Langstone Primary Academy

Legionella Written Scheme

May 2025

Revised by Academy	May 2025
Responsible Person	Business Manager
Responsible Committee	Full Governing Body
Ratified by GB	Dec 2025
Next Review	May 2026

Legionella Written Scheme

This document sets out the control of Legionella in hot and cold water systems at Langstone Infant and Junior Academies, including responsibilities, training, monitoring, testing, maintenance and records.

1. POLICY STATEMENT

The Academy will undertake to ensure compliance with the relevant legislation with regard to the Control of Legionella in hot and cold water systems for all pupils and employees and

to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

2. THE LAW

As legislation is often amended and Regulations introduced, the references made in this Written Scheme may be to legislation that has been superseded. For an up to date list of legislation applying to Academies, please refer to the Department for Education website at www.education.gov.uk/Academys and the Health and Safety Executive website www.hse.gov.uk.

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Approved Code of Practice (L8)
- HSG274 Technical Guidance (Part 2)

3. DEFINITIONS

Legionella is a generic term for a type of bacteria which is common in natural and artificial water systems. Legionellosis is the name given to a group of pneumonia-like illnesses caused by Legionella.

4. MANAGEMENT

The Headteacher will ensure that:

- Relevant risk assessments are carried out and that control measures are implemented.
- Appropriate training is provided.
- Ensure flushing & monitoring of water outlets is carried out in accordance with Appendix 1.
- Any problems with water or the water system are reported to the term contractor.
- Monitor disinfection procedures where necessary – see Appendix 2.
- Records are kept for each water outlet of flushing and testing and disinfection procedures.

5. GENERAL INFORMATION

Legionella is a generic term for a type of bacteria (legionellae) which is common in natural and artificial water supplies. The bacteria thrive at temperatures between 20ºc and 45ºc but can be killed by elevated temperatures or chemical treatment.

The Academy stores and distributes hot water above 50ºc. Users are protected from scalding by controlling the delivery temperature of hot water from a tap to 43ºc by the use of thermostatic mixing values. Checks are required to ensure that the valves are working correctly.

All illnesses due to the legionella species are known collectively as “legionellosis” but the most well known is “Legionnaires’ disease” which can be serious for elderly people and others with respiratory problems or immune-deficiency.

Infection is only a risk when there is inhalation of very fine water droplets that are contaminated with high concentrations of legionella bacteria. Healthy people are unlikely to contract an infection and outbreaks are rare though well publicised.

Control is normally achieved by suitable design and maintenance of the water system and its associated plant. Additional control is achieved by appropriate storage of water and delivery of water at temperatures which do not allow the bacteria to proliferate.

6. RISK ASSESSMENT

The Legionella risk assessment is reviewed as follows:

- Internally carried out **annually** by the Academy Legionella competent person and H&S Governor who will ensure that evidence of reviews is retained for inspection purposes.
- Externally carried out by a competent Legionella risk assessor **initially and every three years thereafter**
- Externally carried out by a competent Legionella risk assessor **as soon as reasonably possible** where there is a possible change in water systems or Legionella safety risk or refurbishment/construction which may affect Legionella management/risk.

7. CONTROL MEASURES

To achieve ongoing control of legionella, thorough flushing of the water system is required alongside any engineering controls.

Effective control measures will require the Academy to:

- Monitor any water outlets that are not in regular use.
- Carry out flushing of rarely used outlets including full Academy flushes after holidays.
- Record the temperatures of hot and cold water sentinel outlets.
- Record the temperatures of representative hot and cold water system taps.
- Record flow and return temperatures at calorifiers.
- Record thermostatic mixing valve (TMV) hot feed inlet temperatures.
- Carry out the dismantling, descaling and cleaning of shower heads and hoses.
- Ensure a good turnover of hot and cold water systems.

Full details of flushing, temperature monitoring & maintenance regimes are detailed at Appendix 1.

8. TESTING ARRANGEMENTS

Under certain circumstances, for example when there have been alterations or maintenance

work to the water system, monitoring & maintenance is to be carried out in accordance with Appendix 1.

