

Seva Education



Legionella Policy

Date Agreed:	5/6/2024
Agreed By:	The Seva Governing Body
Reviewed and Updated:	5/6/2025
Next Review Date:	5/6/2026

1. Introduction

This policy outlines the measures in place at Seva Education to manage and control the risk of Legionella bacteria in the school's water systems. It ensures compliance with Health and Safety at Work etc. Act 1974, the Control of Substances Hazardous to Health Regulations 2002 (COSHH), and guidance from the Health and Safety Executive (HSE) Approved Code of Practice (ACOP) L8.

2. Policy Statement

Seva Education is committed to providing a safe and healthy environment for all staff, students, visitors, and contractors. The school will take all reasonably practicable steps to prevent or control the risk of Legionella bacteria proliferating within its water systems.

3. Responsibilities

3.1 Duty Holder

The Executive Headteacher is the designated Duty Holder with overall responsibility for health and safety, including Legionella control.

3.2 Responsible Person

A competent member of staff will be appointed as the Responsible Person to manage Legionella risks. This individual will be adequately trained.

3.3 Competent Persons / Contractors

External specialists may be appointed to carry out risk assessments, monitoring, and maintenance activities. These contractors must be qualified and follow HSE guidance.

4. Legionella Risk Assessment

A Legionella risk assessment will be conducted by a competent professional every two years or whenever there are significant changes to the water system or its use. The assessment will identify:

- Potential sources of Legionella

- Risk level to building users
- Required control measures

5. Control Measures

The school will implement control measures based on the risk assessment.

Typical measures include:

- Temperature Control: Ensuring hot water is stored at $\geq 60^{\circ}\text{C}$ and distributed at $\geq 50^{\circ}\text{C}$; cold water is stored and distributed below 20°C .
- Flushing: Weekly flushing of infrequently used outlets.
- Cleaning: Regular cleaning and disinfection of shower heads, taps, and tanks.
- Water Sampling: Where deemed necessary, sampling may be undertaken, particularly after system changes or suspected contamination.
- Maintenance Records: Logs will be maintained for all monitoring and maintenance activities.

6. Monitoring and Record Keeping

The school will keep records of:

- Risk assessments
- Maintenance schedules
- Flushing logs
- Temperature checks
- Training records

Records will be retained for at least 5 years.

7. Training

All staff involved in water system management will receive appropriate Legionella awareness training. Refresher training will be provided as required.

8. Emergency Procedures

In the event of suspected Legionella contamination:

- Isolate the affected system or outlet
- Notify the Responsible Person and Headteacher
- Engage a specialist contractor for investigation and remediation
- Notify Public Health Authorities if a case of Legionnaires' disease is confirmed

9. Review of Policy

This policy will be reviewed annually or following significant changes to the premises, water systems, or relevant legislation/guidance.