



HOLTON SLEAFORD

— INDEPENDENT SCHOOL —

Legionella Policy

Duty Holder: Luke Hollingworth.

Appointed Responsible Person: Andrew Charlton.

Key Components of a Legionella Policy

1. Purpose and Scope

- The policy's objective is to prevent the growth and spread of *Legionella* bacteria in water systems.
- Define the facilities, systems, and individuals to which the policy applies.

2. Legislative and Regulatory Framework

- Reference relevant regulations, such as:
- *Control of Substances Hazardous to Health (COSHH)* (UK).
- Health and Safety at Work Act (1974).
- Legionnaires' Disease: The Control of Legionella Bacteria in Water Systems (ACoP L8, UK).
- Ensure compliance with local laws and standards.

3. **Roles and Responsibilities**

- **Duty Holder:** Overall accountability for compliance and policy implementation.
- **Responsible Person:** Assigned individual to manage and oversee *Legionella* control measures.
- **Other Staff:** Roles for those involved in testing, monitoring, or maintaining water systems.

4. **Risk Assessment**

- Conduct regular assessments to identify risks in water systems, including:
- Cooling towers.
- Hot and cold-water systems.
- Evaporative condensers.
- Spa pools.
- Review and update assessments periodically or when systems change.

5. **Control Measures**

- Maintain water temperatures outside the *Legionella* growth range (20-45°C).
- Prevent water stagnation by regular flushing of unused outlets.
- Clean and disinfect water tanks and systems regularly.
- Install and maintain water treatment systems.

6. **Monitoring and Testing**

- Develop a schedule for testing water systems for *Legionella*.

- Record temperature checks, biocide levels, and sampling results.
- 7. **Training and Awareness**
 - Train staff on the risks of *Legionella* and how to implement control measures.
 - Ensure ongoing competence and awareness among employees.
- 8. **Incident Management**
 - Procedures for responding to suspected or confirmed *Legionella* outbreaks.
 - Notify health authorities and take immediate remedial actions, such as isolating contaminated systems.
- 9. **Documentation and Record-Keeping**
 - Maintain records of risk assessments, test results, cleaning schedules, and staff training.
 - Keep records for at least five years (or as per local regulations).
- 10. **Review and Audit**
 - Regularly review the policy to ensure its effectiveness and alignment with new regulations or technology.
 - Conduct internal or external audits as part of the compliance process.

We employ Boston Water Smart to carry out our Legionella Risk Assessment annually around October and advise on such matters.

Water temperatures at outlets are tested weekly usually a Friday using a digital thermometer and logged in the legionella file. See appendix A for locations.

The temperature of the pipe before the thermostatic mixing valve is also logged and should be 50°C or above.

Hot water after the valve should be between 39°C and 43°C within 1min.

Cold water should be 20° or below within 2mins.

The shower head should be disinfected and descaled quarterly and logged on the relevant sheet within the file.

Any infrequently used outlets should be flushed (run through) weekly and logged. Currently the shower and staff tap near intervention are classed as infrequent.

There is a separate sheet for the outside tap which should be flushed for 2 mins and logged.

Any faults should be logged and reported to SLT and/or Andrew Charlton.