Disinfection of the system will be necessary when testing indicates there is a sufficient level of legionella present in the water system to require treatment – see Appendix 2.

9. INFORMATION, INSTRUCTION & TRAINING

The Headteacher will ensure that suitable and sufficient training and information is given to the Site Manager and any other member of staff who has responsibilities for flushing, record keeping and taking temperature readings as required by the appendices. (See Appendix 3 for a Site Summary of Nominated Authorities).

Any new measures that are introduced to control legionella will need appropriate training provision.

The Business Manager will ensure that a record of all instruction and training given to members of staff is recorded in the Bring Up Diary.

Appendix 1

FLUSHING, TEMPERATURE MONITORING AND MAINTENANCE PROCEDURES

1. FLUSHING

a. All water outlets (hot & cold) will be flushed through weekly **(but see para c below)** and a record will be kept in writing in the water outlet flushing checklist by the person carrying out the flushing.

b. Flushing will last for at least two minutes at a reasonable flow rate.

c. Where water outlets are routinely used, then this acts as the flushing routine and additional flushing is not required. However, flushing will always be required for all water outlets during periods of non-use which exceed 7 days. Flushing is only required at the end of the period of non-use.

d. All outlets in the Academy will be flushed prior to return to Academy after all main Academy holidays and half term holidays. (Calorifiers will be on at this time, achieving a flow temperature of at least 60ºc).

2. TEMPERATURE MONITORING

Sentinel Taps:

a. All sentinel taps will be identified on the hot and cold water systems, and monthly temperatures will be taken by external contractor provided through WINGs SLA at:

- All hot sentinel taps
- All cold sentinel taps
- Representative 10% random sample of outlets across hot and cold water systems.

All sentinel taps are to be run for one minute (in the case of a hot tap) and two minutes (in the case of a cold tap) every month so that a temperature can be taken using a water temperature monitoring meter and recorded on the Water Temperature Check List. Where hot sentinel taps are connected via a TMV, the temperature is to be taken at the hot feed inlet to the TMV.

b. The cold water outlet temperature should be below 20ºC after two minutes running.

c. The hot water outlet temperature should be above 50ºC after one minute running.

d. If these temperatures cannot be achieved then the Headteacher or Business Manager is to be informed with a view to taking remedial action and/or informing the term contractor as appropriate.

e. Scientific tests may be required when there appears to be a problem with the water supply, e.g. discolouring, temperature problems, etc. These should be reported to the Headteacher with a view to informing the term contractor who will arrange appropriate testing where it is considered necessary.

f. If a positive Legionella test is reported there will be a re-test every 3 or 6 months, dependent upon the test results, until two consecutive clear readings are established.

Thermostatic Mixing Valves (TMVs):

All hot feed inlet temperatures to all TMVs to be taken monthly in addition to sentinel tap temperatures & recorded in the log book. TMV feed inlet temperatures should be above 50ºC after one minute running.

Locations of Hot & Cold Sentinel Taps, Thermostatic Mixing Valves & Calorifiers:

Cold Sentinel taps are located:	LJS Boiler Room/Junior
	LJS First Aid room/Junior
	LIS kitchenette Nursery/Infants
	LIS Adult Toilet(Opposite Reception)Infants
Hot Sentinel taps are located:	LJS Staff Room/Junior
	LJS First Aid Room/Junior
	LIS kitchenette Nursery/Infants
	LIS Adult Toilet(Opposite Reception)Infants
TMVs are located: Junior	LJS Portacabin & toilets
	LJS Staff Room
	LJS Classroom 6
	LJS Sensory Room
	LJS Boys Toilets (Main Corrodor)
	LJS Girls Toilets (Main Corrodor)
	LJS Disabled Toilet (Main corridor)
	LJS Nurture Room x2
	LJS Nurture Room/ Disabled Toilet
	LJS First Aid Room
	LJS Classroom 12 (1st Floor)
	LJS Classroom 12 (1st Floor Kitchenette)
TMVs are located: Infants	LIS Head Teacher office
	LIS Yr1 Toilets
	LIS First Aid Room

