



Water Safety Management Policy and Written Scheme of Control

Version: 2

<p>Important: This document can only be considered valid when viewed on the school website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p> <p>Name and Title of Author:</p>	<p>Charlene Hadfield, Director of Facilities and Estates</p>
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Glossary

ACoP	Approved Code of Practice
BS	British Standard
DfE	Department for Education
H&S	Health and Safety
HSE	Health & Safety Executive
HSG	Health & Safety Guidance
IT	Information Technology
SOP	Standard Operating Procedure
UK	United Kingdom
WSMG	Water Safety Management Group

1. POLICY STATEMENT

We are here to make great schools and happier, stronger communities so that people have better lives. We do this by:

- Always doing what is right
- Trusting in each other and standing shoulder to shoulder
- Doing what we know makes the difference

Doing what is right means always acting with integrity, in the interests of others and being honest, open and transparent.

2. BACKGROUND

Legionnaires Disease

Legionnaires disease is a potentially fatal form of pneumonia which can affect anybody, but which principally affects those who are susceptible because of age, illness, immunosuppressant, smoking etc. The disease is caused by the bacterium legionella pneumophila and related bacteria. The collective term used to cover the group of diseases caused by legionella bacteria is legionellosis.

On average there are approximately 200-250 reported cases of Legionnaires disease each year in the UK. Infections which originate in the UK are often sporadic outbreaks associated with hot and cold water systems in factories, hotels, hospitals and other establishments.

Legionella bacteria is ubiquitous and survives and multiplies in water. Airborne dispersal may occur when water droplets are created. It is likely that all open water systems including those in building services will always have low concentrations present. Water temperature between 20° deg. C and 45° deg. C is the range in which Legionella will proliferate most rapidly. Legionella bacteria is killed within two minutes at water temperatures above 60° deg. C.

Pseudomonas Aeruginosa is a bacterium that is commonly found in many areas but, unlike Legionella, it will survive out of water. The contamination normally associated with water systems does not normally come from within the water supply. The contamination comes from external sources and enters the water pipework through the contamination of tap outlets.

3. PURPOSE AND SCOPE

The purpose of this policy is to ensure compliance with the Health and Safety Executive Approved Code of Practice (ACoP) L8 'The Control of Legionella Bacteria in Water Systems', including the Education Funding Agency's technical guidance on 'Water Systems'.

The aim is to reduce the risk to staff, students, contractors, visitors and customers of exposure to Legionnaires disease and Pseudomonas Aeruginosa where water is used or stored in Trust premises and to ensure the necessary control measures are in place.

This Policy applies to all Trust premises whether owned or occupied by the Trust under lease, license or other Service Level Agreement (SLA).

Where the management of buildings/areas occupied by Trust staff and/or students is carried out by others, the requirements of this policy remain applicable although implementation of the site specific risk management requirements is managed by local policies. It remains; therefore, the Trust's responsibility by the Chief Executive Officer, to ensure that the requirements of this policy are notified to and complied with by all other parties described above.

4. RELATED POLICIES AND PROCEDURES

This policy links closely with the following School or Trust Policies:

- Health and Safety Policy

5. LEGISLATION & GUIDANCE

Duties under the Health and Safety at Work Act etc. 1974 extend to risks from Legionella arising from work activities. In addition, all harmful microorganisms are subject to the Control of Substances Hazardous to Health Regulations 2002 (COSHH), and accordingly, require an assessment, to prevent, or adequately control exposure under these regulations.

This is particularly relevant to persons cleaning or maintaining systems where Legionella may be present, and when the exposure to risk is increased.

COSHH requires that the risks to others be considered "so far as is reasonably practicable". This would include:

- Persons who work in an environment controlled by an air conditioning system or in premises served by a hot and cold water system
- Persons (including members of the public) who might be exposed to emissions from wet cooling towers, or evaporative condensers
- Persons who might be exposed to aerosols which might contain viable organisms e.g. showers

The Control of Legionella Bacteria in Water Systems (L8) Approved Code of Practice (ACoP) was issued by the Health and Safety Executive (HSE) in 2013. The ACoP provides a basic framework for preventing further outbreaks of the disease, giving advice on the requirements of Health and Safety at Work Act etc 1974.

It places responsibility on employers and others to:

- Identify and assess risks of Legionellosis
- Avoid the use of systems that give rise to a reasonably foreseeable risk of Legionellosis or, where this is not reasonably practicable, prepare a written scheme for minimising the risk from exposure
- Implement and manage the scheme of precautions including the appointment of a person, or persons, to take managerial responsibility and to provide supervision
- Keep appropriate records

6. ROLES & RESPONSIBILITIES

Board of Trustees

The Board of Trustees have overall responsibility and are ultimately accountable for all matters relating to safe water management and upon whom the statutory duty falls to ensure safe, reliable hot and cold water supply, storage and distribution systems operate within the Trust.

The Trust Board will however, delegate day-to-day responsibility to the Chief Executive Officer and Local Governing Bodies.

