Qualification Specification

HABC Level 3 Award in Legionella Control for Responsible Persons (QCF)

Qualification Number: 600/8744/4
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Introduction

This Qualification specification is designed to outline all you need to know in order to offer this qualification in your centre. If you have any further questions, please contact your account manager.

Qualification Details

The HABC Level 3 Award in Legionella Control for Responsible Persons (QCF) has been accredited by the regulators of England and Wales (Ofqual and the Welsh Government) and is part of the Qualifications and Credit Framework (QCF).

It is supported by Proskills the Sector Skills Council for the process and manufacturing industry.

Key facts

<table>
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<th>QAN:</th>
<th>600/8744/4</th>
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<tr>
<td>Learning Aim Reference:</td>
<td>60087444</td>
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<tr>
<td>Guided learning hours (GLH):</td>
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<tr>
<td>Credit Value:</td>
<td>1</td>
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<td>Assessment Method:</td>
<td>Workbook</td>
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Qualification Overview

This qualification is aimed at those either in the role of or aspiring to be in the role of Responsible Person relating specifically to control of legionella on a site.

It covers the effects of legionella bacteria on the body and the impact an outbreak of Legionnaires’ disease would have on a working site, how to identify and control the risks associated with legionella bacteria and how legislation and codes of practice can support its control. It is also designed to enforce the importance of the Responsible Person in respect to ensuring competence of all operatives on the site.

Entry Requirements

There are no prerequisites for this qualification.

It is advised that learners have a minimum of Level 1 in literacy or numeracy or equivalent.

Qualification Structure

This qualification is made up of one mandatory unit the details of which are included at the end of this document.

Learners must successfully complete the assessment for the unit in order to achieve the qualification.

The qualification can be taken as a free-standing qualification or as part of a wider programme of training.
Guidance on Delivery

The recommended method of delivery of this qualification is in the classroom. It is recommended the taught session is delivered to learners before they are given the workbook to complete, which will form their assessment.

It is recommended that class sizes do not exceed 12 learners.

Assessment Guidance

This qualification is assessed through completion of a learner workbook. Learner workbooks are available to download from the Members’ Area of the HABC website or printed copies can be requested.

Once learners have completed all of the questions and tasks within the workbook, they will be internally assessed by the centre. Centres may refer to the assessment guidance document which is available to download from the Members’ Area of the HABC website. If there are areas which are identified as lacking detail or are not to the required standard, feedback must be given to the learner along with remedial actions. Once both the learner and the tutor are satisfied with the standard of work it contains, the front cover of the workbook must be signed and sent into HABC.

All workbooks will then be subject to moderation at HABC.

HABC will perform annual EQS visits of centres delivering this qualification to ensure processes and procedures in place are to the required standard. These visits may include observation of course delivery.

A confirmed list of results will be provided to the centre contacts with certificates for those learners that have been successful. Certificates for successful learners will be dispatched for distribution by the centre contacts.

Age ranges

These qualifications are approved for delivery to learners aged 16+.

Geographical Coverage

These qualifications are suitable for learners in England, Wales or Northern Ireland.

Tutor Requirements

HABC require that nominated tutors have teaching experience and either hold a qualification in the relevant subject area or have adequate experience in the control of legionella.

**Suitable subject area qualifications may include:**

- Degree or Dip HE in a related subject such as: Chemistry, Microbiology
- HNC/D in a related subject (as outlined above)
- Other HABC approved qualifications

**Suitable experience includes:**

A minimum of 3 years’ experience in facilities management (or similar role) within industries that deal with risk of legionella (such as the leisure industry) together with a training qualification/experience.
Suitable Teaching Qualifications include:

- HABC Level 3 International Award in Delivering Training (ADT)
- Level 3 or 4 PTLLS or above
- Diploma or Certificate in Education
- Bachelors or Masters Degree in Education
- City and Guilds Teachers Certificate or equivalent
- Level 3 or 4 NVQ in Training and/or Development
- Professional Trainers Certificate
- Proof of at least 30 hours of training in any subject

All tutors will be assessed on an individual basis. Applicants should be prepared to provide statements of competence and/or a verifiable teaching history of Legionella Awareness/Management qualifications as well as references, if deemed to be required.

Nominated tutors should also be able to demonstrate relevant experience and knowledge in a work context and provide evidence of engagement with the subject field and continuing professional development.

Reasonable Adjustments and Special Considerations

HABC has measures in place for learners who require additional support. Please see the HABC Reasonable Adjustments Policy.

ID requirements

All learners must be instructed to bring photographic identification to the assessment to be checked by the invigilator/assessor. This instruction should be given ahead of the course/assessment when the learner registers and/or with any pre-course materials.

It is the responsibility of the centre to have systems in place to ensure that the person taking an examination/assessment is indeed the person they are purporting to be. All centres are therefore required to ensure that each learner’s photographic identification is checked before they are allowed to undertake the examination/assessment and write the type of photo identification provided by each learner on the Learner List under “Identification Provided”. HABC will accept the following as proof of a learner’s identity:

- Valid Passport (any nationality)
- Signed UK Photo card Driving Licence
- Valid Warrant Card issued by HM Forces, Police
- Other photographic ID card, e.g. Employee ID Card (must be current employer), Student ID Card, Travel card.

For more information on learner ID requirements, please refer to Section 8 of the HABC Examination and Invigilation Regulations within the Core Manual.

