HAZELDENE SCHOOL

LEGIONELLA POLICY
REVISED OCT 2017

SIGNED …… DATE……..
HEADTEACHER

SIGNED …… DATE …….
CHAIR OF GOVERNORS

TO BE REVIEWED MARCH 2019

HAZELDENE SCHOOL MANAGEMENT OF LEGIONELLA POLICY

INTRODUCTION

Schools, like all places of work, are required by law to have in place a sound procedure for managing the risk of legionella. They will be all too conscious of the attendant risks of the wrong sort of publicity if a pupil or member of staff were to be taken ill. Although comparatively rare, the HSE records that: "On average there are approximately 200-250 reported cases of legionnaires' disease every year in the UK. Legionnaires' disease is a "Notifiable Disease" that must by law be reported to the Health and Safety Executive (HSE) and the Health Protection Agency (HPA). This may result in the temporary closure of all, or part of a school – an event which is likely to receive the attentions of the press, particularly if the school is a high profile establishment. (A not very arduous search revealed press reports of 4 different schools being wholly or partially closed due to legionella in the 17 months between November 2005 and April 2007. Predictably enough, national- as opposed to local- press interest focussed exclusively on the example from the private sector).

HAZELDENE SCHOOL MANAGEMENT OF LEGIONELLA POLICY

Legionnaires' disease is a potentially fatal form of pneumonia caused by inhaling small droplets of water that are infected with the legionella bacteria. It can affect anybody, but some people are at higher risk, including those over 45, smokers and heavy drinkers, those suffering from chronic respiratory or kidney disease, and people whose immune systems are impaired. The bacteria occur naturally in rivers, lakes etc as well as in the water systems of premises, such as schools.

SPECIFIC RESPONSIBILITIES

The School's specific day to day responsibilities for water safety include the duty to:

- Identify and assess sources of risk
- Prepare a scheme (or course of action) for preventing or controlling the risk
- Implement and manage the scheme
- Keep records for a minimum of 5 years starting from the date of implementation of this policy.

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated, lies with the Site Agent. The Site Agent is responsible for the

physical recording and implementation of the daily Legionella control measures. He maintains appropriate records of testing and certification.

WATER SAFETY MANUAL

Hazeldene School has employed The Swiftclean Group, a firm of water safety specialists to prepare a Legionella Risk Assessment with control scheme guidance for all the school buildings.

The Risk Assessment includes schematic drawings of:

• All the hot and cold water systems, calorifiers, pipe work, taps and showers in all the buildings.

The Risk Assessment then identifies and assesses the main sources of risk in every building, taking account of:

• Water temperature
• Potential for water stagnation in long pipe runs and "dead legs" or infrequently used taps and showers
• Potential for aerosol formation, especially in showers and drinking water fountains
• Condition of the water throughout the premises
• The use of thermostatic mixing valves (in order to avoid scalding) that potentially set a favourable outlet temperature for legionella growth
• Signs of debris in the system, such as rust, sludge or scale that could provide food for growing legionella
• Condition of the pipe work, plant, tanks etc.

The Risk Assessment is reviewed and updated biennially, or each time that a new measure is introduced.

PHYSICAL PREVENTATIVE MEASURES

The water safety Risk Assessment manual identifies a series of preventative measures to the physical structure of our buildings that are planned in order to control the risk of legionella at the school:
• "Point of use" water heaters have been introduced in the Food tech room, Care club and Disabled toilet adjacent to main hall.
• All hot pipes and the calorifier and hot water tank in the hygiene room have been insulated.
• Water is heated and stored in the calorifiers/hot water tanks at temperatures above 60 degrees C in order to kill bacteria

We update the Risk Assessment manual every time that a new measure is adopted.

CONTROL MEASURES

Our risk assessment on our infrastructure identifies the control measures that are necessary in order to ensure that there is minimal risk of contamination through legionella bacteria.