Audit and Risk Committee

The Audit & Risk Committee's responsibilities are to:

- Identify and review mitigations for risk within the Trust and keep the Trust Board informed on all Health and Safety matters.
- Monitor and report to the Trust Board on the effectiveness of the Trust's Health and Safety systems.

Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that all safe water management matters are seen as an important priority for the Trust and addressed through comprehensive policies and procedures that are effectively implemented and appropriately resourced within the overall financial position of the Trust.

The Chief Executive Officer will ensure that suitable and adequate resources are made available to support this policy.

Director of Facilities and Estates (Designated Person)

The Director of Facilities and Estates has designated responsibility for the Trust's water systems and is responsible for ensuring that the aims and objectives of the Trust's Water Safety Management policy are implemented.

The Designated Person is the essential link between the Board of Trustees and the professional support teams and will publicly endorse the Trust's Water Safety Management Policy and will support and empower staff to take the necessary actions to ensure the policy is delivered.

The Designated Person shall:

- Appoint, in writing, the relevant school Responsible Persons following confirmation that these persons have sufficient knowledge and have been appropriately trained
- Appoint, in writing, an Authorising Engineer (if deemed necessary) following confirmation that this person has sufficient knowledge and has been appropriately trained
- Appoint in writing a Trust Water Safety Management Group (WSMG) of Responsible Persons from all pertinent areas to take implementation responsibility for the control of 'Water Quality' and to be legally accountable, on a joint and several liability basis, for assessing and controlling identified risks from legionella and Pseudomonas Aeruginosa and other waterborne pathogens and safe hot water management programmes
- Seek and allocate any funds or resources required to comply with the HSE Approved Code of Practice and Guidance L8 - The Control of Legionella Bacteria in Water Systems Approved Code of Practice
- Ensure that the scope of the regulations are being fully addressed in terms of examinations and inspections
- Inform and advise the Board of Trustees on the review of Health and Safety policies and procedures

Headteacher's (Director of Facilities and Estates for Central Services)

Headteacher's are responsible for implementing and complying with the Trust's Water Safety Management policy and the day-to-day Water Safety Management within their school, this includes any sports centres.

This involves, as far as is reasonably practicable:

- Ensuring that the policy is effectively implemented in all areas under their control.
- Allocating sufficient resources to achieve the policy's objectives.

Responsible Persons (Water)

The appointed Responsible Persons (Water) will be the individual with the correct authority, competence, professional knowledge and training to ensure that all operational procedures are carried out in a timely and effective manner.

The Responsible Persons (Water) will liaise closely with other professionals in various disciplines, including other members of the Water Safety Management Group (WSMG).

By accepting the responsibilities of 'Responsible Person (Water)' in writing, the person shall:

- Supervise the Deputy Responsible Person (Water)
- Deputise for the Designated Person in their absence
- Ensure that the Deputy Responsible Person (Water) has received the necessary training to ensure competence
- Advise the Designated Person on all matters relating to the management and control of water safety and safe hot water management and ensure that they are informed of all changes, or proposed changes, in the legislation/recommendations relating to water safety inclusive of legionella, Pseudomonas Aeruginosa and other waterborne pathogens which may affect the Trust, in general, and the buildings under their control.
- Ensure suitable and sufficient risk assessments are carried out by competent person(s) for water systems and air conditioning plant in line with BS8550 and the HSE Approved Code of Practice and Guidance L8 - The control of Legionella Bacteria in Water Systems.
- Together with the WSMG, consider each risk assessment report and ensure the design, arrangement, implementation and management of all necessary remedial works required to allow the systems to comply with the current and relevant guidelines and legislation and to ensure minimisation or control of the prevailing risk
- Ensure records are kept and maintained of the ongoing monitoring and control procedures for the prevention of Legionella
- Liaise with a Consultant Microbiologist and other appropriate professionals when conditions in the system(s) are outside the control parameters
- Report to the WSMG termly on the state of compliance and indicate any additional measures necessary to facilitate compliance
- Ensure that all Estates staff or nominated contractors involved in legionella risk assessment, control and audit are trained and competent, appropriate to their duties and responsibilities. Up to date records of training must be maintained

The Responsible Persons (Water) will also have the appropriate knowledge, training and experience of hot and cold water supply, storage and mains services.

The Responsible Persons (Water) shall be responsible for ensuring that all new or modifications to existing water system installations are planned to ensure that all relevant hazards are designed out of the installation and works are carried out only by contractors competent in the installation of water systems and they are aware of all relevant hazards and associated legislation. No work will be carried out without the appropriate authorisation from the Responsible Person (Water).

When compliance cannot be achieved, the Responsible Persons (Water) will arrange for a relevant risk assessment to be carried out to assess the consequences of non-compliance and to identify the relevant control measures if the work is to be carried out. This will identify any Planned Preventative Maintenance required for the system and will be discussed with the Responsible Person (Water) or Deputy Responsible Person (Water) and the design team.