Appendix A

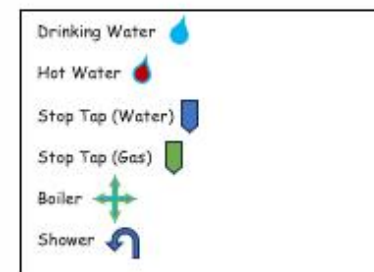
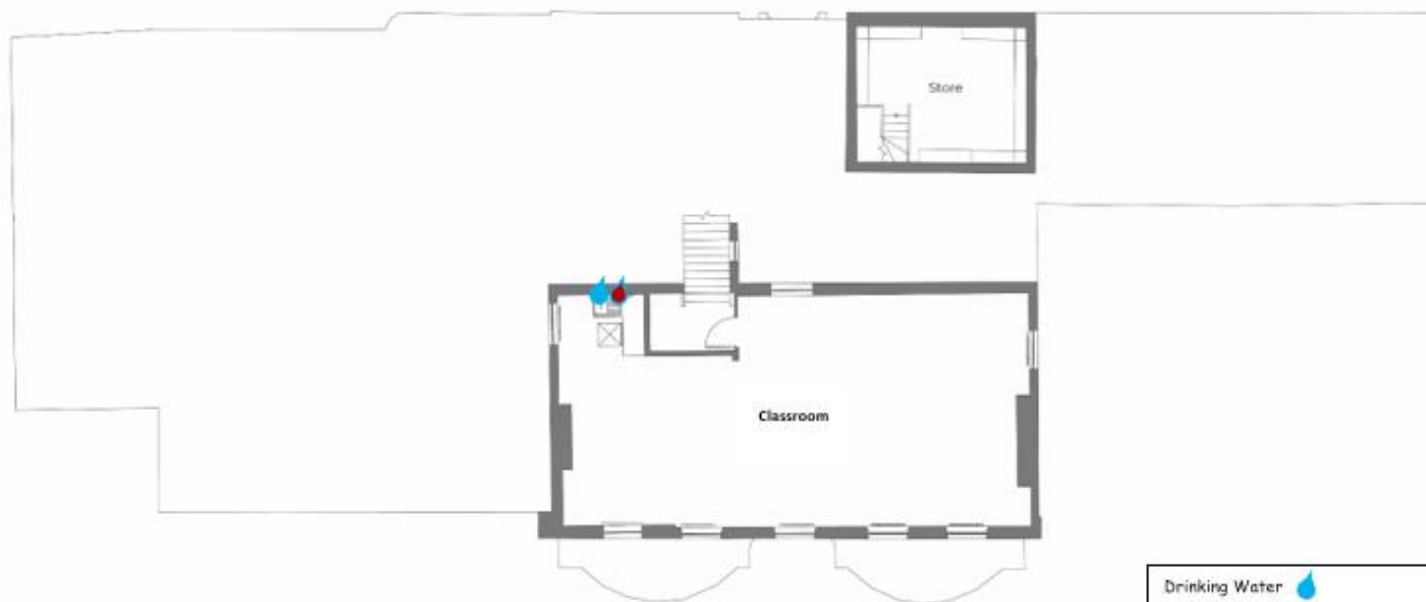
Sleaford



