

## **FALKNER HOUSE LEGIONELLA POLICY**

### **Nursery – Year 6 (therefore includes EYFS)**

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**

Falkner House 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. 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.

#### **3. 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 tasks as defined below.
- The Bursar is informed of any problems with water or the water system.
- Records are kept as detailed in the Legionella Log Book.

#### **LEGIONELLA COMPETANT PERSON**

The relevant Bursar 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 addition to this advice and guidance will be sought from the Cleanair UK.

- He 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 will advise the headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users.
- He is to work within his level of competence and seek appropriate guidance and direction from Cleanair UK as required.

#### **4. RISK ASSESSMENT**

The full risk assessment is to be reviewed every two years by the relevant Bursar.

#### **5. 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.
- Maintain the Legionella Log Book.

c. Full details of flushing and testing regimes that need to be carried out can be found in the Legionella Log Book..

## 6. 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.

## 7. INFORMATION, INSTRUCTION & TRAINING

- Falkner House 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.
- Notwithstanding the above, the Legionella Competent Person is to complete the Legionella e-learning course

### **Appendix 1 to the Control of Legionella**

#### **FLUSHING AND TEMPERATURE**

#### **TESTING PROCEDURES**

##### **1. FLUSHING**

All water outlets (hot & cold) will be flushed through weekly. 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 exceeds 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 and the hot water outlet temperature should be above 50°C after one 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.