

Legionella Management Policy

Policy Number: HBS002

Governor Committee: H, S & P

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Review Date: 09/02/2024

Policy Review

This policy will be reviewed in full by the Governing Body no less than annually.

The policy was last reviewed and agreed by the Governing Body on 09/02/2022.
It is due for review in 24 months from the above date.

Signature _____

Date _____

Head Teacher

Signature _____

Date _____

Chair of Governors

This procedure sets out the aims and objectives of the school and outlines responsibilities for managing the risk of exposure to legionella.

General Statement of Intent

Hitchin Boys' School recognises and accepts its responsibility for providing a safe and healthy environment for its employees and the public who may be affected by its facilities and services. This statement is an expression of the school's commitment to managing legionella risks arising from any activities under its control. It therefore:

- puts procedures in place to control and minimise these risks; and
- ensures work is to higher standards than the minimum required by law, where reasonably practicable; and
- provides information, guidance and training for managers responsible for premises and other key managers to ensure they are aware of their role with regard to this procedure; and
- promotes good system design to reduce the risk of Legionella bacteria multiplying; and
- promotes good maintenance procedures to reduce the risk of Legionella bacteria multiplying.

References

The Health and Safety Commission Approved Code of Practice and Guidance, document L8 "The Control of Legionella Bacteria in Water Systems", is taken as the primary source of guidance on Legionellosis risk management.

Monitoring and review

Monitoring and review of this procedure, on-going assessments and control precautions will be reviewed at intervals as appropriate, and at least annually. The terms of reference of the current Legionella Group has been adjusted to oversee the ongoing monitoring. Revisions will be made as necessary to reflect organisational, technical or legislative changes.

Detailed Procedure

1. The Organisation

The Headteacher is responsible for the implementation of this procedure. The responsibility is discharged to the Site Manager.

2. Responsibilities

The responsibilities of staff involved in the control regime are as follows:

- 2.1 **Head Teacher** is responsible for ensuring that this Procedure in conjunction with the 'Legionella Guidance for Site Managers' is complied with in the school, that

they have a risk assessment in place, and are following the actions required as a result of that assessment.

Head teachers who require a service provider to assist with management of legionella risk should ensure that the service provider is competent. One possible means of achieving this is to use a service provider who is a member of the Code of Conduct Association.

2.2 **Site Managers** are to ensure that this Procedure in conjunction with the 'Legionella Guidance for Site Managers' is complied with in their premises and that they have a risk assessment in place, and are following the actions required as a result of that assessment.

Additionally, they must:

- have available, and keep up to date, all information supplied for the operation and management of their premises, including a copy of all the relevant records, schematic diagrams and risk assessments for the premises under their control;
- inform staff of the potential health risks of exposure to Legionella bacteria (for which they will receive appropriate training), their responsibilities in the implementation of the School Procedure and actions that the School is taking to mitigate the risks.
- monitor, or arrange for the monitoring of, water systems as detailed in the Written Scheme produced following a risk assessment.
- establish and implement appropriate controls for any maintenance or modification work to be done by contractors, service engineers, volunteers and own staff (e.g. Site maintenance staff);
- ensure safe systems of work are effectively implemented;
- understand the implications of modifying or maintaining the water systems and the characteristics which govern the risk and control of the susceptibility to colonisation by Legionella;
- understand the risks of exposure to Legionella bacteria; and
- know what action to take if a case of Legionnaires disease is found or suspected;
- ensure, where there is information known about the water system, that this is drawn to the attention of the school Site Manager and those who do maintenance work etc. before they commence work;
- update the premises' records and schematic diagrams where they have ordered any changes to the water systems in their premises, which can be found in the premises' building safety file;
- review the risk assessments on an annual basis;
- co-operate and co-ordinate with other managers.

2.3 **All employees** have a duty not only for their own health and safety but also 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:

- understand the health risks associated with exposure to Legionella bacteria;
- report any defective equipment or systems;
- use any water system in a safe manner; and
- attend training and read briefing documents.