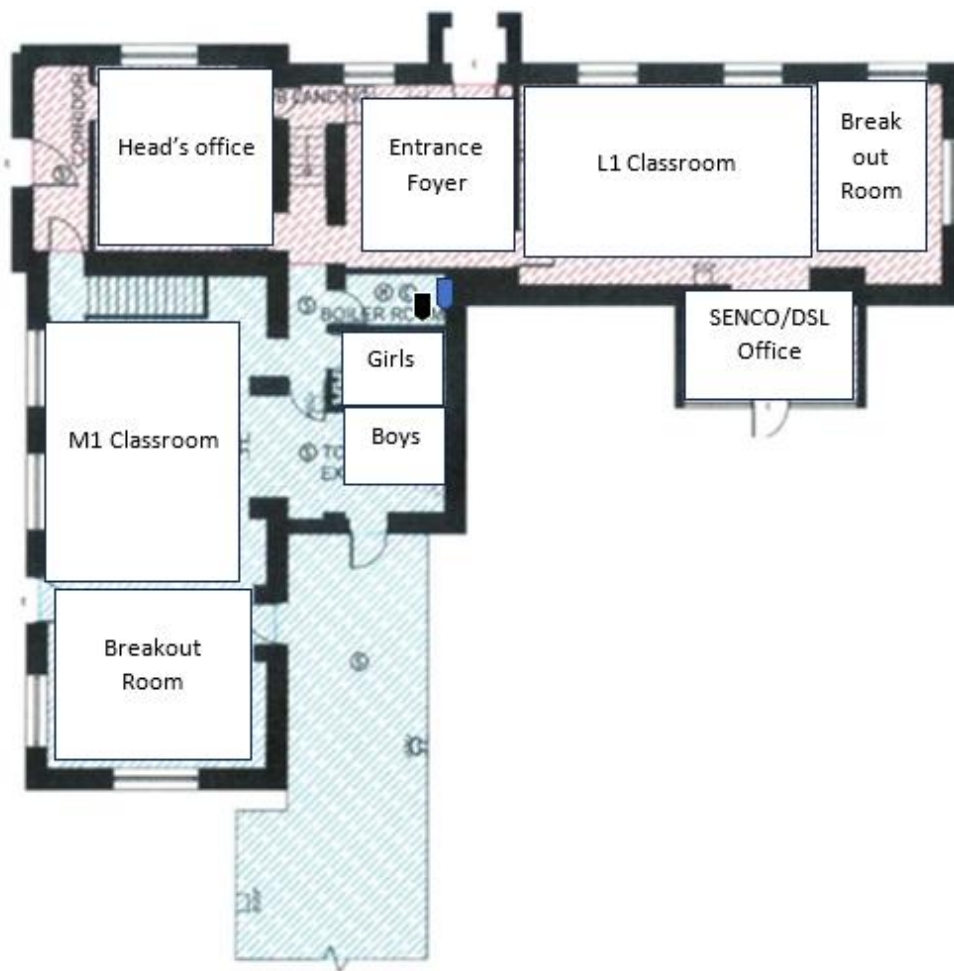
1ST FLOOR



2ND FLOOR



Osbournby

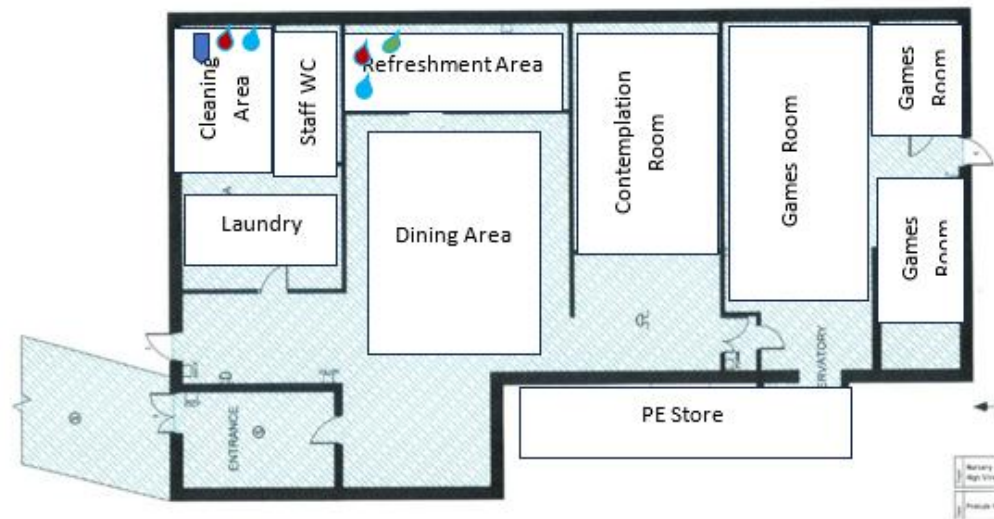


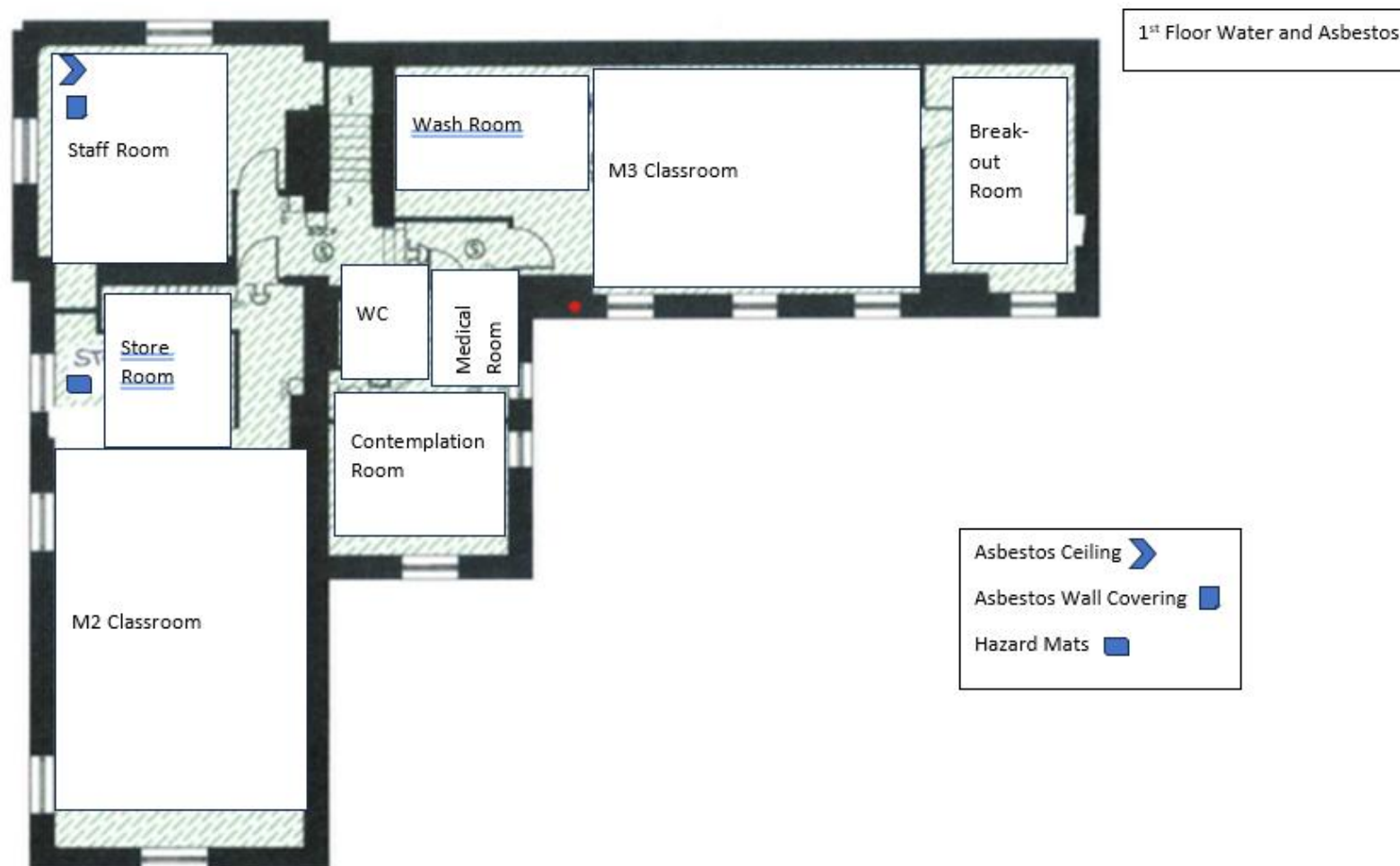
