are carried out effectively and in a timely way.* - *Oversee or manage the monitoring & review of the control scheme.*	
Organisation:	Information not available or confirmed
Name:	
Position:	
Contact Information:	

Site Maintenance Engineer	
Undertakes tasks as instructed by Responsible Person	
Organisation:	Information not available or confirmed
Name:	
Position:	
Contact Information:	

Water Treatment Contractor	
Undertakes tasks as instructed by the Responsible Person.	
Organisation:	Information not available or confirmed
Name:	
Position:	
Contact Information:	

Water Hygiene Consultant	
To provide technical support services and advice as instructed. This may include carrying out the risk assessment, audits, inspections, testing, sampling and/or other consultancy services.	
Organisation:	**EMS**
Name:	**Jason Godsil**
Position:	**Water Safety Consultant**
Contact Information:	**0800 358 1100**

2.7 Executive Summary

2.7.1	**High Priority Concerns** These issues have been identified as high risk and are considered an immediate risk to health. These have been reported at the time of survey for immediate action to be taken prior to this report being generated. These actions are detailed in section 5.1 of this Risk Assessment.

- **Clearly state the duty holder, responsible person(s) and deputies.**
- **Ensure the responsible person been appointed in writing and signed to accept their duties.**
- **Clearly state the responsible person's competency.**
- **Provide competency records for those involved in I8 monitoring.**
- **Suitable training needs to be arranged for those involved in I8 monitoring.**
- **Implement an action plan for possible legionella positive results.**
- **Produce a written scheme of control.**

2.7.2	**Medium Priority Concerns** These issues have been identified as medium risk and are detailed in section 5.2 of this Risk Assessment. The corresponding remedial actions and / or controls should be implemented at the earliest opportunity.

- **LSWH01 requires monthly temperature monitoring. IWH01-04 do not store any water nd therefore do not need to be monitored for a hot temperature. the feed to these should be below 20.0°C, this monitoring however would be covered in the cold water temperature monitoring checks.**
- **The Instantaneous water heaters have spray outlets attached. These should be removed and descaled every 3 months.**
- **IWH01 is infrequently used. This can allow water to stagnate. Stagnant water can encourage legionella proliferation therefore it should be removed or flushed and recorded on a weekly basis.**
- **An expansion vessel is installed in a downwards position. This can allow sediment to build up within. This sediment can provide nutrients for legionella to proliferate therefore it is recommended that the vessel is repositioned vertically to reduce risk.**
- **External of WC1 -Bib tap is infrequently used. This can allow water to stagnate. Stagnant water can encourage legionella proliferation therefore it should be removed or flushed and recorded on a weekly basis.**
- **Bib tap has no back flow prevention installed – a single check valve is required to reduce risks associated with back flow contamination**
- **Dead leg to the left of the bib tap – Dead legs allow water within to stagnate. Stagnant water can encourage legionella proliferation therefore it should be removed or flushed and recorded on a weekly basis.**

Section 3 – Assessment of Legionella Risk

Within this section are survey forms for water system management and all water systems.

This risk assessment has been carried out in order to ascertain the possible risk of contracting Legionellosis, including Legionnaires' disease, from water systems and to produce a scheme of control which will identify the maintenance activities required to control or prevent the risk from legionella. The assessment will identify any remedial works that may be required to reduce the risk of growth and dissemination of Legionella. In addition, other health and safety risks have also been included within this report.
The water systems throughout this building, unless otherwise stated, have been surveyed utilising the specific system/asset survey forms within section three of this assessment.

Multiple questions will be asked for all aspects of the water management, assets and services present on the site. Any questions that are answered negatively, will generate a High, Medium or Low-level risk action and such risks will be identified using a specific colour code within the survey forms as shown below. Questions answered without a colour code will be considered to be that of a minimal risk factor and will not generate a specific action.

High Level Legionella Risks Identified: Immediate Action Required
Medium Level Legionella Risks Identified: Completion within 0 – 3 months or by agreement
Low Level Legionella Risks Identified: Completion within 0 – 6 months or by agreement

The corresponding remedial actions and / or controls outlined in section five of this risk assessment should be implemented at the earliest opportunity within the time frames set out below in order to bring the water systems back into compliance.

Answers to questions that do not generate a high, medium or low risk action will have no colour code and in which case be considered to be of a minimal risk and will not form any specific action, items not generating an action would indicate that all or specific areas of management and conditions of the water systems are compliant with ACOP L8 Fourth edition and HSG274 and are quantifiable on Surveyors experience and knowledge. However, the assessor may bring to attention low risk items as areas of improvement that will further reduce the risk of either proliferation or dissemination of the legionella bacteria as an observation/recommendation as a guidance for best practice only and not as an action. Such observations and other minimal risk recommendations will be outlined within the assessor notes in section six.

3.1	Water Systems Management - Survey Form	
1	Has a Risk Assessment been carried out previously? If Yes, state date when carried out:	**No**
2	Is there a suitable site Logbook containing records for the water services?	**See comments**
3	Is there a current monitoring programme in place for the buildings water systems?	**No**
4	Are any monitoring and inspection records available for the last 5 years?	**No**
5	Is there a control scheme available?	**No**
6	Is there a preventative management structure?	**No**
7	Have all persons responsible for the management of the water systems undergone suitable training?	**No**
8	Are there schematic diagrams of the water systems present?	**Yes as part of this report**
8a	Are the schematic diagrams suitable and valid?	**Yes**
9	Are there action procedures in the event of any non-conformances?	**No**
10	Does the site have an action plan for Legionella positive results?	**No**
11	Does the site have emergency procedures in place if legionnaire's disease is associated with the building?	**No**
12	Are any site water services supplied by a third party? ie Landlord	**No**
13	Is site temperature monitoring carried out with a suitably calibrated thermometer?	**N/A**
14	Have all employees or their representatives, been consulted and given information about the potential risks of exposure to the Legionella bacteria within the buildings water systems?	**No**
3.1	**Water Systems Management - Survey Form**	
Additional Comments: Site have recently been issued with a log book. The log book is due for population in due course. Populating the log book with address many of the issues in regards to management highlighted above.		