The Responsible Persons (Water) is also responsible for ensuring that prior to any project being handed over and the water system made operational, the following is completed:

- A fully commissioned scheme of works including full design data on temperatures, water flow rates and pressures and commissioning procedures, data and certification
- A set of accurate as fitted drawings and schematics are issued to the Trust
- A set of accurate operational and maintenance manuals are issued to the Trust including detailed plant and equipment data
- A comprehensive scheme detailing all planned preventative maintenance tasks required
- All new/revised assets are updated on the Trust's Computer Aided Facilities Management (CAFM) system
- Appropriate disinfection procedures recommended for new and modified installations have been carried out to the required standard immediately prior to occupation
- Pre and post flush water quality sampling check certificates (where appropriate) demonstrating 'zero detection' are issued to the Trust
- The water risk assessment is either updated to reflect the alterations or in the event of major alterations or a new water risk assessment is completed by a competent and Legionella Control Association approved person/organisation

The Responsible Persons (Water) shall also:

- Appoint a deputy(s) to assist in the delivery of the Responsible Person's (Water) tasks
- Ensure that all new and altered water systems, including minor and major modifications/refurbishments, comply with the requirements of BS 8558:2011, L8 and Education Funding Agency technical literature
- Ensures that all Estates staff, contractors, sub-contractors and Clerk of Works/Site Supervisors are competent and their interpretation of the requirements are suitably assessed and confirmed
- Notify the water undertaker of any such proposed installation of water fittings and attain the water undertakers' consent before installation commences, as required by the Water Supply (Water Fittings) Regulations 1999
Note: It is a criminal offence to install or use water fittings without prior consent of the water undertaker for all new systems that include major modifications/refurbishments
- Ensure that an appropriate flushing programme is in place and a record of flushing activity is maintained for the respective areas
- Ensure that site installation and commissioning procedures are addressed as part of the project management process. These shall include all relevant sections as described in BS 8558:2015

- Ensure that all specific issues around quality control of the works on site are suitably managed
- Ensure that while areas are under a contractor's control that a competent member of the Estates Team completes the required element of the log book system
- Witness tests and checks under the terms of contract
- Ensures that Operating and Maintenance manuals and 'as-built' drawings are provided for all building services installation, including commissioning data, disinfection certificates and biological analysis results. These shall include all relevant sections as described in BS 8558:2015.
- Consider each risk assessment report and ensure the design, arrangement, implementation and management of all necessary remedial works required to allow the systems to comply with the current and relevant guidelines and legislation, and ensure minimisation or control of the prevailing risk
- Prepare and manage the implementation of a written scheme of control for the prevention or control of Legionella within their school and/or buildings under their control. Ensure that these requirements are communicated to all affected staff as necessary
- Ensures the design, arrangement, implementation and management of all Planned Maintenance Programmes (PPM) required to allow the systems to comply with the current and relevant guidelines and legislation, and ensure minimisation or control of the prevailing risk
- Ensure drawings of the systems are available and kept updated
- Implement, maintain and manage a log book system which operates a 'defect log' designed to allow for the correct and timely management of any faults/shortfalls identified during the PPM visits and retain all data for five years
- Consider the log book and defect log and advise the WSMG via a termly report of the status of the water safety management and control and safe hot water management programme
- Audit on an annual basis or following any legislation change the Trust's locally implemented water safety management and control (PPMs)
- Ensure the competency of all contractors commissioned on water safety management and control and safe hot water management related projects
- Ensure personnel training records are kept up to date
- Ensure COSHH risk assessments have been completed and controls implemented, especially where cleaning and treatment chemicals are to be used
- Ensure maintenance personnel are provided with suitable and appropriate RPE, PPE and trained in their proper use, especially during system and tank cleaning operations
- Ensure, where work in confined spaces is required, that the requirements of the Confined Spaces Regulations are implemented
- Ensure that systems, where chemically treated, do not breach discharge conditions set out by Water Supply (Water Quality) Regulations

When areas may lie vacant for more than 7 days i.e. during school holidays or during periods of mothballing, the Estates Department under the direct supervision of the Responsible Person (Water) will take the required risk management precautions and implement all appropriate processes and procedures.

The Estates Department under the direct supervision of the Responsible Person (Water) have the responsibility of ensuring that all outlets are flushed according to the Water Safety Plan. Recording of this task is by an auditable system.

The completed records will be returned to the Estates Department where they will be scanned and recorded on to an auditable system. A random sample audit will be completed on 15% of the flushing sheets by the Responsible Person (Water) on at least an annual basis.

Deputy Responsible Person (Water)

Accepting the responsibilities of 'Deputy Responsible Person (Water)' in writing, the person shall deputise for the Responsible Person (Water).

Competent Person

The Competent Person will have adequate knowledge and training for work/tests on water, storage and distribution systems and will be appointed in writing by the Responsible Person (Water).

The Competent Person(s) shall:

- Ensure that all procedures, safe working practices and permits to work are followed and that any personal protective equipment or clothing is used
- Promptly report all defects, unusual occurrences and other anomalies, as appropriate, to the Responsible Person (Water)
- Work with the Responsible Person (Water) and identify hazards and reduce risks by following safe working practices
- Complete written records when required

Water Safety Management Group

The Water Safety Management Group (WSMG) will ensure a strategic approach is taken in the management of Legionella, Pseudomonas Aeruginosa and other water management throughout the Education Alliance.

