



Premises Management LEGIONELLA POLICY

**Reviewed by: Trustees (Audit/Risk
Committee)**

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1.0 Introduction

West Norfolk Academies Trust (WNAT) understands its responsibility to assess, prevent and control any risks from harmful bacteria, such as legionella, and to implement suitable precautions to ensure the health and safety of our staff, students, visitors and contractors. This policy outlines how the schools will keep their school communities safe from legionella.

Legionnaires' disease is a potentially fatal form of pneumonia caused by the inhalation of water droplets infected with the legionella bacteria. Legionella bacteria can occur naturally in lakes, rivers, etc. and in the water systems of buildings, such as schools. The bacteria thrive between temperatures of 20°C and 45°C; however, it can be killed by elevated temperatures or chemical treatment methods.

This policy outlines how WNAT aim to mitigate any risks involving legionella bacteria and operates in conjunction with the WNAT Health & Safety Policy.

This policy has due regard to all relevant legislation, statutory and good practice guidance including, but not limited to, the following:

- 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
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- HSE INDG4458 – Legionella's disease – A guide for duty holders

2.0 Roles and Responsibilities

2.1 Trustees

Trustees must ensure that an appropriate policy is in place and that arrangements are made for its effective implementation

2.2 Headteachers

The Headteacher has the ultimate responsibility for the implementation and management of this policy

2.3 Chief Finance Operations Officer (CFOO)

The CFOO is responsible for the effective implementation of this Policy and its role within the School's Health and Safety Policy

2.4 Trust Estates Manager

The Estates Manager is responsible for ensuring statutory compliance in regards to legionella safety is maintained across the WNAT estate.

2.5 Site managers/ Caretaker (Duty holder)

Within Secondary schools the site manager is responsible for the day to day management of legionella safety

Within Primary schools the caretaker is responsible for the day to day management legionella safety

2.6 All Employees

All employees have the responsibility to cooperate and to ensure that the workplace is safe from the risk of exposure to legionella bacteria

3.0 Identifying, assessing and managing risk

It is a statutory requirement for all sites to have in place a Legionella Risk Assessment (LRA). The aim of the LRA is to identify areas of the school water system where there is an increased risk of exposure to legionella bacteria and to recommend remedial works to mitigate or remove the risk.

Whilst it is no longer a mandatory requirement to review the LRA every 2 years it is WNAT policy that this be conducted as a highly recommended requirement. The LRA should also be reviewed following any significant change to the water system or upon receiving a positive case of legionella exposure

All WNAT sites utilise the expertise of Subject Matter Experts (SME) to conduct LRA's

The headteacher holds ultimate responsibility for their associated sites and must ensure that all recommendations relating to risks identified within the LRA are acted upon or mitigated against.

4.0 Managing school water systems

All WNAT site should look to utilise SME's to conduct water system checks and inspections such as

- Monthly Temperature recording
- TMV failsafe testing
- Cold water storage tank (CWST) inspections
- Cleaning and disinfecting of CWST as required
- Bacteria testing

Some aspects will not be covered under contract and these requirements must be met by site staff

- Flushing of seldom used outlets
- Flushing of all outlets following a period of closure

5.0 Training

Headteachers and duty holders should undergo Legionella awareness training annually to ensure they remain up to date with changes to regulations.

6.0 Record keeping

A water management plan (WMP) is located in the online school Estates Management System (EMS). Schools are required to keep records of the following

- A communication pathway identifying roles and responsibilities
- A copy of the current LRA
- A schematic of the water system
- Name of company responsible for water system servicing, inspection and testing
- Any significant findings following the completion/ review of the LRA
- Any written control scheme and details of its implementation as required
- All results following service, inspection and testing and the remedial/ mitigation controls implemented

The EMS is reviewed half termly by the Trust Estates Manager as part of the compliance checks. Water management and risk mitigation is covered as part of the annual internal site audit.