



Woburn Lower School

Control of Legionella Policy

This policy sets out the control of legionella in hot and cold water systems in school, including responsibilities, training testing and records.

1. POLICY STATEMENT

The school will undertake to ensure compliance with the relevant legislation with regard to the Control of Legionella in hot and cold water systems for all pupils and employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

2. THE LAW

Woburn Lower School recognises its responsibilities, under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002, to take all reasonable precautions to prevent or control the risk from exposure to Legionella bacteria.

3. DEFINITIONS

Legionella is a generic term for a type of bacteria which is common in natural and artificial water systems. Legionellosis is the name given to a group of pneumonia-like illnesses caused by Legionella.

4. MANAGEMENT

The Headteacher will ensure that:

- i. Relevant risk assessments are carried out and that control measures are implemented.
- ii. Appropriate training is provided.
- iii. Flushing and testing of water outlets is carried out in accordance with guidelines.
- iv. Any problems with water or the water system are reported to Central Bedfordshire Council.
- v. Disinfection procedures are monitored where necessary.
- vi. Records are kept for each water outlet of flushing and testing and disinfection procedures.

5. GENERAL INFORMATION

Legionella is a generic term for a type of bacteria (legionellae) which is common in natural and artificial water supplies. The bacteria thrive at temperatures between 20°C and 45°C but can be killed by elevated temperatures or chemical treatment.

The School stores and distributes hot water above 60°C. Users are protected from scalding by controlling the delivery temperature of hot water from a tap to 43°C by the use of thermostatic mixing valves. Checks are required to ensure that the valves are working correctly.

All illnesses due to the legionella species are known collectively as “legionellosis” but the most well known is “Legionnaires’ disease” which can be serious for elderly people and others with respiratory problems or immune-deficiency.

Infection is only a risk when there is inhalation of very fine water droplets that are contaminated with high concentrations of legionella bacteria. Healthy people are unlikely to contract an infection and outbreaks are rare though well publicised.

Control is normally achieved by suitable design and maintenance of the water system and its associated plant. Additional control is achieved by appropriate storage of water and delivery of water at temperatures which do not allow the bacteria to proliferate.

6. RISK ASSESSMENT

Woburn Lower school will retain an up-to-date Water Risk Assessment, which is carried out by a competent contractor and will take relevant action on the findings of that risk assessment and ensure that it is regularly reviewed. If there have been no alterations to the water system and/or no issues arising from monitoring (ie: temperature failures), all recommendations from the competent contractor’s risk assessment have been resolved or determined low risk enough to take no action, then the school could conclude no update is needed on an annual basis.

Assessment of risk is mostly confined to:

- i. Monitoring whether control measures are being instigated fully.
- ii. Correct water temperatures are being maintained.
- iii. Engineering measures, such as temperature control valves, are working properly.

Any failures must be reported immediately to the Headteacher who will inform Central Bedfordshire Council

7. INFORMATION, INSTRUCTION & TRAINING

The Headteacher will ensure that suitable and sufficient training and information is given to the School Caretaker, and any other member of staff, who has responsibilities for flushing, record keeping and taking temperature readings as required by the appendices.

Any new measures that are introduced to control legionella will need appropriate training provision.

8. FLUSHING & TEMPERATURE TESTING PROCEDURES

FLUSHING

All water outlets (hot & cold) will be flushed through weekly and a record will be kept in writing on the water outlet flushing checklist by the person carrying out the flushing. Flushing will last for at least two minutes at a reasonable flow rate. Where water outlets are routinely used, then this acts as the flushing routine and additional flushing is not required.

However, flushing will always be required for all water outlets during periods of non-use which exceed four days.

TEMPERATURE TESTING

Temperature testing will be carried out and recorded in accordance with the school's Legionella log book.

If these temperatures are not in accordance with Health and Safety requirements then the Headteacher is to be informed with a view to taking remedial action or informing Central Bedfordshire Council.

Scientific tests may be required when there appears to be a problem with the water supply, e.g. discolouring, temperature problems, etc. These should be reported to the Headteacher with a view to informing authorities who will arrange appropriate testing where it is considered necessary.

If a positive Legionella test is reported there will be a re-test every 3 or 6 months, dependent upon the test results, until two consecutive clear readings are established.

9. PROCEDURE FOR DISINFECTION

- If the school produces a sufficiently high result after testing, and a risk assessment recommends action, it will be disinfected by an approved contractor (currently Swiftclean).
- The Headteacher or an elected representative will arrange the time and date of disinfection with the selected contractor.
- Affected areas will be withdrawn from use until disinfection has been completed. Flushing of outlets in these areas will cease until disinfection has been completed.

- A supply of clean water for the kitchen area will be drawn off from an uncontaminated source and stored in suitable containers on the morning of a disinfection visit.
- Once disinfection commences, the water system will not be usable (except in WC's) until the contractors declare it safe. (Note: Drinking water must only be drawn from a bottled supply).
- Alternative hand cleaning methods will be instigated to supplement the wearing of protective gloves for personal care. (eg. Hibiscrub & antiseptic wipes).
- Staff and pupils will be protected from accidental use or drinking of disinfected water by securing the outlets or denying them access.
- Disinfected areas will be re-instated immediately after completion of the disinfection process and the flushing regime will recommence.

NOMINATED AUTHORITIES

	NAME	ADDRESS	TEL. NO
STATUTORY SITE DUTY HOLDER	Paula Black Headteacher	Woburn Lower School	01525 290207
NOMINATED RESPONSIBLE PERSON	Peter Gendall Site Agent	Woburn Lower School	01525 290207
DEPUTY NOMINATED RESPONSIBLE PERSON during absence of above	Paula Black Headteacher	Woburn Lower School	01525 290207
MONITORING PERSON	S Stretton H&S Governor	Woburn Lower School	01525 290207
Service Providers	SWIFTCLEAN	Aviation way Southend-on-Sea Essex S52 6UN	0800 1143539

PLANNED PREVENTATIVE MAINTENANCE TASKS

A table of planned preventative maintenance tasks can be found in the Legionella Log Book

This policy is to be read in conjunction with Central Bedfordshire Legionella Guidelines.

Governor:

Date: September 2023

Headteacher: Mrs Paula Black

Date: September 2023

Review: September 2024