The group will provide a forum for communication and consultation on all water related issues and oversee the development, implementation and ongoing monitoring of the Trust's Water Safety Management Policy.

Accepting the responsibilities of 'Nominated Persons' in writing, all members of the WSMG shall:

- Ensure that there is a proactive approach to organising, planning, controlling and reviewing Health and Safety. Further Health & Safety responsibilities of Managers are given in the Trust's Health & Safety Policy

- Assist in the implementation and management of water safety inclusive of Legionella, Pseudomonas Aeruginosa and other waterborne pathogens and safe hot water management programmes, across all Trust premises
- Ensure that appropriate staff, under their control, are given suitable information, instruction and training regarding water systems. Records should be maintained of training and competency.
- Notify the Responsible Person (Water) of any changes to period and/or type of use of any sections/areas under their control
- Notify the Responsible Person (Water) of any section/areas shut-downs or vacations of sections/areas under their control

Authorising Engineer (Water)

The Authorising Engineer (Water) (if deemed necessary) will act as an independent professional adviser to the Trust. The Authorising Engineer (Water) will be appointed by the Responsible Person (Water) with a brief to provide services in accordance with all relevant guidance and legislation.

The Authorising Engineer (Water) will act as an assessor and make recommendations for the appointment of Responsible Persons, monitor the performance of the service, and provide an annual audit to the Designated Person.

The Authorising Engineer (Water) shall:

- Monitor the effectiveness of this Policy
- Where required by the Trust and in conjunction with the appointed Responsible Person (Water), ensure that the specification, and the design engineer's competence and interpretation of the requirements are suitably assessed and confirmed and ensure that all contractors' competence and their interpretation of the requirements are suitably assessed and confirmed and will also ensure the Site Supervisor/Clerk of Works' competence and interpretation of the requirements
- Where required by the Trust and in conjunction with the appointed Responsible Person (Water), contribute to the design process and ensure all water and air systems, implicated within the design remit, comply with the requirements of L8 and BS 8558:2015
- Where required by the Trust provide a design compliance certificate and installation review memorandum
- Where required by the Trust, carry out an audit and monitor during construction, to ensure upon completion, the scheme complies with the requirements
- Supply training, advice and assistance in all water safety matters
- Carry out a system and process audit on at least an annual basis, or as instructed by the WSMG

All Staff

All employees have an individual responsibility for safe water management in line with their duties and working environment. Each employee or agent of the Trust has an individual responsibility to:

- Co-operate with the Trust's management in the implementation of this policy
- Report any poor management in relation to safe water management to their supervisor/manager
- Report immediately to the Estates Department any areas containing water outlets which are not in use or have little usage for a period longer than one week

Contractors

Contractors, other employers or individuals providing goods and/or services to the Trust are required to fully comply with Trust's policy regarding safe water management.

Volunteers and Regular Visitors

Volunteers and Regular Visitors of the Trust are required to fully comply with the Trust's policy regarding safe water management.

Customers

Customers of on-site Sports Centres and other Facilities are are required to fully comply with the Trust's policy regarding safe water management.

7. SYSTEM DESIGN

The design of all new systems and alteration to existing systems shall incorporate the features and precautions recommended in HSE Approved Code of Practice L8 (HSG274) 'The Control of Legionella Bacteria in Water Systems', The Water Supply (fittings) Regulations 1999, BS EN 806:2012 and BS 8558:2015 to remove all potential sources of seeding, growth and spread of Legionella and/or Pseudomonas Aeruginosa.

No modifications to any water system, or new water system installation, will be carried out without consultation and agreement with the Responsible Person (Water) and/or the Designated Person. This includes water system controls and monitoring systems.

8. RISK ASSESSMENT

Suitable and sufficient water risk assessments are to be carried out by a competent and Legionella Control Association approved person/organisation in full compliance with BS8580: 2010 and as specified in The Control of Legionella Bacteria in Water Systems (L8) ACoP and in full consultation with the Responsible Person (Water) and Deputy Responsible Person (Water)

The water risk assessment will identify and assess the risk of Legionellosis from work activities and water sources on Trust premises and detail any necessary precautionary measures.

The frequency of such assessments is every three years (or sooner if there is any substantial change to the level of risk or to the water systems).

In buildings occupied by the Trust but not owned or maintained by the Trust, the Landlord will be responsible for ensuring that a water risk assessment is carried out in full compliance with the above requirements.

The Landlord will provide the water risk assessment for review and monitoring purposes to the Responsible Person (Water).