Ground Floor Water and Oil



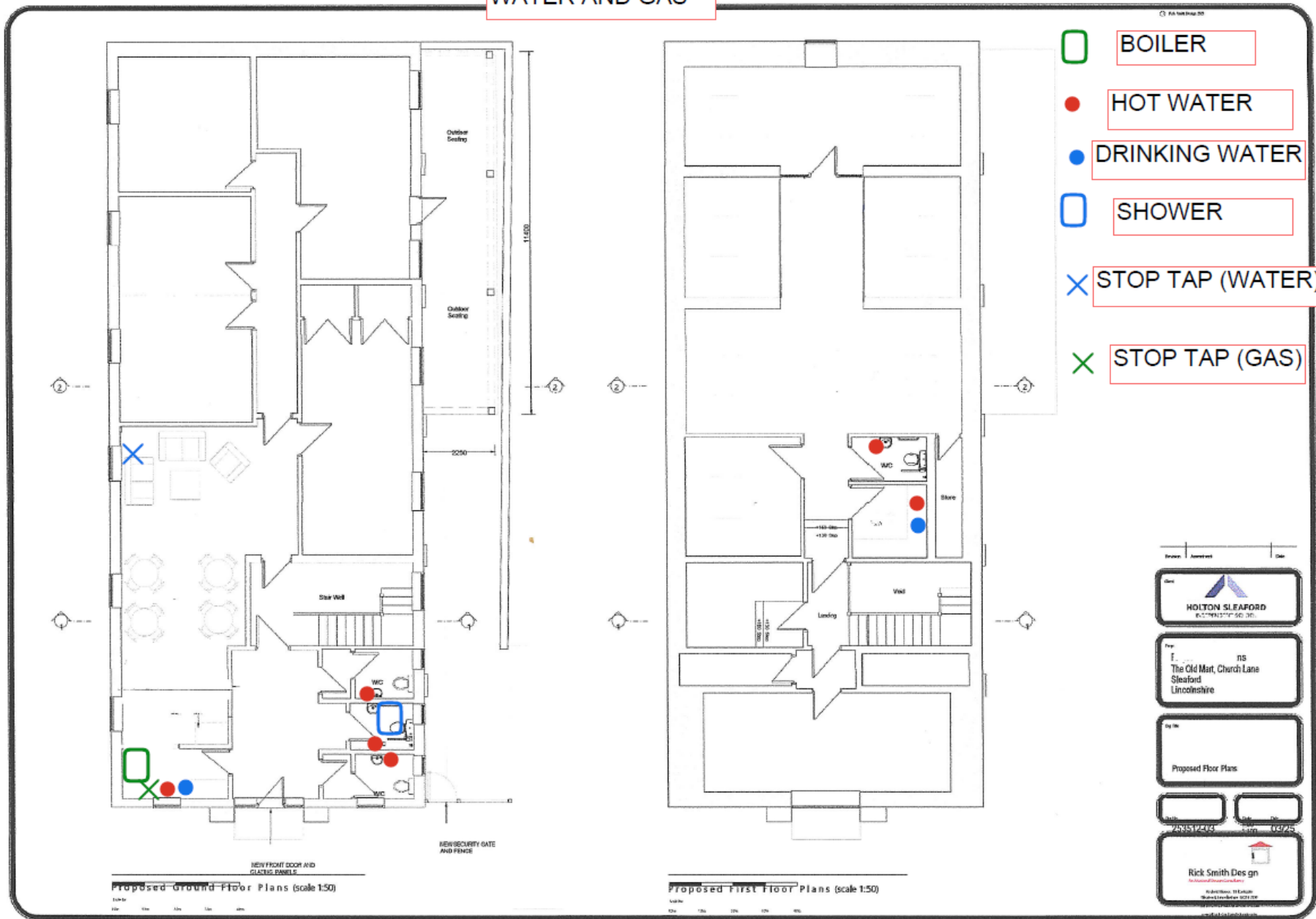
Water

Ground Floor Water





WATER AND GAS



Written by...	Andrew Charlton	09/12/24
Approved by...		
Signed...		
Date sent to <i>Governors</i>		Date for Review 09/12/25
Date approved by <i>Governors</i>		