LIS Yr2 Toilets Boys & Girls
LIS Nursery Toilets
LIS Nursery Kitchenette/YRr West side, Disabled toilet
LIS YRr Boys & Girls x2
Portacabin Girls & Boys
Disabled toilet
Classroom 1

Location of calorifier: LJS Boiler Room

Calorifiers:

The flow temperature from the calorifier is to be measured monthly and should be 60ºC or more and the return temperature to the calorifier should be measured monthly and should be 50ºC or more. All temperatures must be identified in the log and if not correct the term contractor must be informed.

3. TEMPERATURE MEASURING EQUIPMENT

External contractors are to use their own Legionella Temperature Testing Kits and probes. They will be used at the water outlet or the pipework as appropriate.

4. POINT OF USE (POU) WATER HEATERS

LJS Main Kitchen (Owned by PCC)Junior
LJS Portakabins x3/ Junior
LIS Serving Kitchen/Junior

LIS Nursery Toilets/Infants
LIS Serving Room/Infants
LIS Disabled Toilet (West end)Infants
LIS Portacabin (Cupboard)Infants
LIS Staff Room/Infants
LIS First Aid Room/Infants
LIS Cupboard Next to SCN Room/Infants
LIS Visitors Toilets/Infants
LIS Yr2 Toilets/Infants
LIS Nursery Staff Toilets/Infants
LIS Reception Boys Toilets/Infants
LIS Reception Girls Toilets/Infants

5. COLD WATER STORAGE TANKS /N/A

N/a

6. PERIODIC MAINTENANCE & TESTING AND REMEDIAL WORK

Periodic maintenance of the calorifiers, thermostatic mixing valves, POU heaters and the hot and cold water systems and fittings will be undertaken by the term contractor in accordance with contract maintenance schedule arrangements or as requested by the Academy for investigative or repair work.

Appendix 2

ACTIONS IN EVENT OF OUTBREAK & PROCEDURES FOR DISINFECTION

In the event of a case or outbreak of Legionnaire's disease, or where high readings indicate a high risk failure in Legionella management which requires immediate or further action, then the Academy will seek appropriate specialist advice to immediately act to undertake all remedial work to rectify any identified system failures and carry out any reporting requirements as required.

This work will include the involvement of public health authorities (UKHSA), Legionella specialist contractors, enforcement authorities (HSE) and the Academy's health and safety consultant, as required, including any necessary sharing of information with staff and other affected parties as to the nature of the risks.

If the Academy identifies sufficiently high results after sampling and testing, or hot/cold water system conditions present an unmanaged risk, or a risk assessment recommends action, hot and cold water systems will be disinfected by a specialist contractor as required/advised.

The Headteacher or an elected Academy representative will arrange the time and date of disinfections with the selected specialist contractor, as locally advised at the time.

Disinfection(s) will take place as advised by the disinfecting/specialist contractor and the process will be continued until system integrity is achieved and the risk is reduced to as low as reasonably practicable.

Whole system water sampling and testing will continue as advised, post-disinfection, to ensure that the hot and cold water systems remain safe for use and operating within the parameters of ACOP (L8) and HSG274.

Appendix 3

SITE MANAGEMENT STRUCTURE

Langstone Infant and Junior Academy

Management Structure

Statutory Duty Holder (Chief Executive/Board of Governors)	**Local Governing Body**

Headteacher	**Name: Fran Marshman** **Tel: 02392 824 138** **Email: f.marshman@langstoneprimary.chimat.uk**

Technical Services	**Name: WINGS** **Tel: 01329 282 888** **Email: wendy@wings-technical.co.uk**

Business Manager	**Name: tbc** **Tel:** **Email:**

Site Manager	**Name: Eric Talmondt** **Tel: 02392 824 138** **Email: sitemanager@langstone-jun.portsmouth.sch.uk**

Risk Assessor	**Name: Vodacompliance** **Tel: Booked via WINGS through SLA 01329 282 888** **Email: wendy@wings-technical.co.uk**