3.2	Cold Water - Incoming Supply and Distribution Systems - Survey Form	System ID: MCW01
1	State the types of cold water systems present on site, ie town mains, tanked:	Town Mains
2	State the location/s of the incoming main isolation valve:	Kitchen +
3	Is there a water meter installed?	Not internally
4	Is there sufficient safe access to all areas where these cold-water systems supply?	Yes
5	State the materials of construction associated with these systems:	Copper
6	Are flexible hoses fitted to any services on the cold-water systems?	No
7	Are there any materials or fittings visibly present on any other services associated with the cold-water systems, that do not conform to the Water Regulations Advisory Scheme (WRAS) directory?	No
8	Is temperature used as a control method?	No
9	Is there other control methods used? ie Biocidal, Ionisation etc. If yes, please state type:	No
10	Are the temperatures at the nearest sentinel outlets below 20˚C on all cold-water systems?	Yes
11	Are the temperatures at the furthest sentinel outlets below 20˚C on all cold-water systems?	Yes
12	Are all other distribution temperatures that were tested within the correct temperature range? i.e. Below 20˚C	Yes
13	Are any strainers fitted within any of the cold-water systems?	No
14	Are suitable backflow prevention devices or arrangements fitted to all relevant services appropriate to the fluid risk category advised in the water supply (water fittings) 1999?	No
15	Are any RPZ (restricted pressure zone valves) fitted to the cold-water systems?	No
16	Do any of the cold-water systems have inline filters, scale inhibitors, UV lamps installed? Please state type present:	No
17	Are there any expansion/pressure vessels installed on this system?	Yes
17a	Are expansion/pressure vessel internal bladders, diaphragms approved against BS 6920	Yes
17b	Are all expansion/pressure vessels correctly installed? i.e. in a vertical position.	No
18	Are any dead legs visibly present on the cold water supply systems?	Yes
19	Are any dead ends visibly present on the cold-water systems?	No
20	Are there any infrequently used outlets/services evident on the cold-water systems?	Yes
20a	Are these flushed adequately based on site conditions and risk factor?	No
21	Is any unused equipment connected to the cold-water systems?	No
22	Is any scale/debris present on any of the tap outlets?	Yes
23	Do any tap outlets have any spray or other inserts fitted?	No
24	Are all areas of visible pipework suitably insulated?	N/A

Additional Comments:

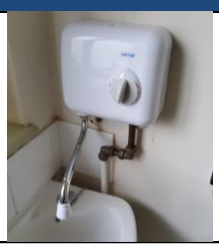
- **Temperature monitoring is currently not being carried out. The water system is relatively small and water is provided directly from the town mains. This water is governed by the Water Supply (Water Quality) Regulations 2016 (England). These regulations do not specifically mandate a maximum temperature for cold water therefore if results of monitoring are over 20°C there is little that can be actioned by the responsible person. However, temperature monitoring is still recommended.**
- **An expansion vessel is installed in a downwards position. This can allow sediment to build up within. This sediment can provide nutrients for legionella to proliferate therefore it is recommended that the vessel is repositioned vertically to reduce risk.**
- **External of WC1**
- **Bib tap is infrequently used. This can allow water to stagnate. Stagnant water can encourage legionella proliferation therefore it should be removed or flushed and recorded on a weekly basis.**
- **Bib tap has no back flow prevention installed – a single check valve is required to reduce risks associated with back flow contamination**
- **Dead leg to the left of the bib tap – Dead legs allow water within to stagnate. Stagnant water can encourage legionella proliferation therefore it should be removed or flushed and recorded on a weekly basis.**

3.2 a	Cold Water - Incoming Supply and Distribution Systems – Photographs
Incoming mains - kitchen	
Vessel requires repositioning vertically	
External of WC1 - Bib tap is infrequently used - Bib tap has no back flow prevention installed - Dead leg to the left of the bib tap	

3.3	Domestic Hot Water Systems - Survey Form	System ID: LSWH01 / IWH01-04
1	Is there sufficient safe access to all areas where all hot water systems supply?	Yes
2	Is temperature used as a control method?	No
3	Is there other control methods used? ie Biocidal, Ionisation etc. If yes, please state type:	No
4	State the types of the hot water supply sources ie hot water storage vessels, water heaters:	Low storage water heater and instantaneous water heaters
5	Are all temperatures at the nearest sentinel outlets at least 50˚C (55˚C in healthcare premises)?	Yes
6	Where applicable, are all temperatures at the furthest sentinel outlets at least 50˚C (55˚C in healthcare premises)?	N/A
7	Are all other hot water temperatures at all outlets that were tested at least 50˚C (55˚C in healthcare premises)	N/A
8	Is there a recirculation pump(s) fitted to any of the hot water services?	No
9	State the hot water pipe work materials of construction:	Copper
10	Are flexible hoses fitted to any services on the hot water services?	No
11	Are there any materials or fittings visibly present on any other services associated with the hot water services, that do not conform to the Water Regulations Advisory Scheme (WRAS) directory?	No
12	Are all areas of visible pipework suitably insulated?	N/A
13	Are strainers fitted within the systems?	No
14	Are any dead legs visibly present on any of the hot water services?	No
15	Are any dead ends visibly present on any of the hot water services?	No
16	Are there any infrequently used outlets/services evident on any of the hot water services?	Yes
16a	Are these flushed adequately based on site conditions and risk factor?	No
17	Is there any unused equipment on any of the hot water services?	No
18	Is any scale/debris present on any of the tap outlets?	Yes
19	Do any tap outlets have any spray or other inserts fitted?	Yes
19a	Is there evidence of a regular cleaning regime in place for all tap outlets with sprays or other inserts?	No
20	Are TMV's fitted to any hot water services?	No

Additional Comments:

- **LSWH01 requires monthly temperature monitoring. IWH01-04 do not store any water nd therefore do not need to be monitored for a hot temperature. the feed to these should be below 20.0°C, this monitoring however would be covered in the cold water temperature monitoring checks.**
- **The Instantaneous water heaters have spray outlets attached. These should be removed and descaled every 3 months.**
- **IWH01 is infrequently used. This can allow water to stagnate. Stagnant water can encourage legionella proliferation therefore it should be removed or flushed and recorded on a weekly basis.**

3.3a	Domestic Hot Water Systems – Photographs
IWH01 infrequently used	

3.6 Water Heaters

There are several types of water heater, instantaneous, combi boiler, low storage volume, high storage volume, combination with integral CWST and plate heat exchangers. The following survey forms will identify the type of heater found during the survey.

3.6.1 Instantaneous Water Heaters – Survey Form

Asset ID:	1 Location:	2 Make/Model of Unit:	3 Access Conditions:	4 Cold Water Supply Source:	5 Cold Water Supply Temperature ie below 20°C
IWH01	MwC1	Triton	Good	MCW	Yes
IWH02	Ladies WC	Redring	Good	MCW	Yes
IWH03	Gents WC	Heatstore	Good	MCW	Yes
IWH04	FF WC	Heatstore	Good	MCW	Yes

Additional Comments:

- **The Instantaneous water heaters have spray outlets attached. These should be removed and descaled every 3 months.**
- **IWH01 is infrequently used. This can allow water to stagnate. Stagnant water can encourage legionella proliferation therefore it should be removed or flushed and recorded on a weekly basis.**

3.6.1 a Instantaneous Water Heaters – Photographs

IWH01 WC1 - low use

IWH02 Ladies WC

IWH03 Gents WC		
IWH04 FF WC		

3.6.3	Low Storage Volume Water Heaters (heaters up to 15 litres capacity) – Survey Form					
	1	2	3	4	5	6
Asset ID:	Location:	Make/Model of Unit:	Access Conditions:	Volume in Litres	Cold Water Supply Source:	Are distributing temperatures from the unit at least 50°C (55°C in healthcare)
LSWH01	Kitchen	Santon	Good	7.0	MCW	50.7
Additional Comments: • Vessel requires repositioning vertically						

3.6.3 a	Low Storage Volume Water Heaters (heaters up to 15 litres capacity) – Photographs
LSWH01	

Section 4 – Outlet Location and Temperature Register

Temperatures have been taken and recorded from all sentinel outlets and a representative number of all other outlets that were accessible to the assessor during the survey. Any temperatures recorded that fall outside the requirements of HSG274 Part 2, are shown in **RED**. Any water services found in any part of the site/building which were not made available or identified at the time of survey, does not indicate absence. Therefore, the table below included systems/services which have been surveyed or at least counted. Total numbers of services may vary from those listed below.

