



**THE DEANES SCHOOL**

***POLICY: MANAGEMENT OF LEGIONELLA***

***Effective From: FEBRUARY 2007***

***Reviewed: JUNE 2016***

***Authorised by:***

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***Headteacher***

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***Chair of the Premises Committee:***

***Date: 13<sup>th</sup> June 2016***

## **THE DEANES SCHOOL**

### **MANAGEMENT OF LEGIONELLA POLICY**

#### **Introduction:**

The aim of this policy is to minimize the risk of legionella infection to all site users. It is recognized that the risk is small to students and healthy adults, but this risk rises with age and in those who suffer respiratory illness.

Essex County Council commissioned a Risk Assessment to be undertaken at The Deanes School in February 2006. The results of this were reported back to the school in October 2006. In consequence, the following control scheme and lines of responsibility have been drawn up, and form the basis for the school's policy.

It is recommended that the school operates a control scheme based on temperature management, which involves regular monitoring of temperatures at key outlet points in the system. Other control measures, recommended as a result of the risk assessment will also be implemented.

This policy will be reviewed annually by the Governing Body Premises Committee.

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**MANAGEMENT OF LEGIONELLA: CONTROL SCHEME**

To work in accordance with the findings of the Risk Assessment and Management Plan for The Deanes School (No. RA1153), as supplied by Environmental Hygiene Services, NALCO Limited, on behalf of Essex County Council. For the purposes of managing the building occupied with the premises occupied by The Enchanted Wood Day Nursery Limited, we will work in accordance with the Risk Assessment No. 14221 supplied by Swiftclean Environmental limited

**Objectives:**

- To give a detailed description of the school's water system. This can be found, along with schematic diagrams, in the Risk Assessment (No. RA1153) for the School and (No. 14221) for the Nursery.
- To identify lines of responsibility and agreement with responsibility holders.
- To ensure that all responsible persons are adequately trained to carry out the task(s) for which they are responsible. External contractors should produce valid certification of competence.
- To carry out duties as laid down in the lines of responsibility and to monitor these duties.
- To ensure that the system is operated in a safe and correct manner in accordance with and recorded in the Management Plan
- To review the Risk Assessment in partnership with contractors.
- To undertake remedial works in accordance with the recommendations of the Risk Assessment. Priority will be given to those recommendations graded as an "imminent danger to health" or as "a serious present risk", followed by "slight risk under normal operating conditions" and "slight risk under exceptional operating conditions."
- Where a serious risk is identified, to take samples for Total Viable Count (TVCs), and to initiate immediate remedial action. Further samples will be taken at regular intervals until the TVCs reach an acceptable level.
- To monitor the management log book by regular (termly) reports to the Governing Body Health and Safety Committee.
- To rectify or report problems identified by the monitoring programme as a matter of urgency.
- To keep an Events Diary of any dangerous occurrences.
- To carry out a review of the Risk Assessment one year after initial publication, and thereafter periodically and/or as alterations are made to the buildings.
- To ensure that clear, accurate records of meetings, monitoring and evaluation are made immediately, and held by the school for a minimum of five years. Monitoring information

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should be held by the school for the lifetime of the system and archived for two years after that.

- To ensure that the Risk Assessment, Management Plan and Log Book are available for inspection by all relevant parties in the Site Manager's Office.

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**Management of Legionella: Lines of Responsibility.**

The following sets out the lines of responsibility for the management of legionella at The Deanes School. All parties should sign to state that they agree to be responsible for their specific duties. Please note that the Risk Assessment and Management Plan is available for inspection in the Site Manager's office.

<b>Job Title</b>	<b>Name</b>	<b>Responsibilities</b>	<b>Signed</b>	<b>Date</b>
Duty Holder	Mr D McKeown (Headteacher)	<ul style="list-style-type: none"><li>• Ensure that Legionella is managed in accordance with HSE guidelines (ACoP L8)</li></ul>		
Deputy	Mr P Sweet, (Site Manager Manager)	<ul style="list-style-type: none"><li>• Report to Governing Body Premises Committee.</li><li>• Link between Duty Holder, Assistants, Contractor and Site Staff.</li><li>• Ensure that monitoring and maintenance are carried out in accordance with HSE guidelines (ACoP L8)</li><li>• Liaison with contractors and site staff</li></ul>		
Assistants	Mr J Crane Mr B Brynes Mr J Tillyard	<ul style="list-style-type: none"><li>• Ensure that log book is completed</li><li>• Ensure that relevant paperwork is appropriately filed.</li><li>• To flush little-used outlets (weekly), and keep written records in Log Book.</li></ul>		
Contractor	Swiftclean	<ul style="list-style-type: none"><li>• To carry out periodic review of Risk Assessment after initial review and/or if there are significant changes to the premises</li><li>• To take and test 3 legionella samples from cold-water storage tanks and provide test certificates.</li><li>• To clean and disinfect 50 shower heads on a quarterly basis.</li><li>• To carry out temperature monitoring of the Hot and Cold-Water systems (8 points) on a monthly basis</li><li>• To clean and disinfect 2 cold-water storage tanks and services. Also tank in caretaker's house and flat-back heater in lodge. Blowdown calorifiers and take dipslides. Annually.</li><li>• To provide certification/sign log books as appropriate</li><li>• To service Thermostatic mixing valves (TMVs) and to smithmeasure the inlet pipework temperature to the valve. Twice a year.</li></ul>		

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Job Title	Name	Responsibilities	Signed	Date
All Employees		All employees have a responsibility, not only for their own health and safety, but also as a duty to co-operate with the school in the implementation and maintenance of its arrangements to satisfy its statutory duties for health and safety. Employees therefore have a responsibility to: <ul style="list-style-type: none"><li>• Understand the health risks associated with exposure to Legionella bacteria;</li><li>• Report any defective equipment or systems;</li><li>• Use any water system in a safe manner.</li></ul>		

**In the event of an emergency:-**

- In the first instance, the Duty Holder or his/her deputy should be informed immediately
- All work in the area should be stopped immediately
- An events diary should be set up
- The Duty Holder should ensure that advice is obtained from the specialist consultant
- Please refer to Appendix C, page 21 of the Management Plan for further information.