Progression

Progression routes could include:

- Level 3 Award in Risk Assessment (QCF)
- Level 3 Award in Health and Safety in the Workplace (QCF)
- Level 4 Award in Health and Safety in the Workplace (QCF)
Useful Websites

- http://www.proskills.co.uk/
- http://www.hse.gov.uk/
## Unit 1: Principles of Legionella Control for Responsible Persons

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<tr>
<th>Learning Outcomes</th>
<th>Assessment Criteria</th>
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<td><strong>The learner will</strong></td>
<td><strong>The learner can</strong></td>
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| **1. Understand the impact of legionella bacteria and legionellosis** | 1.1 Explain how legionella bacteria multiply  
1.2 Evaluate the effect legionella bacteria replication has on the legionella written scheme  
1.3 Describe the conditions required for legionella bacteria to multiply within water systems  
1.4 Describe the methods of transmission and infection  
1.5 Explain the factors that affect an individual’s susceptibility to Legionnaires’ Disease  
1.6 Describe the symptoms of Legionnaires’ Disease  
1.7 Explain how cases of Legionnaires’ Disease can impact on the operation of a site |
| **2. Understand how legislation and codes of practice can support the management of legionella bacteria** | 2.1 Describe the relationship between legionella regulations, health and safety legislation and other codes of practice  
2.2 Explain the key roles and responsibilities associated with the management of legionella  
2.3 Describe the consequences for non-compliance with legislation and codes of practice |
| **3. Understand how to control the risks associated with legionella bacteria** | 3.1 Describe the requirements of the British standards relating to legionella risk assessments  
3.2 Explain the requirements of a written scheme  
3.3 Explain how the written scheme should be implemented  
3.4 Explain the importance of record keeping  
3.5 Explain the importance of training and competence assessment of nominated individuals  
3.6 Explain the importance of routine reviews of the written scheme  
3.7 Identify the requirements for reviewing and revising the risk assessment |
LO1: Understand the impact of legionella bacteria and legionellosis

- The way by which legionella bacteria multiply. To include:
  - a description of the size of bacteria
  - how they multiply
  - how legionella multiply within hosts in the natural environment
  - the differences between species of legionella and serogroups

- The effect legionella bacteria replication has on legionella written scheme

- The conditions required for legionella bacteria to grow within water systems
  - Temperatures between 20°C and 50°C
  - The presence of biofilm or other microorganisms
  - Stationary and stagnant water

- The methods of transmission and infection
  - All known methods of infection
    - Inhalation of contaminated aerosols
    - Inhalation of drop nuclei
    - Aspiration of oral and pharyngeal liquids
    - Invasive medical breathing techniques
  - How legionella bacteria grow within the body
  - How overcome an individual’s immune system

- The factors that affect an individual’s susceptibility to Legionnaires’ Disease
  - How the susceptibility of an individual is controlled by the strength and ability of their immune system to counteract the invasion of immune cells
  - The factors that increase the risk of infection
  - The people mostly considered to be at risk
    - Men
    - The elderly
    - smokers
    - individuals with compromised immune systems

- The symptoms of Legionnaires’ Disease
  - Initial symptoms of fever, chills, headache and muscle pain
  - Dry non-productive cough and severe breathing difficulties
  - Confusion, delirium, diarrhoea and vomiting
  - The difference between Legionnaires’ Disease and Pontiac Fever

- How cases of Legionnaires’ Disease can impact on the operation of a site
  - Individuals who work on a site may catch the illness from another source but the site may be implicated
LO2: Understand how legislation and codes of practice can support the management of legionella bacteria

- The relationship between legionella regulations, health and safety legislation and other codes of practice
  - key aspects of Approved Code of Practice and Guidance L8
  - the difference between the Approved Code of Practice and the Guidance
  - its relationship with HASWA, COSHH, RIDDOR etc.
  - its legal status in a court of law

- The key roles and responsibilities associated with the management of legionella
  - The role and responsibility of:
    - The Statutory Duty Holder
    - Responsible Person
    - Nominated Deputies
    - Operators
    - Contractors
  - The assessment and appointment of individuals
  - The requirement for a formal structure and clear line of responsibility

- The consequences for non-compliance with legislation and codes of practice
  - the approach of the Health and Safety Executive (HSE) when conducting a routine visit or investigating an outbreak
  - how failing to comply with the Approved Code of Practice alone can result in action
  - actions available to Health and Safety Inspectors, including:
    - letters
    - improvement notices
    - prohibition notices
    - and the consequences of these actions

LO3: Understand how to control the risks associated with legionella bacteria

- The requirements of the British standards relating to legionella risk assessments
  - The requirements of the British Standard BS8580 for:
    - the selection of a risk assessor
    - preliminary work prior to an assessment
    - ensuring that an assessment is comprehensive
    - making information available
    - ensuring relevant personnel are available

- The requirements of a written scheme
  - all actions required to control the risk, including:
    - the physical work
    - remedial work
    - monitoring actions
    - the appointment of individuals
    - training and assessment of competence of staff

- How the written scheme should be implemented

- The importance of record keeping, including
• The importance of training and competence assessment of nominated individuals
  o the requirement for:
    ▪ competent staff
    ▪ knowledge and training
      • formal training
      • hands-on training
  o the importance of individuals understanding their roles

• The importance of routine reviews of the written scheme
  o The requirements for formal reviews of the written scheme on a routine basis, dependent on the risk, including:
    ▪ structure
    ▪ competence of staff
    ▪ control scheme
    ▪ records
    ▪ control in last twelve months

• The requirements for reviewing and revising the risk assessment
  o the requirements for a formal review of the risk assessment on a biennial basis
  o the circumstances when the assessment should be reviewed sooner than this
    ▪ significant changes to the system
    ▪ system implicated in an outbreak of Legionnaires’ disease
    ▪ monitoring indicates that the control scheme is not providing control