



# Legionella Management Policy

CHARITY POLICY & PROCEDURE

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# Legionella Management Policy

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# Legionella Management Policy

## Aims

This policy sets out how Talbot House Children's Charity ("the Charity") will prevent, control, and monitor the risk of Legionella bacteria within school premises, ensuring a safe environment for pupils, staff, visitors, and contractors.

This policy applies to all water systems owned, operated, or managed by the school, including but not limited to:

- Hot and cold water systems.
- Showers and changing rooms.
- Drinking water outlets.
- Tanks, calorifiers, cylinders.
- Any equipment that stores or uses water and may create aerosols (e.g., spray taps, hose reels, science equipment).

This policy follows:

- Health and Safety at Work etc. Act 1974.
- Control of Substances Hazardous to Health (COSHH) Regulations.
- HSE Approved Code of Practice (ACOP) L8.
- HSG274 Part 2: The Control of Legionella Bacteria in Hot and Cold Water Systems.

## 1. Roles & Responsibilities

- The Charity
  - Ensures a suitable Legionella risk assessment is completed and reviewed.
  - Ensures adequate resources for maintenance, monitoring, and training.
- Dierdre Pearson – Chief Executive (CEO)
  - Ensures the policy is implemented day-to-day.
- Chris Pick – Premises Manager (known as the 'Responsible Person') is responsible for:
  - Ensures the policy is implemented day-to-day.
  - Ensures staff are aware of water safety responsibilities.
  - Implementing the water safety plan.
  - Managing contractors.
  - Keeping records.
  - Ensuring monitoring and maintenance tasks are carried out.

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- Deputy Responsible Person – John Pillans – Maintenance Technician
  - Assists and acts in the absence of the Responsible Person.

## 2. Risk Assessment & Control Measures

- A professional Legionella risk assessment will be conducted at least every two years or sooner if:
- Water systems change.
- The building undergoes refurbishment.
- There is a suspected or confirmed case of Legionella.

The assessment will identify risks, provide control measures, and recommend monitoring tasks.

### 2.1 Water Temperatures

- Hot water stored at  $\geq 60^{\circ}\text{C}$ .
- Hot water circulated to outlets at  $\geq 50^{\circ}\text{C}$ .
- Cold water maintained at  $\leq 20^{\circ}\text{C}$ .

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- Monthly temperature checks on sentinel taps.

## 2.2 Flush Regime

- All little-used outlets flushed weekly.
- Showers flushed weekly when not in use.
- Holiday flushing schedule implemented during school breaks.

## 2.3 Cleaning & Disinfection

- Descaling and disinfecting of showers & taps quarterly.
- Cold-water storage tanks inspected annually.
- System disinfection carried out when required.

## 2.4 Maintenance

- Immediate repair of any faults affecting water temperature or flow.
- Replacement or removal of redundant pipework.
- Annual service of thermostatic mixing valves (TMVs).

## 3. Monitoring

A Legionella Log will be kept and will include:

- Temperature checks (monthly).
- Tank inspections (annual).
- Showerhead cleaning (quarterly).
- Flushing records (weekly).
- Contractor servicing and reports.
- Risk assessment results.
- Any corrective actions taken.

Records will be retained for at least 5 years.

## 4. Training

All relevant staff (site staff, maintenance staff, and anyone performing water checks) will receive appropriate Legionella awareness training. Training will be refreshed every 2 years.

## 5. Reporting & Incident Management

If Legionella is detected or suspected:

1. Immediately isolate the affected water system.
2. Notify the Premises Manager and CEO.
3. Contact a Legionella specialist for emergency testing and disinfection.
4. Inform the local health protection team if required.
5. Keep full incident records in the logbook.
6. Review and update the risk assessment.

## 6. Review

This policy is non-contractual and is subject for review every 2 years or in line with changes to legislation or following building changes which may affect the water system or following a legionella incident. This policy may be subject for review prior to the date shown if deemed necessary. The Premises Manager is responsible for reviewing this policy.