LOCATION	WH	CT	HT	MT	TMV	TMT	SH	PW	WC	U	HOT (˚C)	TMV (˚C)	HOT FEED	SENTINEL N/ F	COLD (˚C)	COLD FEED	SENTINEL N/ F	DW	WM	CWD	WB	WCBU	Flexi Hose	OTHER
Ground Floor																								
Kitchen	LSWH01			1							50.7		LSWH01		17.7	MCW	N							
WC1	IWH01	1							1		-		IWH01		17.8	MCW								Low use
External of WC1		Bib									-				17.7	MCW								
Ladies WC	IWH02	1							1		-		IWH02		17.7	MCW								
Gents WC	IWH03	1							1		-		IWH03		17.7	MCW								
First Floor																								
WC	IWH04	1							1		-		IWH04		17.7	MCW	F							

Section 5 – Remedial Actions

From the information gained during the assessment, it is concluded that the sites water services and management of legionella risk conditions have areas in need of improvement to achieve the requirements of ACOP L8 (Fourth edition) and HSG 274 Part 2.
The remedial actions are associated to the questions answered with a colour code within each survey form in Section three of this document. The remedial actions and / or controls outlined within sections 5.1 for high priority actions, 5.2 for medium priority actions and 5.3 for low priority actions should be implemented at the earliest opportunity and within the time frames set out below in order to bring the water systems back into compliance.

5.1 High Priority – High Legionella risk, immediate action required:

- **No Action Required**

5.2 Medium Priority – Medium Legionella risk, completion 0 – 3 months or by agreement:

- **LSWH01 requires monthly temperature monitoring. IWH01-04 do not store any water nd therefore do not need to be monitored for a hot temperature. the feed to these should be below 20.0°C, this monitoring however would be covered in the cold water temperature monitoring checks.**
- **The Instantaneous water heaters have spray outlets attached. These should be removed and descaled every 3 months.**
- **IWH01 is infrequently used. This can allow water to stagnate. Stagnant water can encourage legionella proliferation therefore it should be removed or flushed and recorded on a weekly basis.**
- **An expansion vessel is installed in a downwards position. This can allow sediment to build up within. This sediment can provide nutrients for legionella to proliferate therefore it is recommended that the vessel is repositioned vertically to reduce risk.**
- **External of WC1 -Bib tap is infrequently used. This can allow water to stagnate. Stagnant water can encourage legionella proliferation therefore it should be removed or flushed and recorded on a weekly basis.**
- **Bib tap has no back flow prevention installed – a single check valve is required to reduce risks associated with back flow contamination**
- **Dead leg to the left of the bib tap – Dead legs allow water within to stagnate. Stagnant water can encourage legionella proliferation therefore it should be removed or flushed and recorded on a weekly basis.**

5.3 Low Priority – Low Legionella Risk, completion 0 – 6 months or by agreement:

- **No action Required**

Section 7 – Control Scheme

The Health and Safety Executive requires all water systems, identified as operating in such a way that the risk of Legionellosis is evident, be managed to minimise or eliminate that risk, as far as reasonably practicable. This is achieved by the formation of a written scheme of control and prevention or corrective actions requiring implementation. The written scheme is required to be inclusive in all management and maintenance programmes commissioned for the control of risk of Legionellosis. Primary objectives include: -

- identifying and ensuring proper application of maintenance, repair, cleaning and treatment regimens for all water services and ancillary equipment in order to maintain satisfactory water quality with respect to potential Legionella contamination
- ensuring that sufficient information, instruction, training and supervision is provided for, or undertaken by, those persons involved in site water services, defining clear responsibilities and providing formal communication lines for reporting unacceptable situations and resolving problems
- establishing written standards and performance criteria for water services, keeping clear records of all activities carried out and results obtained in meeting agreed objectives, and auditing compliance regularly.

Documentation
The Health and Safety Executive Approved Code of Practice requires that a logbook is maintained on site with up to date details on the following: -

- Nominated responsible persons with clearly defined lines of communication and details of subcontractors and their relative positions.
- the Risk Assessment
- control scheme and minimising risk
- schematic drawings of those systems identified as at risk
- records of all actions taken, signed by the operator.

These records must be kept for a minimum of five years and be available for inspection by the HSE or the Local Environmental Health Officer upon request.

The following listing is intended as a general guide to the type and frequency of routine maintenance tasks for the site water services identified in the Risk Assessment. Included, are the minimum requirements for an adequate prevention and control programme.

From each task, a clear instruction should be provided by the organisation responsible for that task, including detailed safety precautions and reporting procedures. All tasks undertaken must be recorded, and each entry signed and dated by the responsible person.

Records must be retained for a minimum of five years and be available on site for inspection.

Where appropriate, all working practices and procedures should comply with the relevant British or industry standard.
All water treatment conditioning chemicals used on these tasks must be environmentally acceptable and supplied by the same specialist supplier. Provision must be made for the safe storage, handling and proper disposal of all chemicals. A safety data sheet provided by the chemical supplier must be available. A COSHH assessment must be carried out, addressing the chemical itself and its specific application on site.

Note: This risk assessment does not involve or generate the preparation of a full written scheme of control, but rather provide information that is critical to its preparation, improvement and review. The control scheme within this document merely only forms the foundations that a full written scheme needs to be generated from.