All assessments shall identify and evaluate the potential sources of risk and:

- The particular means by which exposure to Legionellosis is to be prevented
- If prevention is not reasonably practicable, the particular means by which the risk from exposure to Legionella is to be minimised
- All systems susceptible to colonisation by Legionella and which incorporate a potential means for creating and disseminating water droplets shall be identified and the risks they present minimised to an acceptable level
- Risk shall be assessed not just for routine operation or use of the system, but also in relation to maintenance, breakdown, abnormal operation, commissioning, or unusual circumstances (for example continual breakdown, or inappropriate use of equipment)

The assessment shall take account of the:

- Potential for droplet formation
- Water temperature
- Likely risk to those who will inhale water droplets
- Means of preventing or controlling the risk
- Materials in the system that can harbour or provide nutrient for bacteria and other organisms

Where the water risk assessment demonstrates that there is no reasonably foreseeable risk or that risks are insignificant and unlikely to increase, no further measures shall be necessary.

All such assessments shall be reviewed at least Annually or when there is a change of use or modification of the premises or water systems.

Where the assessment shows that there is a foreseeable risk, from the use of water systems, plant or systems of work which may lead to exposure, measures should be in place to reduce the risk to an acceptable level. Where this is not reasonably practicable, the Responsible Person (Water) shall ensure the written scheme of control as set out in section 10 is put into place to minimise the risk from exposure.

All Risk Assessments shall be reviewed by the WSMG and the Responsible Person (Water) who shall:

- Ensure that all proposed actions have been correctly prioritised
- Set out and agree deadlines for the completion of each level of priority with those responsible for implementing the actions
- Any additional control measures identified in a risk assessment shall be documented in an Action Plan

A record of the water risk assessments shall be kept on site in the appropriate log book; this log book will be audited as part of the Health and Safety Inspection.

The risk assessment must be consulted before any alterations or new works are undertaken.

9. TRAINING REQUIREMENTS

Those who are appointed in writing to carry out the control measures and strategies will be suitably informed, instructed, trained and suitability assessed which ensures that tasks are carried out in a safe and technically competent manner. Regular refresher training will be provided and records of all initial and refresher training will be maintained.

All members of staff including those with managerial responsibilities for water systems will receive training commensurate with their duties as identified in the table below:

Role	Training Requirement	Period
Designated Person	Accredited Responsible Person (Water) Course	Every 3 years
Responsible Person (s)	Accredited Responsible Person (Water) Course	Every 3 years
Competent Person	Accredited Competent Person (Water) Course	Every 3 years
Caretakers	Legionella Awareness Course	Annual
Cleaners	Legionella Awareness Course	Annual

Although training is an essential element of competence, it is not the only factor – it should be viewed as a product of sufficient training, experience, knowledge and other personal qualities which are needed to undertake a job safely. Competence is dependent on the needs of the situation and the nature of the risks involved.

10. WRITTEN SCHEME OF CONTROL

Testing for Legionella and Total Viability Count (TVC)

Water sampling should take place on an annual basis at all sentinel outlets.

The Responsible Person (Water) will consider the level of risk for the buildings under their control, as outlined in the Water Risk Assessment and decide whether any further routine testing is required.

Testing will be required prior to any intrusive works affecting water supply is carried out and again upon completion.

Monitoring

Monitoring should take place in accordance with the water safety monitoring schedule set out in appendix 1 using appropriate record and audit forms.

All monitoring activities should be recorded on the Trusts electronic compliance monitoring software.

Unused and Low Use Outlets

Any unused outlets or those used infrequently have the potential to present a risk to users i.e. a wash hand basin or shower that is used less than once a week.

To ensure that these areas are maintained and the risk to users is minimised, all such areas will be flushed on at least a weekly basis and will be recorded in the site log book.

The Responsible Person (Water) in charge of the site is responsible for ensuring any low use outlets have been identified.

Consideration will be given to removing the source, which will include all redundant pipe work ensuring that all “dead legs” are fully removed of any long term unused or low use outlets.

Records

The Responsible Person (Water) will ensure the appropriate records are kept in the Hot and Cold Water Services Log Book as set out in appendix 2.

Temporary Closures

Any area of the site that is to be temporary closed has the potential to represent a risk to users.

The Responsible Person (Water) in charge of the site is responsible for managing any low use area has been identified. Such areas will be flushed on at least a weekly basis and will be recorded in the site log book.

In the event of the temporary closure relating to an alteration, the Responsible Person (Water) will introduce a procedure for flushing all hot and cold water service systems is instituted and fully documented. This will include opening all taps and showers for a period of at least two minutes and flushing water closet (WC) cisterns etc. on a weekly basis.

11. IMPLEMENTATION

This policy will be disseminated to all staff, volunteers, governors and contractors.

Additional hard copies will be available in the school's Estates Department.

The policy will also be stored on the Trust/school websites.

6. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THIS POLICY

The effectiveness and compliance of this Policy will be monitored by the Director of Facilities and Estates. This will be done in the following ways:

- A review of the policy every 3 years
- A review of site log books at least termly

Local Governing Bodies will monitor the outcomes and impact of this policy on their school on a regular basis in conjunction with local trade union secretaries.

