



Legionella Policy

Recommended by:	Premises and Health & Safety Manager
Recommendation Date:	March 2022
Ratified by:	Chair of Governors
Signed:	
Position on the Board:	Chair of Governors
Ratification Date:	6 th April 2022
Next Review:	April 2023
Policy Tier (Central/Hub/School):	School

Contents:

Statement of intent

1. Legal Framework
2. Definitions
3. Principal / Premises and Health and Safety Manager Responsibilities
4. Communication
5. Identification and Sources of Risk
6. Management of Risk
7. Prevention and Control Measures
8. Responsibilities of all staff
9. Record Keeping
10. Audit
11. Policy Review

Statement of intent

Gospel Oak School understands the importance of protecting the health and safety of all its employees and pupils.

Employers are required under the Health and Safety at Work Act (1974) to do what is reasonably practicable to ensure the health and safety of employees and others who may be affected by their activities. The requirements for the statutory provisions of the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002 (Amended 2004) have been considered when writing this policy.

The purpose of this policy is to state how The Gospel Oak School deals with the requirements under the Control of Substances and Hazardous to Health Regulations 2002 (Amended 2004) and in Following the L8 Approved Code Of Practice: Legionnaires' disease: The control of Legionella bacteria in water systems / HSG274.

In accordance with the regulations, the school has created this policy to ensure that all members of staff are aware of their roles and responsibilities for preventing ill health as a result of hazardous substances, and that adequate control measures are implemented and monitored at the school.

The main aims of this policy are:

- To assess any areas that may have a risk of legionella in the school and the impact they may have on health.
- To implement appropriate control measures to manage identified risks.
- To regularly monitor control measures and ensure that they are adequate, including the review of control equipment.
- To regularly monitor the extent to which staff and pupils are exposed to hazardous substances and conduct health surveillance where necessary.
- To provide training for members of staff on the hazards, risks and precautions needed for effective control.

This policy is applicable to all full-time, part-time and supply staff, pupils, contractors, volunteers, and work placement students.

Signed by:

Principal

Date:

Chair of governors

Date:

1. Legal Framework

1.1. This policy has due regard to the related statutory legislation, including but not limited to the following:

- The Health and Safety at Work etc. Act 1974
- The Control of Substances Hazardous to Health Regulations 2002 (as amended 2004)

1.2. This policy will also have due regard to the following guidance:

- L8 – Approved Code of Practice
- HSE (2012), 'Working with substances hazardous to health'

1.3. This policy will be implemented in conjunction with the following policies:

- **Health and Safety Policy.**
- **COSHH Policy**

2. Definitions

2.1. The Control of Substances Hazardous to Health Regulations, 2002 (Amended 2004) and the L8 ACoP sets out in detail the duties laid upon employers and employees in respect to the control of Legionella bacteria in water systems. This Policy outlines the responsibilities to ensure that these guidelines are met.

3. Principal and PHSM Responsibilities

3.1. The Principal / PHSM oversees the day-to-day implementation of this policy and ensures that all members of staff are fully aware of their roles and responsibilities, as well as the necessary control measures they are required to undertake.

3.2. Statutory duty for compliance with these regulations and ACoPs:

Principal of Gospel Oak School

3.3. Designated Responsible Person – Premises and Health and Safety Manager

Nominated duties to responsible person – Head of Estates CRST

3.4. The Principal / PHSM ensures that all members of staff receive effective COSHH / L8 training.

4. Communication

- 4.1. The Premises and Health and Safety Manager will communicate all Health and Safety Matters to the Head of Estates CRST and the Principal. The Principal is responsible for communicating this to the Governors.

5. Identification and sources of risk

The following steps have been adopted by the Gospel Oak School in line with HSE guidance to ensure that compliance is met throughout its site:

- 5.1.1. A Risk Assessment is carried out on a two-yearly basis. The Gospel Oak School has chosen to use a dedicated external contractor to fulfil this duty (Integrated Water Systems).
- 5.1.2. The risk assessment is recorded, and a copy kept on file in the Premises and Health and Safety Managers Office. The Risk Assessment includes the following:
 - 5.1.3. Management responsibilities, including the competent person
 - 5.1.4. A description of the system
 - 5.1.5. Competence and training of the key personnel
 - 5.1.6. Identification of potential risk sources
 - 5.1.7. Control measures to minimise risk
 - 5.1.8. Monitoring, inspection, and maintenance procedures
 - 5.1.9. Records of the monitoring results and inspection checks carried out
 - 5.1.10. Arrangements to review the risk assessment

6. Management of Risk

- 6.1. The Gospel Oak School has appointed the Premises and Health and Safety Manager as the competent person. A member of the Estates team has received the appropriate internal training to cover this duty in the event of absence

(The definition of a competent person, often known as the responsible person, is someone with sufficient authority, competence, necessary skills, knowledge of the system, and experience.)

- 6.2. The competent person shall ensure that all necessary checks, monitoring and maintenance on the water systems are carried out throughout the year.

7. Prevention and Control Measures

- 7.1. The water system has been designed in such a way as to minimise the risk of growth and multiplication of legionella.
- 7.2. The following monitoring and maintenance processes are followed and recorded on the online data base and water hygiene logbook.
- 7.3. Weekly Tasks:
 - Flushing of Infrequently Used outlets
- 7.4. Monthly Tasks:
 - Hot water temperature checks at different sentinel points
 - Checking of Calorifier Flow Temperature
 - Point of Use Heater – check water temperature
 - Cold Water temperature checks at different sentinel points
- 7.5. Quarterly Tasks:
 - Dismantle, clean, and descale shower heads
- 7.6. Annual tasks:
 - Inspection of Calorifier
 - Inspection of cold-water storage tanks
 - Disinfection and clean of cold-water storage tanks
 - Check thermal insulation on cold water storage tanks
 - Inspect whether TMV's are required if not remove.
 - Water Quality Tests carried out. (6 monthly sampling)

8. Responsibilities of all members of staff

- 8.1. All members of staff are responsible for familiarising themselves with this policy.
- 8.2. All members of staff are required to attend L8 training sessions where required by their role.
- 8.3. All members of staff ensure they are available for health surveillance and report any health and safety concerns to the PHSM immediately.

9. Record keeping

9.1. All records of the above duties are recorded within the Site Water Hygiene Logbook.
These are reviewed throughout the year by the Competent Person.

10. Audit

10.1. Risk Assessment – Reviewed bi - annually

10.2. Water Hygiene Logbook

10.3. Training Records – L8

11. Review

11.1. This policy is reviewed every two years by the PHSM and the Principal.

Policy Review Date	Reviewed By	Actions / Changes Required	Date Completed