7.1	Water Systems Legionella Control Management	
	Task	**Frequency**
	In accordance with ACOP L8 (Fourth edition 2013), a risk assessment must be carried out and reviewed regularly or whenever there is reason to believe that the current assessment is no longer valid.	**To be determined by the Duty holder**
	The schematic diagram of the water system must be regularly assessed for its validity. This should be performed, as a minimum, on an annual basis, or more frequently if building conditions or inspection results indicate water system changes.	**Annually or as required**
	Perform regular review meetings to discuss the preventative regime and any outstanding remedial actions. This should be performed, as a minimum, on an annual basis, or more frequently if building conditions or inspection results require.	**Minimum annual Basis**
	Review the operation and performance of the written scheme of control and prevention to comply with the requirements under L8 (Fourth edition 2013). This should be performed, as a minimum, on an annual basis, or more frequently if required by building conditions or inspection results require.	**Minimum annual Basis**
	Review the management structure to ensure this correctly represents the actual structure. This should be performed, as a minimum, on an annual basis, or more frequently if changes in personnel occur.	**Minimum annual Basis**
	Review the legionella awareness and competence of those involved with the management process. This should be performed, as a minimum, on an annual basis, or more frequently if changes in personnel occur.	**Minimum annual Basis**
	Review the non-conformance process, including the detection of legionella within a water system plan, ensuring this represents actual performance. This should be performed, as a minimum, on an annual basis, or more frequently if changes in the regime management, personnel or building water system use occur.	**Minimum annual Basis**
	Review the results and inspection results to ensure the operating parameters of the system are being achieved. This should be performed, as a minimum, on an annual basis, or more frequently if changes in the regime management, personnel or building water system use occur.	**Minimum annual Basis**
	Any temperature thermometers should undergo regular calibration to ensure the unit is in correct working order.	**Annually or as per manufacturers' instructions**

7.2	Incoming and Distribution Cold Water Supply	
	Task	**Frequency**
	Flush to waste advised High Risk outlets, including all services within infrequently used areas i.e. outlets, WC's, by-pass, dead-legs etc.	**Weekly**
	Check temperatures at sentinel taps (typically those nearest to and furthest from the incoming cold supply to the building, but may also include other key locations on long branches to zones or floor levels). These outlets should be below 20 °C within two minutes of running the cold tap. To identify any local heat gain, which might not be apparent after one minute, observe the thermometer reading during flushing	**Monthly**

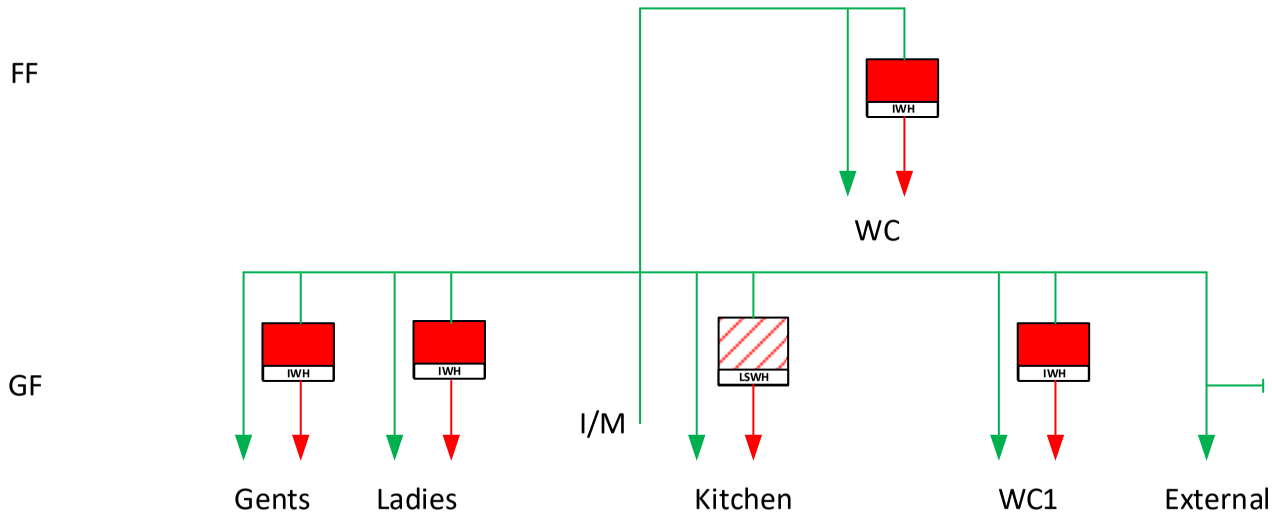
7.6	Instantaneous Water Heaters	
	Task	**Frequency**
	If the unit is infrequently used, flush for several minutes. (single spout heaters)	**Weekly**
	Check and record cold water supply temperature to the unit, to ensure the water supplying the unit is below 20˚C.	**Monthly**
	Spouts with spray /other inserts should be removed, cleaned, de-scaled and disinfected.	**Quarterly or more frequent if necessary**

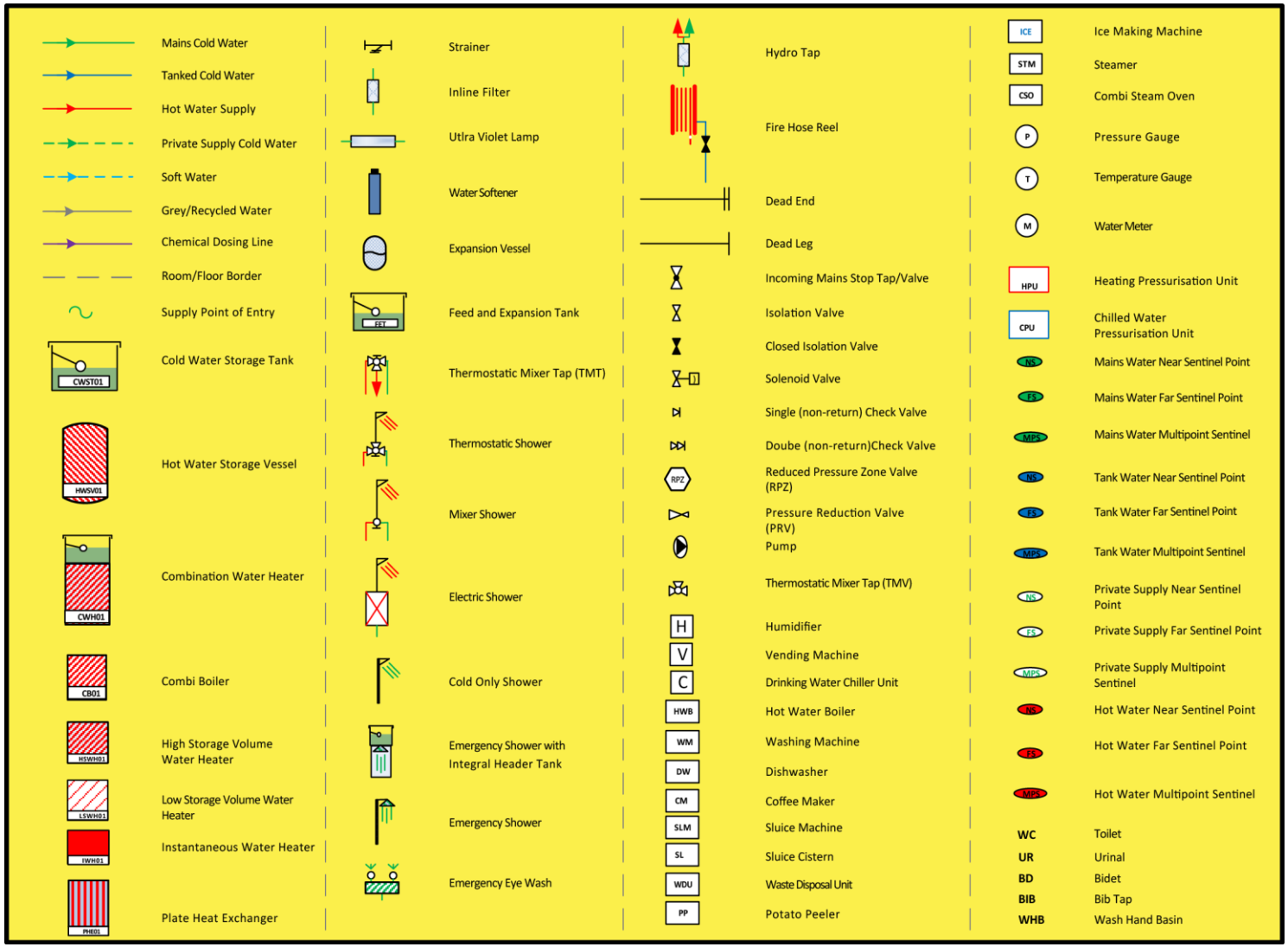
7.8	Low Storage Volume Water Heaters	
	Task	**Frequency**
	Check and record water temperatures to confirm the heater operates at least 50˚C (55˚C in healthcare premises) at a representative (sentinel) outlet (including TMV input if present)	**Monthly**

