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## Qualification Specification

### Highfield Level 3 Award in Legionella Control for Responsible Persons (RQF)

Qualification Number: 601/2971/2

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## Highfield Level 3 Award in Legionella Control for Responsible Persons (RQF)

### Introduction

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

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### Qualification regulation and support

The Highfield Level 3 Award in Legionella Control for Responsible Persons (RQF) has been developed and is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF is a qualification framework regulated by Ofqual and CCEA Regulations. It is also suitable for delivery in Wales and is regulated by Qualifications Wales.

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### Key facts

|  |                  |
|--|------------------|
| <b>Qualification number:</b>           | 601/2971/2       |
| <b>Learning aim reference:</b>         | 60129712         |
| <b>Credit value:</b>                   | 1                |
| <b>Assessment method:</b>              | Learner workbook |
| <b>Guided learning hours (GLH):</b>    | 8                |
| <b>Total qualification time (TQT):</b> | 8                |

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### Qualification overview and objective

The objective of the qualification is to support 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.

The qualification provides learners with the knowledge and understanding in 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 of ensuring competence of all operatives on the site.

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### Entry requirements

Learners are required to meet the following entry requirements:

- 16 years of age or above; and
- Minimum of level 1 English, or equivalent.

## Guidance on delivery

The total qualification time for this qualification is 8, of which 8 are guided learning hours.

TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming guided learning hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

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## Guidance on assessment

This qualification is assessed by learner workbook. This assessment model requires learners to provide a short response to prescribed questions within a workbook set by Highfield. Successful learners will have to demonstrate knowledge and understanding across the breadth of the qualification syllabus.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

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## Guidance on quality assurance

Highfield requires centres to have in place a robust mechanism for internal quality assurance. Internal quality assurance must be completed by an appropriately qualified person and that person must not have been involved in any aspect of the delivery or assessment of the course they are quality assuring.

Highfield will support centres by conducting ongoing engagements to ensure and verify the effective and efficient delivery of the qualification.

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## Recognition of prior learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing the learner for assessment.

For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) policy in the members' area of the Highfield website. This policy should be read in conjunction with this specification and all other relevant Highfield documentation.

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## Tutor requirements

Highfield recommends nominated tutors for this qualification to meet the following:

- hold a relevant subject area qualification or experience, which could include any of the following:
    - Highfield Level 3 Award in Legionella Control for Responsible Persons (RQF) and experience
    - Degree or Dip HE in a related subject such as chemistry or microbiology
    - HNC/D in a related subject (as outlined above)
    - 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)
-

- hold or be working towards a recognised teaching qualification or have experience, which could include any of the following:
  - Highfield Level 3 Award in Delivering Training (RQF)
  - Highfield Level 3 International Award in Delivering Training (IADT)
  - Level 3 Award in Education and Training
  - Diploma or Certificate in Education
  - Level 3 or 4 NVQ in Training and/or Development
  - Professional Trainers Certificate
  - Proof of at least 30 hours of training in any subject
- maintain appropriate continued professional development for the subject area

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#### **This person may also act as the assessor**

#### **Assessor requirements**

Highfield strongly recommends nominated assessors for this qualification meet the following:

- hold a relevant subject area qualification or experience, which could include any of the following:
  - Highfield Level 3 Award in Legionella Control for Responsible Persons (RQF) and experience
  - Degree or Dip HE in a related subject such as chemistry or microbiology
  - HNC/D in a related subject (as outlined above)
  - 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)
- have knowledge and experience in assessment of learners' work and quality assurance procedures. It is not a requirement for assessors to hold a formal assessor qualification although it is recognised as good practice
- maintain appropriate continued professional development for the subject area

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#### **This person may also act as the tutor.**

#### **Internal quality assurance (IQA) requirements**

Highfield recommends internal quality assurers for this qualification to meet the following:

- have relevant subject area knowledge or experience
- have experience and/or knowledge of internal quality assurance processes. It is not a requirement for assessors to hold a formal IQA qualification although it is recognised as good practice.
- maintain appropriate continued professional development for the subject area

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#### **Reasonable adjustments and special considerations**

Highfield has measures in place for learners who require additional support. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance.