APPENDIX 1 – WATER SAFETY MONITORING SCHEDULE

Action	Responsibility	Frequency
Management Controls		
<p>Renew Risk Assessment This is to ensure that the original assessment remains valid and that no changes have been made to the system, which would compromise its safety.</p>	Premises Manager to arrange for a qualified contractor to carry out	<p>Three-Yearly Or sooner if If significant changes have been made to the water systems, the usage of the building, or if there has been an outbreak of Legionnaires' disease.</p>
<p>Review Legionella Risk Management Plan. This is to ensure that all the remedial actions noted in the Risk Assessment have been carried out and that all recommended procedures have been implemented and remain effective.</p>	Premises Manager	Annually
<p>Review the Monitoring & Control strategies. This is to ensure that where control measures have deviated from the normal safe operating conditions, appropriate actions have been taken and recorded</p>	Director of Facilities and Estates	Termly
<p>Provide Legionella training to all personnel responsible for the safe operation of the water systems. System operators should be trained to a <u>suitable level</u> to enable them to recognise potentially hazardous situations as they arise, and to be able to take appropriate remedial actions to restore the system to a safe operating condition</p>	Premises Manager to review and arrange training for staff within their department, Director of Facilities and Estates to ensure Premises Manager Training is kept up to date.	As per section 9 of the Water Safety Management Policy
Calorifiers/Water Heaters		

<p>Inspect calorifier internally and clean by draining the vessel and removing an inspection hatch or using a boroscope.</p> <p>Where there is no inspection hatch, purge any debris in the base of the calorifier to a suitable drain</p> <p>Collect the initial flush from the base of hot water heaters to inspect clarity, quantity of debris, and temperature</p>	<p>Premises Manager to arrange via approved contractor</p>	<p>Annually or as prescribed in the Legionella Risk Assessment and Management Plan</p>
<p>Check calorifier flow temperatures (thermostat settings should modulate as close to 60°C as practicable without going below 60°C) Check calorifier return temperatures (not below 50°C, ideally 55°C)</p>	<p>Premises Manager (or delegated to a competent person)</p>	<p>Monthly</p>
<p>Hot Water Services</p>		
<p>For non-circulating systems: take temperatures at sentinel points (nearest outlet, furthest outlet and long branches to outlets) to confirm they are at a minimum of 50°C within 1 minute</p>	<p>Premises Manager (or delegated to a competent person)</p>	<p>Monthly</p>
<p>For circulating systems: take temperatures at return legs of principal loops (sentinel points) to confirm they are at a minimum of 50°C Temperature measurements can be taken on the surface of pipes.</p>	<p>Premises Manager (or delegated to a competent person)</p>	<p>Monthly</p>
<p>For circulating systems: take temperatures at return legs of subordinate loops, temperature measurements can be taken on the surface of pipes, but where this is</p>	<p>Premises Manager (or delegated to a competent person)</p>	<p>Quarterly (ideally rolling monthly rota)</p>

not practicable the temperature of water from the last outlet on each loop may be measured and this should be greater than 50°C within 30 seconds of running. If the temperature rise is slow it should be confirmed that the outlet is on a long leg and not that the flow & return has failed in that local area.		
All HWS systems: take temperatures at a representative selection of other points (intermediate outlets of single pipe systems and tertiary loops in circulating systems) to confirm they are at a minimum of 50°C to create a temperature profile of the whole system over a defined time period.	Premises Manager (or delegated to a competent person)	All outlets to be checked within the year on a rolling rota (8-10% of outlets per month)
Cold Water Storage Tanks		
Inspect cold water storage tanks and carry out remedial work where necessary.	Premises Manager to arrange via approved contractor	Annually or as prescribed in the Legionella Risk Assessment and Management Plan
Check the tank water temperature remote from ball valve and the incoming mains temperature. Record the maximum temperatures of the stored and supply water recorded by fixed max/min thermometers where fitted.	Premises Manager to arrange via approved contractor	Annually (preferably during summer months) or as prescribed in the Legionella Risk Assessment and Management Plan
Cold Water Services		
Check temperatures at sentinel taps (typically those nearest to and furthest from the cold tank, but may also include other key locations on long branches to zones or floor levels). These outlets should be below	Premises Manager (or delegated to a competent person)	Monthly

20°C within two minutes of running the cold tap. To identify any local heat gain, which might not be apparent after one minute, observe the thermometer reading during flushing.		
Take temperatures at a representative selection of other points to confirm they are at a maximum of 20°C to create a temperature profile of the whole system over a defined time-period. Peak temperatures or any temperatures that are slow to fall should be an indicator of a localised problem.	Premises Manager (or delegated to a competent person)	All outlets to be checked within the year on a rolling rota (8-10% of outlets per month)
Check thermal insulation to ensure it is intact and consider weatherproofing where components are exposed to the outdoor environment.	Premises Manager (or delegated to a competent person)	Annually
Showers and Spray Taps		
Dismantle, clean and descale removable parts, heads, inserts and hoses where fitted.	Premises Manager (or delegated to a competent person or outsourced to a contractor)	Quarterly
TMV's		
Inspect, clean, descale and disinfect any strainers or filters associated with TMVs. To maintain protection against scald risk, TMVs require regular routine maintenance carried out by competent persons in accordance with manufacturer's instructions.	Premises Manager to arrange via approved contractor	Annually or on a frequency defined by the risk assessment
Infrequently Used Outlets		
Include infrequently used equipment within a water system (i.e. not used for a	Premises Manager (or delegated to a competent person)	Weekly

period equal to or greater than 7 days) on the flushing regime (e.g. hoses).