Section 8 – Schematic Drawings

Client:	Ledbury Council	**Address:**	Church Lane, Ledbury, HR8 1DL	**Date Assessed:**	25/6/24	**Drawing No:**
Site:	Ledbury Council Office			**Assessor Name:**	Jason Godsil	1 of 1

We cannot guarantee that all pipework passing underground or through floors, walls and ceilings has been traced, and it is possible that certain system dead-ends or dead legs may not have been identified as this was not an intrusive survey. As a result the schematic diagram(s) contained within this report only details the visible or assumed pipework, it is not to scale and does not show the exact configuration of the pipework. Whilst every effort has been made to ensure the accuracy of the content of this document, EMS will accept no responsibility for any omissions. The simple schematic drawing of the water system is provided with this report to aid interpretation. The drawings should not be used for engineering purposes. A schematic key is available below the drawings within this report.




Mains Cold Water
Tanked Cold Water
Hot Water Supply
Private Supply Cold Water
Soft Water
Grey/Recycled Water
Chemical Dosing Line
Room/Floor Border
Supply Point of Entry
Cold Water Storage Tank
CWST01
Hot Water Storage Vessel
HWSV01
Combination Water Heater
CWH01
Combi Boiler
CB01
High Storage Volume Water Heater
HSWH01
Low Storage Volume Water Heater
LSWH01
Instantaneous Water Heater
IWH01
Plate Heat Exchanger
PHE01
Strainer
Inline Filter
Utlra Violet Lamp
Water Softener
Expansion Vessel
Feed and Expansion Tank
FET
Thermostatic Mixer Tap (TMT)
Thermostatic Shower
Mixer Shower
Electric Shower
Cold Only Shower
Emergency Shower with Integral Header Tank
Emergency Shower
Emergency Eye Wash
Hydro Tap
Fire Hose Reel
Dead End
Dead Leg
Incoming Mains Stop Tap/Valve
Isolation Valve
Closed Isolation Valve
Solenoid Valve
Single (non-return) Check Valve
Doube (non-return)Check Valve
RPZ
Reduced Pressure Zone Valve (RPZ)
Pressure Reduction Valve (PRV)
Pump
Thermostatic Mixer Tap (TMV)
H
Humidifier
V
Vending Machine
C
Drinking Water Chiller Unit
HWB
Hot Water Boiler
WM
Washing Machine
DW
Dishwasher
CM
Coffee Maker
SLM
Sluice Machine
SL
Sluice Cistern
WDU
Waste Disposal Unit
PP
Potato Peeler
ICE
Ice Making Machine
STM
Steamer
CSO
Combi Steam Oven
P
Pressure Gauge
T
Temperature Gauge
M
Water Meter
HPU
Heating Pressurisation Unit
CPU
Chilled Water Pressurisation Unit
NS
Mains Water Near Sentinel Point
FS
Mains Water Far Sentinel Point
MPS
Mains Water Multipoint Sentinel
NS
Tank Water Near Sentinel Point
FS
Tank Water Far Sentinel Point
MPS
Tank Water Multipoint Sentinel
NS
Private Supply Near Sentinel Point
FS
Private Supply Far Sentinel Point
MPS
Private Supply Multipoint Sentinel
NS
Hot Water Near Sentinel Point
FS
Hot Water Far Sentinel Point
MPS
Hot Water Multipoint Sentinel
WC
Toilet
UR
Urinal
BD
Bidet
BIB
Bib Tap
WHB
Wash Hand Basin

Section 9 - Appendix

9.1 Assessor Experience and Qualification

All new EMS employees undergo a thorough training programme comprised of induction training, mentored working, internal competency assessments and both internal & external training as required. The precise make-up of the training programme will depend on the experience and qualifications of the individual and the nature of the work to be completed. Legionella risk assessors are subject to regular competency assessments throughout their employment in accordance with EMS' Technical Procedure TP2 "Staff Training".

Name:	Jason Godsil

Title:	Legionella Risk Assessor

Qualifications:

To compliment Jason in carrying out his duties, he has certification in the following courses/training:

- City and Guilds Risk assessment of hot and cold water systems.
- HTM 04-01 Water Hygiene Training
- City and Guilds Practical Legionella Risk Assessment Hot and Cold Water Services Advanced
- City and Guilds Legionella Risk Assessment Evaporative Cooling Systems

Experience:

Extensive experience specific to Legionella Risk Assessments:

Jason Godsil has 10 years' experience working in the water hygiene / treatment industry carrying out water safety risk assessments, on a vast range of water services including domestic hot and cold-water systems, process water systems, hospitals, healthcare premises, residential care homes and commercial property. During the 11 years Jason has worked in the water hygiene / treatment industry he has carried out the below tasks alongside his risk assessment manager role:

Jason's experience includes -

- Temperature monitoring,
- Sample analysis,
- System cleaning & disinfections
- Legionella risk assessments.
- TMV servicing
- Contract managing.

