Oxenhope Church of England
Primary School

Legionella Scheme of Control Policy – July 2018

Created By:	Date:	Next Review Date:
A Jones	July 2018	July 2020

We are a community where each person is valued by God. We nurture confidence, delight and discipline in seeking the skills needed to shape life well.

Life in all its fullness; John Chapter 10 v 10.

At Oxenhope CE Primary School, we believe in a broad, balanced and creative curriculum, which provides *each child* with a chance to flourish and achieve their potential by becoming successful, life-long learners who are able to enjoy life in all its fullness. Our Christian ethos, character and values pervade Oxenhope CE Primary ensuring the exceptional personal development and academic achievement of the whole child, as well as the overall 'well-being' of the school community. The school is wholehearted in its commitment, putting faith and spiritual development at the heart of the curriculum.

Christian beliefs and practices that underpin this policy

Love / Compassion	'Love your neighbour as yourself' Luke 10 v 27 Just like Jesus was 'moved with compassion' we want to instil the children of Oxenhope with selfless kindness towards others. The ultimate aim is to do good to other people, whoever they may be.
Service / Community	'Serve one another in love' Galatians 5 v14 At Oxenhope we actively seek opportunities to work together to help others. As even Jesus washed the disciple's feet we can learn from his example and seek to do good where we can, both locally and globally.
Wisdom	'Blessed are those who find wisdom, those who gain understanding.' Proverbs 3 v 13 As the children at Oxenhope are faced with situations and dilemmas, we endeavour to teach and direct them to make wise choices which will develop their characters and shape their lives. Wisdom is rooted in a proper reverence for God, the source of all life and values.
Forgiveness	'Forgive us our sins as we forgive those who have sinned against us.' Luke 11 v 4 These are the words we quote in our school prayer. As we appreciate how much we have been forgiven, we can forgive others.
Courage	"Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the LORD your God will be with you wherever you go." Joshua 1 v 9 It is important that the children go from Oxenhope with a determined strength that they can bravely overcome whatever challenges they are faced with.
Endurance / Hope	'Be joyful in hope, patient in affliction, faithful in prayer.' Romans 12 v 12 Jesus' followers are challenged to think of life like a race. However - NOT a short sprint but a marathon! The bible says that we are made stronger for the future every time we endure and refuse to give up. We teach our children to persevere and not give up hope.
Truth	'Instead, we will speak the truth in love, growing in every way more and more like Christ' Ephesians 4 v 15 We teach the children to be full of integrity and honesty, knowing the difference between right and wrong. If they have strong moral principles they will be the much needed light in this world. As Jesus said 'the truth will set you free.'

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Statement of intent

At Oxenhope Primary School we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our school community is of paramount importance to us, and this policy reflects our dedication to creating a safe learning environment.

This policy has been created to ensure the school is in compliance with all legislative requirements with regard to the control of legionella in water systems for all employees and pupils. The Health and Safety at Work etc. Act 1974 and The Management of Health and Safety at Work Regulations 1999 (as amended), in addition to the Care Standards Act 2000, provide the legislative basis for this policy.

In addition, this policy highlights our arrangements to extend good practice, as far is reasonably practicable, to all others affected by our activities.

1. What are the risks?

1.1. Legionnaires' disease is a potentially fatal form of pneumonia caused by the inhalation of water droplets infected with the legionella bacteria.

1.2. Legionella bacteria can occur naturally in lakes, rivers, etc. and in the water systems of buildings, such as schools.

1.3. The bacteria thrive between 20ºC and 45ºC but can be killed by elevated temperatures or chemical treatment methods.

1.4. Control is commonly achieved through suitable maintenance of the water system and its plant. Water storage procedures, preventing the bacteria from proliferating, also provide additional control.

1.5. Those at high risk of infection include: those over 45 years of age, smokers, heavy drinkers, those suffering from chronic respiratory or kidney disease and those with impaired immune systems.