Flush the outlets until the temperature at the outlet stabilises and is comparable to supply water (minimum two minutes)

Consideration should be given to removing infrequently used showers, taps and any associated equipment that uses water. If removed, any redundant supply pipework should be cut back as far as possible to a common supply (eg to the recirculating pipework or the pipework supplying a more frequently used upstream fitting) but preferably by removing the feeding 'T'.

N.B. All outlets will be classified as low use during school closure periods, so every outlet within the building should be flushed at least once per week inc W.C's



Hot and Cold Water Services Log Book

Premises: <NAME> i.e. South Hunsley School and Sixth Form College

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2	Legionella Risk Assessment for the premises	
3	Schematic diagram of the water system(s)	
4	Log Book Audit Register	
5	Defect Log	
6	Cold Water Storage Tank Inspection Log (CWT)	
7	Shower Head/Spray Head cleaning and descale log	
8	Thermal Mixing Valve (TMV) servicing records	
9	Flushing Register	
10	Monthly Sentinel Outlet Temperature monitoring results (Cold water services (CWS))	
11	Monthly Sentinel Outlet Temperature monitoring results (Hot water services (HWS))	
12	Water Heater/Calorifier Monthly Temperatures (Flow and Return)	
13	Monthly representative outlets monitoring Results (CWS)	
14	Monthly representative outlets monitoring results (HWS)	
15	Attendance Register (contractors)	
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17	Maintenance contractor visit reports	
18	Copies of certificates (i.e. water disinfection etc)	
19	Water Quality guidance document including advice on frequency of events	

LOG BOOK AUDIT REGISTER

Full Name	Date	Issues	Signature

DEFECT LOG

Date	Defect Identified	Remedial Action Required	Date Work Requested	Date Work Completed	Signature and Position

COLD WATER STORAGE TANK INSPECTION LOG

Date	CWT No	Location	Actions carried out	Stored Temp (Celsius)	Out Flow Temp (Celsius)	Return Flow Temp (Celsius)	Signed and Position

Date	Defects noted during inspection						Signed and Position

SHOWER HEAD, DRINKING FOUNTAIN & SPRAY APPARATUS DISINFECTION/DESCALE LOG

Date	Chemical Used	Contact Time	Asset Type (Shower, Tap, Fountain etc.)	Location	Signed and Position

THERMOSTATIC MIXING VALVE SERVICING LOG

Date	Company and Contractor Name	Location (room/floor)	TMV type	Description of activity	Signature

Date	Defects identified during Inspection				Signature

FLUSHING RECORD

Week Commencing:

Outlet Location	Outlet Type Sink/WHB/WC	TMV Fitted (Y/N)	Description of Activity and any defects Noted	Signed and Position

*Infrequently used outlets should be flushed each week/during school closure periods, this will be all outlets, please highlight in RED the weekly outlets and in grey the outlets to be flushed during school closures

Signed by Premises Manager or SLT Link
.....
Date:.....

MONTHLY OUTLET SENTINEL TEMPERATURE MONITORING LOG COLD WATER

Month:.....

Date:.....

Location	Room No/Name	TMV fitted Y/N	Spray Tap Y/N	CW supply source	Little used outlet Y/N	Temperature Taken no later than 120 seconds (C)	Time Taken	Issues/comments	Signed/Position

Signed by Premises Manager/SLT Link.....

Date.....

MONTHLY OUTLET SENTINEL TEMPERATURE MONITORING LOG HOT WATER

Month:.....

Date:.....

Location	Room No/Name	TMV fitted Y/N	Spray Tap Y/N	HW supply source	Little used outlet Y/N	Temperature Taken no later than 60 seconds (C)	Time Taken	Issues/comments	Signed/Position

Signed by Premises Manager/SLT Link.....

Date.....

CALORIFIER/WATER HEATER MONTHLY FLOW & RETURN TEMPERATURE CHECKS

2020	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Actual date of reading												

Calorifier/Water Heater ID no	Location	F	R	F	R	F	R	F	R	F	R	F	R	F	R	F	R	F	R	F	R	F	R
Initialed by (operative)																							
Initialed by (Premises Manager)																							

REPRESENTATIVE OUTLET MONTHLY REGISTER COLD WATER

Month:.....

Date:.....

Location	Room No/Name	TMV fitted Y/N	Spray Tap Y/N	CW supply source	Little used outlet Y/N	Temperature Taken no later than 120 seconds (C)	Time Taken	Issues/comments	Signed/Position

Signed by Premises Manager/SLT Link.....

Date.....

REPRESENTATIVE OUTLET MONTHLY REGISTER HOT WATER

Month:.....

Date:.....