9.3 Glossary of Terms	
Aerosol	A suspension in a gaseous medium of solid particles, liquid particles or solid and liquid particles having negligible falling velocity.
Algae	A small, usually aquatic, plant which requires light to grow, often found on exposed areas of **cooling towers**.
Air-conditioning	A form of air treatment whereby temperature humidity and air cleanliness are all controlled within limits determined by the requirements of the air-conditioned enclosure.
Antibodies	Substances in the blood which destroy or neutralise various toxins or **components of bacteria** known generally as antigens. The antibodies are formed as a result of the introduction into the body of the antigen to which that are antagonistic as in all infectious diseases.
Bacteria	(Singular bacterium) a microscopic, unicellular (or more rarely multicellular) organism.
Biocide	A substance which kills **micro-organisms.**
Biofilm	A community of **bacteria** and other **micro-organisms**, embedded in a protective layer with entrained debris, attached to a surface.
Calorifier	An apparatus used for the transfer of heat to water in a vessel by indirect means, the source of heat being contained within a pipe or coil immersed in the water.
Chlorine	An element used in **disinfection.**
Cold water service (CWS)	Installation of plant pipes and fitting in which cold water is stored, distributed and subsequently discharged.
Dead end/blind end	A length of pipe closed at one end through which no water passes.
Dead leg	Pipes leading to a fitting through which water only passes when there is draw-off from the fitting.
Dip slide (s)	A dip slide is a means of testing the microbial content of liquids. It consists of a plastic carrier bearing a sterile culture medium which can be dipped in the liquid to be sampled. It is then incubated to allow microbial growth. The resulting microbial colonies are estimated by reference to a chart.
Disinfection	A process which destroys or irreversibly inactivates **micro-organisms** and reduces their number to a non-hazardous level.
Distribution circuit	Pipework which distributes water from a hot or cold water plant to one or more fittings/appliances.
Domestic water services (DWS)	Hot and cold water intended for personal hygiene, culinary, drinking water or other domestic purposes.
Fouling	Organic growth or other deposits on heat transfer surfaces causing loss in efficiency.
Hot water service (HWS)	Installation of plant, pipes and fittings in which water is heated, distributed and subsequently discharged (not including cold water feed tank or cistern).
Legionnaires' disease	A form of pneumonia caused by **legionella** bacteria.
Legionellae	The genus **legionella** belongs to the family legionellae which has over 40 species. These are ubiquitous in the environment and found in a wide spectrum of natural and artificial collections of water.
Legionella	Type of aerobic **bacterium** which is found predominantly in warm water environments. (singular of **legionellae**)
L. Pneumophila	One of the causative organisms of **Legionnaires' disease**.
Legionellosis	Any illness caused by exposure to **legionella**.
Pontiac fever	A disease caused by species of legionella, an upper respiratory illness less severe than **Legionnaires' disease**.
Micro-organism	An organism of microscopic size including **bacteria**, fungi and viruses.
Nutrient	A food source for **micro-organisms**.
Pasteurisation	Heat treatment to destroy **micro-organism** usually at high temperature.
Planktonic	Free floating micro-organisms in an aquatic system.
ppm	Parts per million: a measure of dissolved substances given as the number of parts there are in a million parts of solvent. It is numerically equivalent to milligrams per litre (ml/l) with respect to water.

9.3	Glossary of Terms (continued)
Retention time	Time a chemical is retained in the system.
Scale inhibitors	Chemicals used to control scale. They function by holding up the precipitation process and/or distorting the crystal shape, thus preventing the build-up of a hard adherent scale.
Sero-group	A sub-group of the main species.
Sentinel taps	For a hot water services – the first and last taps on a recirculating system. For cold water systems (or non-recirculating hot water system), the nearest and furthest taps from the storage tank. The choice of sentinel taps may also include other taps which are considered to represent a particular risk.
Sessile	Aquatic micro-organisms adhering to a surface normally as part of a **biofilm**.
Sludge	A general term for the soft mud-like deposits found on heat transfer surfaces or other important sections of a cooling system. Also found at the base of Calorifiers and cold water storage tanks.
Shunt pump	A circulation pump fitted to hot water service/plant to overcome the temperature stratification of the stored water.
Slime	Mucus-like exudates which covers a surface produced by some **micro-organisms**.
Stagnation	The condition where water ceases to flow and is therefore liable to microbiological growth.
Strainers	A course filter usually positioned upstream of a sensitive component such as a pump control valve or heat exchanger to protect it from debris.
Thermal disinfection	Heat treatment to disinfect a system.
Thermostatic mixing valve	Mixing valve which the temperature at the outlet is pre-selected and controlled automatically by the valve.
Total viable counts (TVC)	The total number of cultural **bacteria** (per volume or area) in a given samples (does not include legionella).
Risk assessment	Identifying and assessing the risk from **Legionellosis** from work activities and water sources on premises and determining any necessary precautionary measures.

Section 10 – Analytical Test Results

Water samples were not taken as part of this risk assessment exercise.

LEDBURY TOWN COUNCIL

ENVIRONMENT AND LEISURE COMMITTEE	**11 JULY 2024**	**AGENDA ITEM: 9**

Report prepared by Angela Price – Town Clerk

PLANTERS FOR WAR MEMORIAL

Purpose of Report

The purpose of this report is to ask Members of the Environment & Leisure Committee to give consideration to the response from Ledbury in Bloom in respect of the planters located around the War Memorial. .

Equality Duty

Under section 149 of the Equality Act 2010, the "general duty" on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
c) foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying 'due regard' in their decision making in the design of policies and in the delivery of services.

Detailed Information

As detailed in the report submitted to the last Environment & Leisure Committee on 2 May 2024 (Item No. 9; Minute Ref: E124), it was agreed that a discreet "prototype" planter should be built in keeping with the War Memorial and that this be presented to the next Environment & Leisure Committee meeting for their opinion/approval before proceeding with building any further planters.

Ledbury in Bloom had some concerns with this approach as they believed it was impractical to produce a "prototype" and as a consequence had a conversation with the Clerk in respect of this and it was agreed that this would be reported back to council accordingly. It should be noted that due to the timing of this meeting, any new planters would not be built in time for judging on 15 July 2024 for Ledbury in Bloom. However, Ledbury in Bloom and the Clerk have agreed that the two large containers at the War

Memorial be emptied and removed and that the four remaining smaller troughs be relocated adjacent to the Alms Houses entrance. It was agreed that the Town Maintenance Operative would assist with the removal of the two planters and that Ledbury in Bloom would then relocate and plant out the smaller ones.

Financial Information

The estimated costs to replace two planters, which will match those at Top Cross and would sit either side of the entrance to the Almshouses would be:-

Wood and materials, including VAT	£190.00
Compost and top soil: 22 x 80 ltr bags	£150.00
Plants and bulbs	£100.00
TOTAL – TWO PLANTERS	£440.00

Currently there is a budget of £4,000 for Ledbury in Bloom for 24/25 which covers the cost of the Hanging Baskets and associated costs. In 23/24 there was an underspend of £900 from this budget and therefore it is likely that there may be an underspend from this budget this financial year, which could cover the cost of the two new planters.

Recommendation

That Members of the Environment and Leisure Committee give consideration to the4 above information and agree to proceed with the building of two planters at a cost of approximately £440.00 appreciating that they will not be ready in time for judging Ledbury in Bloom this year, and to instruct Officers to inform Ledbury in Bloom of the outcome.