Internal Control Measures

Our Site Agent has been trained in the need for legionella prevention measures. He is tasked with carrying out the following regular water checks (all of which are recorded in the water manual) in order to maintain good water hygiene:

Taps

• Any cold tap that has not been used within a seven day period is flushed for 2 minutes on a weekly basis (avoiding splashing so as to minimise the creation of an aerosol)
• Any hot water tap that has not been used within a seven day period is similarly flushed for at least 5 minutes, or until the temperature reaches 60 degrees C on a weekly basis and before the water is used
• Monthly temperature checks to hot water are conducted by inserting a thermometer in the outflow of the first and last tap of each circulation system for the required period and recording the temperature.
• Monthly temperature checks are carried out to the first and last cold water taps in order to ensure that they operate at below 20c after running for 2 minutes. We record the temperatures and will contact our Water Consultant about the safety implications if the cold water exceeds 20 degrees C after running for 2 minutes.

Showers

• Any shower (whether heated directly by an instant water heater or through mains hot water that is not used within a seven day period is flushed through for 2 minutes. Minimising the creation of an aerosol is achieved by placing a plastic sack or similar, over the shower head or by removing the shower head and placing the hose directly over drain outlet.
• Shower heads and hoses are dismantled and descaled quarterly.

Toilets

• Any toilet that is not used within a seven day period is flushed each week, and the flushing mechanism on urinals checked.

Swimming Pool

• Chlorine levels are tested every day when the pool is in use and before being used after shutdown for the winter. This task is carried out by the Site Agent, all other duties and management of the pool is done by Lew Keay & Sons Swimming Pool Contractors.

Cold Water Tanks

• The school is mains water fed however there is a small cold water tank in the Disabled toilet / Hygiene Room serving the shower outlet. This is tested 6 monthly for temperature and annually inspected to ensure good condition. This inspection includes all associated pipework and insulation where applicable

Calorifiers/ Hot Water Tanks

• The water temperature leaving and returning to the calorifiers/ hot water tanks is inspected on a monthly basis.
• The calorifiers/hot water tanks are inspected annually.
- This inspection includes all associated pipework and insulation where applicable.

Hot Water Systems

• Hot water systems that are shut off for the holidays must be heated to 60 degrees C, and then kept at that temperature for at least one hour in order to kill all bacteria.
• The Site Agent will then flush the system before use.

Cold Water Systems

• All cold water systems that are unused during the holidays are also thoroughly flushed through before use.

EXTERNAL CONTROL SERVICES

We employ external contractors to help us to manage water safety in the following areas:

Heating plant and Air Conditioning

• Our air conditioning equipment is serviced annually.
• Our boilers and heating plant are serviced annually.
• The calorifers/hot water tanks are checked annually and descaled when necessary.
• The heating system is serviced, sludge removed.
• Inhibitor chemicals are topped up.

Water Sampling

• An accredited Water Consultant will conduct the following sampling and analysis of our water supplies if temperatures at an outlet continue to stay within the range where Legionella would thrive:

Testing the outlet in question and any adjoining outlets and the source (or as close to where the water enters the building in the case of cold taps).

RECORDS

Records are kept in the water safety manual of all water system checks. The manual is kept in the office of the Site Agent.

STAFF TRAINING

We invest considerable time and resources in training our Site Agent to work in a reliable and methodical fashion and record their training.

ACTION IN THE EVENT OF A POSITIVE WATER SAMPLE

The Water Consultant will notify the Site Agent immediately if a water sample is contaminated. The notification will cover:

• Details of the sample
• The organism
• Location
• Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.

The Head Teacher will be informed at once, even if no one is ill, and remedial action will be taken at once. The Chair of Governors must be notified at once if anyone becomes ill with legionella, as any outbreak of the disease must be reported to the HSE and the HPA.

Responsible Member of Staff: Richard Partridge

Responsible Governor: John Barrow

OCTOBER 2017