

## **LEGIONELLA RISK MANAGEMENT POLICY**

### **This Policy includes the Early Years Foundation Stage and Breakfast, Tea Time and Holiday Clubs**

#### *Purpose*

The purpose of this policy is to ensure that as far as possible everyone at Stretton School is protected from the incidence of Legionnaire's disease. It sets out the control of legionella in hot and cold water systems in school, including responsibilities, training, testing and records. The Headmistress will ensure that the relevant testing is completed.

#### *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 children and staff 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 school does not have cold water tank supplies in the loft or other areas which service either the hot or cold supply. Water is supplied directly from Anglian Water Service Limited mains which puts the school into a low risk category. As there is an insignificant legionella risk, no specific training is likely to be needed.

## *Legislation*

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is often amended and Regulations introduced, the references made in this Policy may be to legislation that has been superseded.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

## *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.

## *Management*

The Headmistress will ensure that:

- Relevant risk assessments are carried out and that control measures are implemented.
- Appropriate training, if needed, is provided.

- Ensure that flushing and testing of water outlets is carried out in accordance with Appendix 1.
- Any problems with water or the water system are reported to Anglian Water.
- Monitor disinfection procedures where necessary – see Appendix 2.
- Records are kept for each water outlet of flushing and testing and disinfection procedures.

### *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 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 control. Checks are required to ensure that the thermostats 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.

### *Risk Assessment*

Assessment of risk is mostly confined to:

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

Any failures must be reported immediately to the Headmistress who will arrange for any problems to be rectified.

### *Control Measures*

To achieve ongoing control of legionella, thorough flushing of the water system is required alongside any engineering controls.

Effective control measures will require the school to:

- Monitor any water outlets that are not in regular use.
- Record the flushing of all water outlets.
- Record the temperature of hot and cold water outlets.
- Full details of flushing and testing regimes that need to be carried out can be found in Appendix 1

### *Testing Arrangements*

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.

- 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.

### *Record Keeping*

The Headmistress will ensure suitable records are kept for flushing and taking temperature readings as required by the appendices. Any new measures that are introduced to control legionella will need appropriate training provision.

The Headmistress will ensure that a record of all instruction and training given to members of staff is recorded in the Legionella Log.

## **Appendix 1**

### *Flushing and temperature testing procedures*

All water outlets (hot & cold) will be flushed through weekly (but see below) 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 none use which exceed four days. Flushing is only required at the end of the period of non-use.

### *Temperature Testing*

A single cold and hot tap on the main hot and cold water systems, which are not connected via a thermostat, 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 Check List.

- The cold water outlet temperature should be below 20°C after two minutes running.
- The hot water outlet temperature should be above 50°C after one minute running.

If these temperatures cannot be achieved then the Headmistress will be informed with a view to taking remedial action.

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 Headmistress with a view to informing Anglian Water 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.

## **Appendix 2**

### *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. The Headmistress 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 containers on the morning of a disinfection visit. Once disinfection commences, the water system will not be usable (except in toilets) until the contractors declare it safe. (Note: Drinking water must only be drawn from the bottled supply).

Alternative hand cleaning methods will be instigated to supplement the wearing of protective gloves for personal care. (Antiseptic wipes). Staff and children 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.

Agreed and approved by the School Advisory Board

Date: 1 February 2017

Review Date: February 2018