2. Roles and responsibilities

2.1. The overall responsibility for the safety of all members of the school community lies with the governing board.

2.2. The headteacher is responsible for the day-to-day implementation of the policy, namely to:

- Prepare and implement a written scheme for preventing and controlling the risk of legionella.
- Implement and manage the scheme.
- Ensure appropriate training is provided.
- Ensure that the testing and flushing of water outlets is carried out as outlined in appendix one.
- Carry out a legionella risk assessment.
- Keep records of all flushing, testing, disinfection procedures and certification for a minimum of five years.

2.3. However, this responsibility may be delegated to a member of staff. Under our policy, this responsibility is delegated to the Business Manager.

3. Incident reporting

3.1. All incidents of legionella will be reported as soon as possible to the nominated health and safety officer using the Accident Reporting Form.

3.2. The health and safety officer will be responsible for informing the headteacher as outlined by the HSE. The notification will cover:

- Details of the sample.
- The organism present in the sample.
- Location.

- Advice on appropriate remedial measures.

3.3. If a member of the school community is taken ill following exposure to legionella, the chair of governors will be notified immediately.

4. Reporting procedure

4.1. Should an incident require reporting to the Incident Contact Centre (part of the HSE) the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible.

4.2. The designated person will complete the RIDDOR form F2508 online or, if it is essential to submit a report by post, send it to:

RIDDOR Reports
Health and Safety Executive
Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS

4.3. Alternatively, the designated person can report fatal, specified and major incidents via telephone on 0345 300 9923 (open Monday to Friday 8.30am to 5pm).

5. Accident investigation

5.1. All occurrences of legionella, however small, will be investigated by an appointed party and the outcomes recorded.

5.2. The length of time dedicated to each investigation will vary on the seriousness of the occurrence.

5.3. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence.

6. Risk assessment

6.1. The headteacher has overall responsibility for ensuring potential hazards are identified and for ensuring risk assessments are completed for all areas of risk in the school.

6.2. Annual risk assessments will take place exploring the risks of legionella in the school, or whenever a new water system is introduced.

6.3. The health and safety officer is responsible for carrying out the risk assessments.

6.4. The risk assessments will investigate whether:

- Control measures are being instigated fully.
- Correct water temperatures are being maintained.

- Engineering controls, such as temperature control valves, are in working order.

6.5. All failures will be immediately reported to the headteacher.

6.6. The governing board will be informed of risk assessments allowing issues to be prioritised and actions to be authorised along with funds and resources.

Flushing, Temperature Testing and Disinfection Procedure

Flushing

1. All water outlets are flushed through once weekly and a written record is kept in writing on a water outlet flushing checklist.
2. Flushing will last a minimum of two minutes and be conducted at a reasonable flow rate.
3. Routinely used water outlets do not require additional flushing as the use acts as a flushing measure.
4. Flushing will always be required for all water outlets following periods of non-use of four days or longer, except where disinfection procedures apply.

Temperature testing

1. A single cold and hot tap on the main water system, not connected to a thermostatic mixing valve, are each to run for at least two minutes every month so an accurate temperature can be taken using a thermometer.
2. The temperature will be recorded on the Water Temperature Checklist.
3. A cold water tap should be below 20ºC after two minutes running.
4. A hot water tap should be above 50ºC after two minutes running.
5. If the temperature does not meet these requirements, the headteacher will be informed immediately.
6. Further scientific tests may be required when there appears to be a problem with the water supply.
7. If a positive legionella test is reported, there will be a re-test every three or six months until two consecutive clear readings are established.

Disinfection

1. Following a sufficiently high result after testing, the water supply will be disinfected by an approved contractor.
2. The headteacher will arrange the time and date of disinfection with the selected contractor.
3. Affected areas will be withdrawn from use until disinfection has been completed.
4. Flushing of affected outlets will cease until the disinfection is complete.
5. Clean water for the kitchen area will be sourced from an uncontaminated supply on the morning of disinfection.
6. Drinking water must only be drawn from the alternative supply.
7. Alternative hand cleaning methods will be instigated such as antiseptic wipes.
8. Staff and pupils will be protected from accidental use or contact with disinfected water by the use of security measures.
9. Once disinfection commences, the water system will not be usable until it is declared safe by contractors. Disinfected areas will be immediately re-instated following the completion of the disinfection process and a declaration of safety issued.