Location	Room No/Name	TMV fitted Y/N	Spray Tap Y/N	HW supply source	Little used outlet Y/N	Temperature Taken no later than 60 seconds (C)	Time Taken	Issues/comments	Signed/Position

Signed by Premises Manager/SLT Link.....

Date.....

ATTENDANCE REGISTER (CONTRACTORS)

Date	Contractor and Company Name	Purpose of Visit	Issues/Comments	Contractor Signature	Site Signature

WATER QUALITY GUIDANCE DOCUMENT

Action	Responsibility	Frequency
Management Controls		
<p>Renew Risk Assessment This is to ensure that the original assessment remains valid and that no changes have been made to the system, which would compromise its safety.</p>	Premises Manager to arrange for a qualified contractor to carry out	Two-Yearly Or sooner if If significant changes have been made to the water systems, the usage of the building, or if there has been an outbreak of Legionnaires' disease.
<p>Review Legionella Risk Management Plan. This is to ensure that all the remedial actions noted in the Risk Assessment have been carried out and that all recommended procedures have been implemented and remain effective.</p>	Premises Manager	Annually
<p>Review the Monitoring & Control strategies. This is to ensure that where control measures have deviated from the normal safe operating conditions, appropriate actions have been taken and recorded</p>	Head of Business Operations	Termly
<p>Provide Legionella training to all personnel responsible for the safe operation of the water systems. System operators should be trained to a <u>suitable level</u> to enable them to recognise potentially hazardous situations as they arise, and to be able to take appropriate remedial actions to restore the system to a safe operating condition</p>	Premises Manager to review and arrange training for staff within their department, Head of Business Operations to ensure Premises Manager Training is kept up to date.	Refresher Training to be undertaken every 3 Years
Calorifiers/Water Heaters		
<p>Inspect calorifier internally and clean by draining the vessel and removing an inspection hatch or using a boroscope.</p> <p>Where there is no inspection hatch, purge any debris in the base of the calorifier to a suitable drain</p> <p>Collect the initial flush from the base of hot water heaters to inspect clarity, quantity of debris, and temperature</p>	Premises Manager to arrange via approved contractor	Annually or as prescribed in the Legionella Risk Assessment and Management Plan
<p>Check calorifier flow temperatures (thermostat settings should modulate as close to 60°C as practicable without going below 60°C)</p>	Premises Manager (or delegated to a competent person)	Monthly

Check calorifier return temperatures (not below 50°C, ideally 55°C)		
Hot Water Services		
For non-circulating systems: take temperatures at sentinel points (nearest outlet, furthest outlet and long branches to outlets) to confirm they are at a minimum of 50°C within 1 minute	Premises Manager (or delegated to a competent person)	Monthly
For circulating systems: take temperatures at return legs of principal loops (sentinel points) to confirm they are at a minimum of 50°C Temperature measurements can be taken on the surface of pipes.	Premises Manager (or delegated to a competent person)	Monthly
For circulating systems: take temperatures at return legs of subordinate loops, temperature measurements can be taken on the surface of pipes, but where this is not practicable the temperature of water from the last outlet on each loop may be measured and this should be greater than 50°C within 30 seconds of running. If the temperature rise is slow it should be confirmed that the outlet is on a long leg and not that the flow & return has failed in that local area.	Premises Manager (or delegated to a competent person)	Quarterly (ideally rolling monthly rota)
All HWS systems: take temperatures at a representative selection of other points (intermediate outlets of single pipe systems and tertiary loops in circulating systems) to confirm they are at a minimum of 50°C to create a temperature profile of the whole system over a defined time period.	Premises Manager (or delegated to a competent person)	All outlets to be checked within the year on a rolling rota (8-10% of outlets per month)
Cold Water Storage Tanks		
Inspect cold water storage tanks and carry out remedial work where necessary.	Premises Manager to arrange via approved contractor	Annually or as prescribed in the Legionella Risk Assessment and Management Plan
Check the tank water temperature remote from ball valve and the incoming mains temperature. Record the maximum temperatures of the stored and supply water recorded by fixed max/min thermometers where fitted.	Premises Manager to arrange via approved contractor	Annually (preferably during summer months) or as prescribed in the Legionella Risk Assessment and Management Plan
Cold Water Services		

Check temperatures at sentinel taps (typically those nearest to and furthest from the cold tank, but may also include other key locations on long branches to zones or floor levels). These outlets should be below 20°C within two minutes of running the cold tap. To identify any local heat gain, which might not be apparent after one minute, observe the thermometer reading during flushing.	Premises Manager (or delegated to a competent person)	Monthly
Take temperatures at a representative selection of other points to confirm they are at a maximum of 20°C to create a temperature profile of the whole system over a defined time-period. Peak temperatures or any temperatures that are slow to fall should be an indicator of a localised problem.	Premises Manager (or delegated to a competent person)	All outlets to be checked within the year on a rolling rota (8-10% of outlets per month)
Check thermal insulation to ensure it is intact and consider weatherproofing where components are exposed to the outdoor environment.	Premises Manager (or delegated to a competent person)	Annually
Showers and Spray Taps		
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