

Legionella Written Control Scheme

Gorse Hall Primary and Nursery School

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LEGIONELLA WRITTEN CONTROL SCHEME

1 PURPOSE

The school acknowledges and accepts its responsibilities under the; Health & Safety at Work etc. Act 1974 (HASAWA), Control of Substances Hazardous to Health Regulations 2002 (COSHH), Management of Health & Safety at Work Regulations 1999 (MHSWR) and the HSE's Approved Code of Practice L8 'The control of legionella bacteria in water systems' 2013. In order to achieve compliance the school will follow relevant technical guidance in HSG 274 issued by the Health and Safety Executive. The School will also take all reasonable precautions to prevent risk to health from exposure to legionellosis by implementing the appropriate control measures in all of its buildings.

The Approved Code of Practice (ACOP) L8 requires duty holders to prepare a 'written scheme' for controlling the risk from any reasonably foreseeable exposure to legionella bacteria.

Furthermore a written control scheme should be implemented to maintain and operate the hot and cold water services in school under conditions that prevent or control the growth and multiplication of legionella bacteria.

The purpose of this document is to set out **Gorse Hall Primary and Nursery School's** Written Control Scheme.

2 SCOPE

This 'written control scheme' applies to the control of legionella bacteria in any premises controlled by **Gorse Hall Primary and Nursery School** where water is used or stored; and where there is a means of creating and transmitting water droplets (aerosols) which may be inhaled, causing a reasonably foreseeable risk of exposure to legionella bacteria.

3 RISK ASSESSMENT

Risk assessment completed by PURE- TECH. U.K. LTD Environmental Services (25/10/2019). A copy is in the Legionella Risk assessment white folder. This is reviewed annually or when there are changes.

4 MANAGEMENT STRUCTURE FOR THE CONTROL OF LEGIONELLA

DUTY HOLDER		RESPONSIBLE PERSON	
Name:	Tameside LA and the Headteacher (Alex Flood)	Name:	Alex Flood Bernie Nicholson
Position:	Local Authority School and Headteacher	Position:	Headteacher Caretaker
Contact Number:	0161 338 4262	Contact Number:	0161 338 4262
DEPUTY RESPONSIBLE PERSON		OTHER KEY PERSONNEL	
Name:	Jane Evans and Nazia Suleman	Name:	Janet Sculthorp
Position:	Deputy Headteachers	Position:	School Business Manager
Contact Number:	0161 338 4262	Contact Number:	0161 338 4262

LEGIONELLA CONTROL CONTRACTOR	
Company:	PURE- TECH. U.K. LTD Environmental Services
Contact:	M Watterson
Position:	Managing Director
Contact Number:	01457 878 335
Email:	www.puretechuk.com info@puretechuk.com
Address:	

5 MANAGEMENT RESPONSIBILITIES AND STAFF FUNCTIONS

5.1 THE DUTY HOLDER

The duty holder is the owner, occupier, employer or other person ultimately accountable and on whom the duty falls for the safe operation of the school. It is their responsibility to ensure that the necessary resources are available to the 'responsible person' to ensure compliance with this document.

5.2 THE RESPONSIBLE PERSON

The 'responsible person' is appointed by the duty holder to take day-to-day responsibility for controlling any identified risk from legionella bacteria. There may be more than one person that performs this role. In a school this role could be shared between the Headteacher and Site Manager/Caretaker

This person(s) must have sufficient authority to ensure that all operational procedures are carried out in an effective and timely manner. The 'responsible person' must also possess a sound understanding of the control of legionella through appropriate training. It is recognized that the responsible person cannot be an expert on all matters and must be supported by specialists in the necessary area of expertise.

Specifically, the role will involve:

- Ensuring overall compliance with the written scheme
- Ensuring building water system schematics are updated after any significant changes.
- Ensuring risk assessments are carried out and reviewed as necessary.
- Checking all relevant staff members are competent to carry out the aspects of legionella control to which they have been assigned.
- Taking reasonable steps to ensure contractors are competent

5.3 THE DEPUTY RESPONSIBLE PERSON

The responsible person will appoint a deputy, to whom delegated responsibilities may be given when the responsible person is unavailable. The deputy must meet the criteria set out above under 5.2 THE RESPONSIBLE PERSON.

5.4 THE APPOINTED CONTRACTOR

The appointed contractor for designated aspects of legionella control will be a member of a relevant trade professional body and the responsible person shall request, inspect and hold contractor competency records.

6 TRAINING

Employees who carry out the control measures and strategies for legionella should be suitably

informed, instructed and trained. Training must impart a detailed understanding of legionella, how to manage the water system, how to keep records and how to resolve identified hazards. Records of initial and refresher training must be recorded and maintained. The records for (insert school name) are located (insert details of where they kept or saved electronically).

7 PLAN OF THE SYSTEM

Photographs and Schematic Drawings- in Section 7 of the Legionella Risk assessment white folder.

8 CORRECT AND SAFE OPERATION OF THE HOT AND COLD WATER SYSTEM

The water services systems at **Gorse Hall Primary and Nursery School** normally operate under the following conditions of temperature. Occasionally temperatures may be outside these parameters due to environmental conditions. In this case the school will assess the risk and take any further precautions that are required.