LEDBURY TOWN COUNCIL

ENVIRONMENT AND LEISURE COMMITTEE	**11 JULY 2024**	**AGENDA ITEM: 10**

Report prepared by Angela Price – Town Clerk

CHRISTMAS LIGHTS CONTRACT

Purpose of Report

The purpose of this report is ask members of the Environment and Leisure Committee to consider the recommendation from the Christmas Lights Task & Finish Group in respect of the proposal to enter into a new contract for the supply and installation of the Town's Christmas lights for the next three years.

Detailed Information

Members of the Committee were invited to attend a Task and Finish Group meeting on 11 June 2024 to discuss the various proposals that had been presented by the three contractors. Councillor Hughes and Susie McKechnie (Chair of the Traders Association) attended the meeting and considered the three options presented for consideration.

Unfortunately, due to the absence of the Deputy Clerk, the notes of that meeting are not available for review. Those present considered the three options submitted by Lights Companies and it was agreed that Company No. 1 be recommended to this committee for acceptance for a three-year contract to supply and install Christmas Lights in Ledbury. (copies of the quotes will be provided separate to the agenda for members consideration).

All three companies advised that they could supply and install Christmas Lights for a period of three-years within the budget of £15,000 as follows:

Company No. 1

6 x cross streets – The Homend
1 x cross street – Bye Street
3 x wall motifs – Bye
Icicles – Clock Tower, Alms Houses, Market House and Council Offices
5 x wall motifs – High Street
Christmas Tree Lights
3 Column Motifs – Southend

Company No. 2

6 x cross streets – The Homend
1 x cross street – Bye Street
3 x wall motifs – Bye
Icicles – Clock Tower, Alms Houses, Market House and Council Offices
5 x wall motifs – High Street
Christmas Tree Lights

Company No. 3

6 x cross streets – The Homend
3 x wall motifs – Bye
Icicles – Clock Tower, Alms Houses, Market House and Council Offices
5 x wall motifs – High Street
Christmas Tree Lights

Members will note from the above information that Company no. 1 has advised that they can provide lights for all of the locations that were lit in 2024. After much deliberation Members felt the images provided by Company No. 1 were the preferred option and taking into account that they had quoted for the seven locations as in 2024 agreed that this would be their recommendation to the Environment & Leisure Committee.

Recommendation

That Members of the Environment and Leisure Committee accept the recommendation of the Christmas Lights Task & Finish Group and instruct officers to appoint company no. 1 to supply and install Christmas Lights in Ledbury for a three-year contract (2025-2027) in the sum of £13,194 plus VAT per annum.

AGENDA ITEM: 11.2

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE JOHN MASEFIELD MEMORIAL WORKING PARTY HELD ON MONDAY 10 JUNE 2024

PRESENT: Councillor Morris (Chair), Councillor Furlonger
Non-Council Members: Dr Jane Mee (Funding Co-ordinator), Chris Noel (JM Society), Justine Peberdy (Ward Councillor and minute taker), Christine Tustin (Ledbury Civic Society), Tim Keyes (Tower Captain church bell ringers) Caroline Magnus (Great niece of John Masefield, JM Society), Dr Philip Errington (JM Society)

ALSO PRESENT: Angela Price (Town Clerk)
Jacob (Work Experience Student from Hereford 6th Form College)

JM154 ELECTION OF CHAIR FOR 2024/25 MUNICIPAL YEAR

That Councillor Morris be elected as Chair of the John Masefield Memorial Working Party for the 2024/25 municipal year.

(PROPOSED Caroline Magnus, SECONDED Dr Phillip Errington, PASSED unanimously)

JM155 APOLOGIES FOR ABSENCE

Apologies for absence were received from Amy Howard & Councillor Chowns

JM156 DECLARATIONS OF INTEREST

There were no declarations of interest

JM157 TO APPROVE AND SIGN THE NOTES FOR THE JOHN MASEFIELD MEMORIAL WORKING PARTY MEETING HELD ON 1 MAY 2024

p. 194 - it was clarified that 'this is not a heritage project' relates to the John Masefield theatre facilities.
p. 193 JM134(1) Mark Richards suggested 3 – 5 sculptors paid £3000 each
p. 194 JM134(4) Barbara Baylis should read Barbara Davis

RESOLVED:

That the notes of the meeting of the John Masefield Memorial Working Party meeting held on 1 May 2024 be approved and signed as a correct record, subject to the above amendments.

(PROPOSED Councillor Morris, SECONDED Councillor Furlonger, PASSED unanimously)

JM158 TO REVIEW THE ACTION SHEET

This is the link to the Action Sheet - https://docs.google.com/spreadsheets/d/1wZkeJMaaDBkPrkJBa9uyiL-8uR4kWo36TrIcO6k48hc/edit?usp=sharing

The Working Party went through the Action Sheet item by item, and updates were recorded.

JM136 –The Town Clerk provided feedback from Full Council.

- The Council were happy to approve submission of application, maintenance costs, and request for £5000 in principle.
- Concerns were expressed and reassurance sought that funding for the 2-project staff would be provided by NLHF and that the Council would not commit to employing project staff before the grant is determined. Is it necessary for the staff to be employed or could they submit invoices? Further clarification was requested.
- An extraordinary meeting of Council will be required to approve the final draft of the application before submission.

RESOLVED:

1. **That the Town Clerk provide details of the Council's concerns**
2. **That JMMWP respond in writing to the Council's concerns**
3. **That the Town Clerk look into IR35**
4. **That a Funding Subcommittee meets to discuss match funding**
5. **That notes of the meeting are shared with the Town Clerk**
6. **That the WP provide further contributions to the list of stakeholders**

Dr. Philip Errington left the meeting.

JM159 TO RECEIVE AND NOTE TERMS OF REFERENCE

The terms of reference were received and noted.

JM160 NATIONAL LOTTERY HERITAGE FUNDING DRAFT APPLICATION

Justine Peberdy suggested that the commissioning process should specify 'designs' rather than 'maquettes' so as not to limit the scope of the memorial.

p.223 some duplication of text

p.223 Dr Jane Mee agreed to check eligibility of volunteer time and in-kind donations as match funding

p.210 Last paragraph should read John Masefield Society instead of Association

Caroline Magnus offered a suggestion of someone to lead on the thumb sticks activity, and details on a visit to a wolf sanctuary as a further engagement activity.

Tim Keyes highlighted a possible lack of clarity over whether the memorial might be a digital work. Tim Keyes recognised the challenge of engaging with target groups who may not be readers. Dr Jane Mee acknowledged that the engagement would be with the heritage associated with John Masefield rather than directly with his poetry.

Dr Jane Mee raised that consideration must be given to how NLHF is acknowledged in the final work.

To meet NLHF requirement, Dr Jane Mee suggested a special viewing of the proposed memorial design for Lottery players. Tim Keyes suggested promoting this event at lottery ticket outlets.

The WP discussed how much priority LTC can give this project in the event of successful funding. The Town Clerk raised concerns about the time she has available. It was agreed that if funding were received then the project will require sufficient attention from Council staff and Councillors in order to satisfy NLHF of LTC's commitment.