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## ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

**For more information on learner ID requirements, please refer to Highfield Qualifications' Core Manual.**

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## Progression opportunities

On successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield Level 3 Award in Risk Assessment (RQF)
  - Highfield Level 3 Award in Health and Safety within the Workplace (RQF)
  - Highfield Level 4 Award in Health and Safety within the Workplace (RQF)
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## Useful websites

- [www.highfieldqualifications.com](http://www.highfieldqualifications.com) (Highfield Qualifications)
  - [www.highfield.co.uk](http://www.highfield.co.uk) (Highfield Products)
  - [www.hse.gov.uk](http://www.hse.gov.uk) (Health and Safety Executive)
  - [www.bsigroup.co.uk](http://www.bsigroup.co.uk)
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## Appendix 1: Qualification structure

To complete the Highfield **Level 3 Award in Legionella Control for Responsible Persons (RQF)**, learners must complete the following **mandatory unit**.

| Unit reference | Unit title   | Level | GLH | Credit |
|----------------|--|-------|-----|--------|
| F/506/1500     | Principles of Legionella Control for Responsible Persons | 3     | 8   | 1      |

## Appendix 2: Qualification content

### Unit 1: Principles of Legionella Control for Responsible Persons

Unit number: F/506/1500

Credit: 1

GLH: 8

Level: 3

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

### Amplification / Indicative content

This section of the specification expands on the assessment criteria defined in the above unit and includes suggested content that a training course should cover in order to adequately prepare learners for the assessment.

#### **LO1: Understand the risks associated with legionella bacteria and legionellosis**

- The way by which legionella bacteria multiply. To include:
  - A description of the size of bacteria
  - How legionella bacteria multiply
  - The differences between species of legionella and serogroups
- 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 droplet 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
  - The factors that increase the risk of infection
  - The people mostly considered to be at risk
    - Men
    - The elderly
    - Individuals with compromised immune systems
  - 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 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 and health and safety legislation
  - Key aspects of Approved Code of Practice L8 and Technical Guidance HSG274
  - The difference between the Approved Code of Practice and the Technical Guidance
  - Its relationship with HASWA, COSHH, RIDDOR etc.
  - Its legal status in a court of law
- 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:
  - Improvement notices
  - Prohibition notices
  - The consequences of these actions
- The key roles and responsibilities associated with the management of legionella
  - The role and responsibility of:
    - Duty Holder: Legally responsible to ensure a risk assessment is carried out, to ensure a written scheme is in place and to appoint a competent person (or persons), known as the Responsible Person, to manage the risk
    - Responsible Person: Responsible for implementing the control measures outlined within the written scheme
    - Authorised Deputies: To take on the responsibilities of the Responsible Person when he/she is absent
    - Operators: Individuals appointed to carry out the tasks within the written scheme.
  - The assessment and appointment of individuals
  - The requirement for a formal structure and clear line of responsibility

**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 BS8580-1 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
  - What records should be kept
  - For how long records must be maintained
- The importance of training and competence assessment of nominated individuals

- The requirement for:
  - Competent staff
  - Knowledge and training
    - Formal training
    - Hands-on training
- The importance of individuals understanding their roles
- The importance of routine reviews of the written scheme
  - 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 a formal review of the risk assessment every 2 years
  - 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

### Appendix 3: Sample assessment material

Highfield has developed learner assessment packs which contain a number of tasks and questions. This is supported by a Tutor, Assessor and IQA Support Pack which is available to download from the members' area of the Highfield website.

|   |                     |
|---|---------------------|
| 1. Briefly explain the way by which legionella bacteria multiply.                                 | AC (1.1)<br>Outcome |
|   |                     |
| 2. List <b>four</b> conditions required for legionella bacteria to multiply within water systems. | AC (1.2)<br>Outcome |
| 1.  |                     |
| 2.  |                     |
| 3.  |                     |
| 4.  |                     |
| 3. Describe how legionella bacteria enter the body.   | AC (1.3)<br>Outcome |
|   |                     |