Cold water storage cisterns: below 20°C

Hot water storage: maintained between 60–65°C

Hot water distribution: 60–65°C

Hot water service return: 50°C or above

Hot water to be heated to 60–65°C before first draw-off takes place

Hot water outlets with blending valves set to 41-46°C as appropriate

9 PRECAUTIONS TO PREVENT OR MINIMISE RISKS ASSOCIATED WITH THE SYSTEM

Legionella bacteria may contaminate water systems where the temperature is between 20 °C and 45°C. It is uncommon to find any significant growth below 20°C, the bacteria does not survive for any lengthy period above 60°C. The optimum temperature growth is 37°C.

The presence of sediment, sludge, scale and organic material can act as a source of nutrients for Legionella bacteria. Commonly encountered organisms in water systems such as algae, amoebae and other bacteria may serve as a nutrient source for Legionella. The formation of a biofilm (slime) within a water system will also play an important role in harbouring and providing favourable conditions in which Legionella can proliferate.

The presence of water stagnation can also play a significant part in legionella growth. An example of this would be a building that has little to no use of its water systems within a school holiday or any disused pipework that is still live.

If the conditions mentioned above are eliminated or controlled, the likelihood of legionella growth will be significantly reduced.

The school will prevent or minimise risks by using measures which do not allow the growth of legionella bacteria in the system and which reduce exposure to water droplets and aerosols. In practice this will be achieved by:

- (a) Avoiding water temperatures between 20 °C and 45 °C and conditions that favour the growth of legionella bacteria and other microorganisms
- (b) Avoiding water stagnation which may encourage the growth of biofilm E.g. by weekly flushing of infrequently used outlets
- (c) Avoiding the use of materials that harbour bacteria and other microorganisms, or provide nutrients for microbial growth. E.g. by only using water fittings and components that comply with the Water Regulations Advisory Scheme (WRAS)

- (d) Controlling the release of water spray
- (e) Maintaining the cleanliness of the system and water in it
- (f) Using water treatment techniques (if identified by risk assessment)
- (g) Taking action to ensure the correct and safe operation and maintenance of the water system. E.g. by routine monitoring and inspection.

10 ANALYTICAL TESTS, OPERATIONAL CHECKS AND INSPECTIONS

The frequency of inspecting and monitoring the hot and cold water systems depends on its complexity and the susceptibility of those likely to use the water.

Legionella risk assessments should define the frequency of inspection and monitoring based on the type of use, users and local needs.

Table 2.1 in HSG274 Part 2 provides a checklist for hot and cold water systems with an indication of the frequency of inspection and monitoring.

The school will undertake weekly and monthly water monitoring in accordance with this checklist, unless the risk assessment indicates otherwise.

Weekly flushing of infrequently used water outlets procedures

- Identify little used outlet(s) (See risk assessment)
- Open outlet whilst minimising the release of water aerosol (reduce spray)
- Flush the outlet until the temperature at the outlet stabilizes and is comparable with the supply water
- Toilets should also be flushed by flushing through one cycle
- Drinking water vending machines and outside taps should also be included

Monthly water temperature checks at outlets

Outlets without TMV's:

- Identify outlet to be checked by following the customised form in the schools legionella log book for the correct month
- Run the hot tap on full flow for 1 minute and cold tap for 2 minutes
- Place temperature probe under outlet and record reading
- Report any defects/anomaly

Outlets with TMV's fitted

- Identify outlet to be checked by following the customised form in the schools legionella log book for the correct month
- Run hot tap on full flow for 1 minute and cold tap for 2 minutes
- Place surface probe attachment against hot inlet pipe to the TMV ensuring a good contact and record reading. (Cold water temperatures cannot be taken with surface probe attachment and must be taken as before)
- Report any defects

Monthly water temperature checks of calorifiers

- Check calorifier flow temperatures (thermostat settings should modulate as close to 60 °C as practicable without going below 60 °C)
- Check calorifier return temperatures (not below 50 °C)
- Report any defects

Quarterly, biannual and annual checks

Quarterly, biannual and annual checks will be carried out by the school's legionella control contractor in accordance with HSG274 Part 2, unless the risk assessment indicates otherwise.

Full details of these checks are set out in Table One on pages 31 to 33 of HSG274 Part 2.

<https://www.hse.gov.uk/pubns/priced/hsg274part2.pdf>

11 MICROBIOLOGICAL TESTING

Microbiological monitoring of domestic hot and cold water supplied from the mains is not usually required, unless the risk assessment or monitoring indicates there is a problem.

12 RECORD KEEPING

The following records shall be kept on file for a period of 5 years in a log book held in school. Electronic records can also be kept.

- Weekly flushing of infrequently used outlets records
- Monthly hot & cold water temperature checks, including flow and return temperatures
- Any quarterly, biannual or annual checks and tests carried out by in house staff or the approved contractor
- Work sheets (with dates) of any work carried out to prevent or control legionellosis. E.g. removal of deadlegs

13 ACTION IN THE EVENT OF AN INCIDENT

Local Authorities have jointly established incident plans to investigate major outbreaks of infectious diseases, including legionellosis, and it is the Proper Officer who activates these and invokes an Outbreak Committee, whose primary purpose is to protect public health and prevent further infection.

This may result in the shutting down of any suspected systems until sampling, remedial cleaning or other work has been carried out. Clearance testing will be required. Further investigations into staff health may be required to identify undiagnosed cases of the illness. The Health & Safety Executive may be involved in the investigation of outbreaks under the Health & Safety at Work Act 1974.

14 WRITTEN SCHEME REVIEW

This written scheme will be subject to review every 2 years, or as necessary in line with any risk assessment findings.