RESOLVED:

1. **That Dr Jane Mee check eligibility of volunteer time and in-kind donations as match funding**
2. **That Justine Peberdy follow up with HCC re: multi-agency office**
3. **That Dr Jane Mee look at digital requirements**

Caroline Magnus left the meeting.

JM161 RISK REGISTER

Possible changes arising as a result of the forthcoming election and new government were discussed.

JM162 DRAFT JOB DESCRIPTIONS

Dr Jane Mee stressed the importance of recruiting a project manager with the right experience. The Town Clerk agreed to put the job descriptions into standard LTC format with LTC logo. Dr Jane Mee informed the WP that she has written a job profile for a volunteer archivist to work with the JM Society.

JM163 UPDATE FROM COMMUNICATIONS STEERING GROUP AND ITEMS FOR CONSIDERATION

Councillor Morris gave an update covering:
Design and literature
Funding subcommittee
Community Day - Acorn's charity shop has a box of Masefield books. It was agreed that the WP should acquire the box of books for use as display items, possible prizes, etc.

RESOLVED:

1. **That Chris Noel receive list of books from Acorns and take steps to acquire them**
2. **That Councillor Furlonger pick up the books for the quiz prize**
3. **That Councillor Morris arrange for Caroline Magnus to sign the quiz prize books**
4. **That the Town Clerk contact the entrant of the quiz and inform her that she has won the competition**
5. **That the results of the competition be promoted through the website**

JM164 FINAL UNVEILING

To be further discussed through Communications Steering Group

JM165 WEBSITE

Inclusion of the logo on LTC home page could be seen as evidence of LTC commitment to the project, for the sake of the application. It was suggested that a member of the WP could make a presentation to Full Council about the project if that were helpful.

RESOLVED:

1. **That Councillor Morris send details to the Town Clerk of links to be included on webpage**
2. **That the Town Clerk include the Masefield Matters logo on the LTC home page**

JM166 NEXT STEPS

RESOLVED:

1. **That Dr Jane Mee send request for photos to the Town Clerk**
2. **That the Town Clerk look for suitable photos**
3. **That the Town Clerk investigate a suitable date for an Extraordinary Meeting of Full Council to approve submission of application**

JM167 DATE OF NEXT MEETING

TBC

The meeting ended at 3.56pm.

Signed ……. Dated …….

AGENDA ITEM: 12

LEDBURY TOWN COUNCIL
NOTES OF THE TASK & FINISH GROUP CEMETERY CONSULTATION
4 JUNE 2024

PRESENT: **Cllrs Chowns & Harvey, Hughes**

ALSO PRESENT: **Lyn Loader**
Jeremy Wolf
Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk

1. APOLOGIES **Cllrs Howells, Newsham & Sinclair, Steve Ellis & Brenda Hill**

2. OPTIONS TO EXTEND FURTHER THE ACTIVE USE OF THE EXISTING CEMETERY

- The task is to consider all three points on the agenda and make recommendations back to the Council.

- It has been predicted that it would take approximately 7 to 8 years for the cemetery to reach full capacity.

- Can we make more use of the land that is currently in the cemetery but not being used? These are unmarked and unrecorded interments, and this land is not devoid of graves.

- Councillor Hughes talked about clearing a cemetery, removing remains and stones laid against the walls of the cemetery. The City of London has a special licence to 'lift and drop' but that is only applicable to three cemeteries in the UK.

- To the public eye it looks as if there is lots of clear space in the cemetery but that's not actually the case. It needs to be made clear to the public that the use of space in the cemetery has been considered but we are not able to utilise it.

- The policy now is that every grave must be marked.

- If we can't expand out, can we expand up? Also, can the older grave areas be used for interring ashes by only digging a foot or so down? It therefore would not disturb anybody buried in the lower ground. Can this be investigated?

- Each grave can be 'rodded' which costs approximately £100 per grave. Geo Phys was also discussed. To plot them out and see which areas are used. This would be investigated, and the likely cost determined.

- Interment of ashes aren't the biggest problem because you've got the scatter garden and there are other options for ashes. Because in Herefordshire we buck the trend, and you have more people wanting burials than not, it's difficult to manage and find space for burials.

- We can manage it financially by increasing burials fees, because Ledbury Town Council fees are still very economical. If you are getting a piece of land forever and it requires ongoing maintenance and upkeep, there's quite a significant expense associated with the tending of the grave which falls to the living.

- Ledbury already pays a 10% precept for the cemetery and the staff plus they pay 10% to the Cemetery in Herefordshire County

- LTC rates are comparable elsewhere for residents but for non-residents other councils charge three times more and residents must have a connection to the town/cemetery.

- Fees for non-residents should be increased.

- Ashes can be interred into a grave. Cremation tablets can be placed in front of headstones. Feasibly you can put up to 8 sets of ashes in a grave.

2.1 SCATTER GARDEN – STYLE / DESIGN

- A member of the public asked for nothing too modern for the scatter garden.

- A rectangle shaped scatter garden is to go ahead but the design needs to be finalized first.

- The public ought to be consulted regarding other forms of interment of cremation ashes above ground level.

3. OPTIONS TO EXTEND THE CURRENT CEMETERY GROUND

- The football ground is owned by a property developer.

- Councillor Harvey does not think that the owners will be open to selling some of that land as it's not feasible.

- The acquisition, preparation and design of land which can be used for burials is approximately 5 after the land has been acquired.

- Compulsory purchase is not applicable as the living get priority over the deceased.

4. OPTIONS TO PROVIDE NEW CEMETERY FACILITIES (NOTING THAT THESE OPTIONS SHOULD BE LOCATED WITHIN THE PARISH BOUNDARY OF LEDBURY

- A new fixed and lock system on new graves, with the headstone not to be put into the ground for one year.

- Once a package of measures to extend the capacity of the existing cemetery has been approved, there ought to be a simplified, revised, guide produced and published by Town Council

- If we have information about plot purchases and we have point of contacts, can we write to all the contacts we have to alert families that they have potential for ashes to be interred into the family graves that already exist – use space that's already used.

- The question was asked, is there anybody aware of suitable land that can be obtained. Only one piece of land is available which is situated towards Much Marcle, and currently there is nothing else locally on the market.

- It might be worth approaching Marley Hall, which is a pet crematorium. There is also a farm there so perhaps they would consider this as it would align with their current business model.

- Wellington Heath wants Ledbury to maintain a green gap between Ledbury and Wellington Heath to make sure that there isn't development creep.

- Proposal for a green gap between the South of town and the new development. A meadow or orchard or woodland type burial arrangement as part of a green gap could be considered.

- There is a farm which is called 'Greenfields Burial Site' which is a farmer's field and is now a natural burial site. However, you can't mark the grave with a headstone and some families may not want that.

- Phase zero in the report quoted £6500 to do land searches to find potential land i.e. farmland etc. though there is no budget for this at this moment.

- There will not be any section 106 for burial land.

- Explore business model and section 106 plan.