



*Nourishing the fitrah of each unique child*

## Control of Legionella Policy

Updated: January 2024	Review date: January 2025	Legionella Coordinator: School Administrator
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**Adopted: January 2024**

**Review: January 2025**

## **Control of Legionella Policy**

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

### **The Law**

As legislation is often amended and Regulations introduced, the references made in this Policy may be to legislation that has been superseded. For an up to date list of legislation applying to schools, please refer to the Department for Education website at [www.education.gov.uk/schools](http://www.education.gov.uk/schools) and the Health and Safety Executive website [www.hse.gov.uk](http://www.hse.gov.uk).

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Care Standards Act 2000

### **Definition**

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.

### **Management**

The Headteacher will ensure that:

- Relevant risk assessments are carried out and control measures are implemented.
- Appropriate training is provided.
- Ensure that flushing and testing of water outlets is carried out in accordance with
- Any problems with water or the water system are reported to Devon County Council/NPS.
- Monitor disinfection procedures where necessary – see Appendix 2.
- Records are kept for each water outlet of flushing and testing and disinfection procedures.

### **General information**

1. Legionella is a generic term for a type of bacteria (legionella) 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.
2. Unique Academy School stores and distributes hot water above 50°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.
3. All illnesses due to the legionella species are known collectively as “legionella” but the most well-known is “Legionnaires’ disease” which can be serious for elderly people and others with respiratory problems or immune-deficiency.

4. 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.
5. 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.

### **Risk Assessment**

1. Assessment of risk is mostly confined to:
  - a. Monitoring whether control measures are being instigated fully.
  - b. Correct water temperatures are being maintained.
  - c. Engineering measures, such as temperature control values, are working properly.
2. Any failures must be reported immediately to the Headteacher who will inform Hounslow Council.

### **Control Measures**

1. To achieve ongoing control of legionella, thorough flushing of the water system is required alongside any engineering controls.
2. Effective control measures will require the school to:
  - a. Monitor any water outlets that are not in regular use.
  - b. Record the flushing of all water outlets.
  - c. Record the temperature of hot and cold water outlets.
3. Full details of flushing and testing regimes that need to be carried out can be found in Appendix 1.

### **Testing Arrangements**

1. Under certain circumstances, for example when there have been alterations or maintenance work to the water system, testing is to be carried out in accordance with Appendix 1.
2. Disinfection of the system will be necessary when testing indicates there is a sufficient level of legionella present in the water system to require treatment – see Appendix 2.

### **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.
- The School Administrator will ensure that a record of all instruction and training given to members of staff is recorded in the Legionella Log.



## FLUSHING AND TEMPERATURE TESTING PROCEDURES

### 1. Flushing

- a. All water outlets (hot & cold) will be flushed through weekly (but see para c below) and a record will be kept in writing on the water outlet flushing checklist by the person carrying out the flushing.
- b. Flushing will last for at least two minutes at a reasonable flow rate.
- c. 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 none use which exceed four days. Flushing is only required at the end of the period of non-use.

### 2. Temperature Testing

- a. A single cold and hot tap on the main hot and cold water systems, which are not connected via a thermostatic mixing valve, are to be run for one minute (in the case of a hot tap) and two minutes (in the case of a cold tap) every month so that a temperature can be taken using a thermometer and recorded on the Water Temperature Checklist.
- b. The cold water outlet temperature should be below 20°C after two minutes of running.
- c. The hot water outlet temperature should be above 50°C after one minute of running.
- d. If these temperatures cannot be achieved then the Headteacher or School Administrator is to be informed with a view to taking remedial action or informing Hounslow Council.
- e. 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 Hounslow Council who will arrange appropriate testing where it is considered necessary.
- f. 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.



## PROCEDURE FOR DISINFECTION

- a. If the school produces a sufficiently high result after testing, and a risk assessment recommends action, it will be disinfected by an approved contractor.
- b. The Headteacher or the School Administrator will arrange the time and date of disinfection with the selected contractor.
- c. 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.
- d. A supply of clean water for the kitchen area will be drawn off from an uncontaminated source and stored in containers on the morning of a disinfection visit.
- e. Once disinfection commences, the water system will not be usable (except in WCs) until the contractors declare it safe. (Note: Drinking water must only be drawn from the bottled or water filter supply).
- f. Alternative hand cleaning methods will be instigated to supplement the wearing of protective gloves for personal care. (eg. Hibiscrub & antiseptic wipes).
- g. Staff and pupils will be protected from accidental use or drinking of disinfected water by securing the outlets or denying them access.
- h. Disinfected areas will be reinstated immediately after completion of the disinfection process and the flushing regime will recommence.



**WATER TEMPERATURE CHECKLISTS**

Use the checklists to keep up to date with water systems maintenance requirements for your site. Please be aware that not all tables may be relevant to your site. Fill in dates of when work is carried out and initial/ signature in the signed columns.

**MONTHLY HOT AND COLD WATER TEMPERATURE RECORD SHEET**

Hot water tap outlet record sheet – hot water to be at least 50 <sup>0</sup> c after 1 minute			
Date	Location	Temp ( <sup>0</sup> C)	Signed









**MONTHLY TEMPERATURE CHECKS AT THE SENTINEL HOT AND COLD WATER OUTLETS**  
**(farthest and closest from the water tank)**

<u>Monthly temperature checks at the sentinel hot and cold water outlets</u>						
Refer to Floor Plan of School Premises						
Date	Hot Temp ( <sup>o</sup> C) <i>(should reach at least 50 °C within a minute of running the outlet)</i>		Cold Temp ( <sup>o</sup> C) <i>(should be at less than 20 °C within two minutes of running the outlet)</i>		Comment	Signed
	Nearest	Furthest	Nearest	Furthest		

**Notes: If a thermostatic mixing valve (TMV) is present, use a surface temperature probe for measuring the temperature at the inlet pipe to the TMV**



**WEEKLY FLUSHING RECORD SHEET for infrequently used taps**

Date	Location	OK (Y / N)	Fault notified (if applicable)	Person/ Signature

Appendix 4



**WATER HYGIENE / BOILER MAINTENANCE / SERVICES INFORMATION**

Record:

- Planned maintenance including services
- Emergency call outs
- Risk assessment
- Training as relevant

Date	Who?	What?	Why?