The Iona School & Nursery - Legionella Policy

Revised August 2015

Prepared using the HSE publication Managing legionella in hot and cold water systems

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

1. POLICY STATEMENT

The Iona 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 staff 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

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is often amended and Regulations introduced, the references made in this Policy may be to legislation that has been superseded.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 and the Health and Safety Executive website www.hse.gov.uk.

- Care Standards Act 2000.

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 School will ensure that:

- Relevant risk assessments are carried out and that control measures are implemented (see below).
- Appropriate training is provided (see below).
- The Legionella Competent Person is appointed and carries out his/her tasks as defined below.
- The School manager is informed of any problems with water or the water system.
- Monitor disinfection procedures where necessary – see Appendix 2.
- Records are kept for each water outlet of flushing and testing and any disinfection procedures.
LEGIONELLA COMPETANT PERSON

The School Manager- Fiona Stuart is the nominated competent person for Legionella on the premises and acts on behalf of the School to provide the necessary competence to enable Legionella to be managed safely.

In her absence the role reverts to Dominique Allen

In addition to this advice will be sought from the appointed plumber Steve Moreland

- She is to complete training as defined in the Information, Instructions and Training section (below).
- The Legionella Competent Person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with this policy (Appendix 1).
- He/she will advise the college of teachers/trustees of any condition or situation relating to Legionella which may affect the safety of any premises users.
- He/she is to work within their level of competence and seek appropriate guidance and direction from the college of teachers and/or the Children’s Services Health & Safety Team as required.

5. GENERAL INFORMATION

What is legionella?

Legionella bacteria is commonly found in water. The bacteria multiply where temperatures are between 20-45°C and nutrients are available. The bacteria are dormant below 20°C and do not survive above 60°C.

Legionnaires’ disease is a potentially fatal type of pneumonia, contracted by inhaling airborne water droplets containing viable Legionella bacteria. Such droplets can be created, for example, by: hot and cold water outlets; atomisers; wet air conditioning plant; and whirlpool or hydrotherapy baths.

Anyone can develop Legionnaires’ disease, but the elderly, smokers, alcoholics and those with cancer, diabetes or chronic respiratory or kidney disease are at more risk.

HSE’s Legionnaires’ disease page provides information on managing the risks

- 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 approx 43°C by the use of thermostatic mixing valves. Checks are required to ensure that the valves are working correctly (see Health and Safety Policy Annex 4d – Site Inspection and Safe Premises Policy.
• 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 immuno-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

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 valves, are working properly.

7. 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.

7c. Full details of flushing and testing regimes that need to be carried out can be found in the procedures appendix 1.

8. TESTING ARRANGEMENTS

a. 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.

b. 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.

9. INFORMATION, INSTRUCTION & TRAINING

• The Iona school will ensure that suitable and sufficient training and information is given to the Legionella Competent Person, and any other member of staff, who has responsibilities for flushing, record keeping and taking temperature readings as required by the appendices.
• Notwithstanding the above, the Legionella Competent Person is to complete the Legionella e-learning course
- Any new measures that are introduced to control legionella will need appropriate training provision.
- The Iona School will maintain a written record of all instruction and training given to members of staff.

**Issue date**

This policy takes effect from the June 2015

**Review date**

This policy will be reviewed and revised by the school manager on an annual basis.

**Endorsement**

Full endorsement to this policy is given by:

<table>
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<tr>
<th>Name</th>
<th>Mr Martin Taylor</th>
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<tbody>
<tr>
<td>Position</td>
<td>Iona School Trustee</td>
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<tr>
<td>Signed</td>
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<td>Date</td>
<td>07/08/2015</td>
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Related policies

Health and safety
APPENDIX 1 Procedure for Flushing and Temperature Testing.

APPENDIX 2 Procedure for Disinfection.

Appendix 1 to the Control of Legionella Policy

FLUSHING AND TEMPERATURE TESTING PROCEDURES

1. FLUSHING

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.

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 thermostatic mixing valve, are each to be run for at least two minutes 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 two minutes running.

If these temperatures cannot be maintained, then the professional assistance must be sought immediately

- Scientific tests may be required when there appears to be a problem with the water supply, e.g. discolouring, temperature problems, etc..
- 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 to the Control of Legionella Policy

1. PROCEDURE FOR DISINFECTION

If the school produces a sufficiently high result after testing, it will be disinfected by an approved contractor. Currently this would be Watertec on 01509 853716.

The school manager 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 WC’s) 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. (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.
Scheme of Control

Monthly
1) Take all temperatures at sentinel outlets
2) Take Temp at flow and return from calorifier
3) Take temperature at supply to TMV
4) Check all taps for scale

Quarterly
1) Showers- clean and descale all heads

Six monthly
1) Take temperature of CWST at ball valve and remote from valve
2) Inspect log book and review management procedures

Annually
Visual inspection of CWST

Visual inspection of internal surfaces is possible

This is done during the annual heating service.