**THE DIOCESE OF SHEFFIELD ACADEMIES TRUST**



|  |  |
| --- | --- |
| **Approved by:** | DSAT Trust Board |
| **Last reviewed on:** | Summer 2024 |
| **Next review due by:** | Summer 2025 |

**Legionella policy 2024**

# Legionella Policy Contents

1. Aims and objectives

2. Legal framework

3. Roles and responsibilities

4. Identifying and assessing risks

5. Managing risks

6. Preventing risks

7. Record keeping

8. Incident reporting

**1. Aims and Objectives**

The Diocese of Sheffield Academies Trust understands its responsibility to assess, prevent and control any risks from harmful bacteria, like legionella, and to implement suitable precautions to ensure the health and safety of our staff, pupils and visitors. To meet this duty, we have developed this policy, which outlines how the schools will keep the users of the school 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 20ºC and 45ºC; however, it can be killed by elevated temperatures or chemical treatment methods. This policy outlines how we aim to mitigate any risks involving legionella bacteria.

**2. Legal framework**

2.1 This policy has due regard to all relevant legislation and statutory 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 Heath Regulations 2002
	+ Safety Representatives and Safety Communities Regulations 1977
	+ Health and Safety (Consultation with Employees) Regulations 1996
	+ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
	+ Notification of Cooling Towers and Evaporative Condensers Regulations 1992

2.2 This policy has due regard to the following good practice guidance:

* + HSE (2013) ‘Legionnaires’ disease’
	+ HSE (2014) ‘Sensible health and safety management in schools’
	+ DfE (2018) ‘Health and safety: responsibilities and duties for schools’

2.3 This policy operates in conjunction with the Trust Health and Safety Policy.

**3. Roles and responsibilities**

3.1 The Diocese of Sheffield Academies Trust, as the employer, is responsible for:

* + Ensuring that the overall health and safety provision in its schools is effective and sufficient.
	+ Advising Headteachers of their responsibility regarding legionella.
	+ The Trusts Building Managers carry out periodic checks to ensure each school is compliant.
	+ Giving access to Legionella awareness training for Caretakers.
	+ Reviewing this policy and its effectiveness annually.

3.2 The Headteachers of the Trust are responsible for:

* + Following the advice given by the Trust Building Managers regarding legionella.
	+ Managing risks relating to legionella.
	+ Preventing and controlling any risks that arise following a legionella risk assessment.
	+ Keeping and maintaining up-to-date records of any legionella risks and the control measures implemented.
	+ Reporting cases of legionnaire’s disease to the Trust CEO, Head of Business and Operations and the Trust Building Managers who will report to the HSE if necessary.
	+ Designating a competent person and an approved contractor who is be responsible for ensuring the school meets its health and safety duties regarding legionella.

3.3 The competent person and/or approved contractor is responsible for:

* + Implementing the specific measures needed to comply with the law, as outlined in Section 2 of this policy.
	+ Carrying out their work in accordance with training and instructions
	+ Checking water temperatures as advised in the legionella risk assessment.
	+ Reporting any water temperatures that do not comply.
	+ Carry out flushing regimes of little used outlets weekly and all outlets at the end of each school holiday.
	+ Calibrating the water temperature thermometers annually.

3.4 All staff are responsible for:

* + Reporting any concerns regarding legionella to the Headteacher as soon as possible.
	+ Familiarising themselves with the Health and Safety Policy and aspects of their work related to health and safety.
	+ Following the instructions of the competent person.
	+ Ensuring the health and safety of pupils.

**4. Identifying and assessing risks**

4.1 All schools within the Trust have a Legionella Risk Assessment carried out by an approved contractor

4.2 The Legionella Risk Assessment will be carried out again if changes are made to the water system, additional buildings have been put on site or a change in the competent person regarding legionella.

4.3 The Trust Building Managers will advise on any work required identified in the Legionella Risk Assessment.

4.4 The Headteacher / School Business Manager will ensure that the monitoring of water temperatures are carried out monthly and flushing regimes are carried out in accordance with the Legionella Risk Assessment.

4.5 Records of the water monitoring and flushing regimes are kept on site and made available for the Trust Building Managers to inspect and advise on any actions if required.

4.6 The School Business Manager will arrange for the annual service of water systems to be carried out by an approved contractor and will put the report in their legislative service file for inspection by the Trust Building Managers who will advise on any actions if required.

**5. Managing risks**

5.1 The Headteacher has overall responsibility for managing risk.

5.2 If several people are responsible for managing risks, the school will ensure that all competent persons understand their role in the management of the system.

5.3 Where contractors are used to undertake water testing and treatments they will ensure that the treatment meets all legal obligations.

**6. Preventing risks**

6.1 The school will follow the guidance provided by the approved Water treatment/management company and advice from the Trust Building Managers.

6.2 The school will have the following measures in place to reduce/eliminate any risks:

* + Have a full Risk Assessment carried out by an approved contractor which includes a schematic diagram.
	+ Designate a member of staff (usually the Caretaker) or an approved contractor to carry out the monthly water monitoring.
	+ The Caretaker will flush little used outlets on a weekly basis.
	+ The Caretaker will flush every outlet at the end of each school holiday.
	+ Arrange a full annual service of the water systems by an approved contractor.
	+ The school will authorise any high or medium risk items identified in the Risk Assessment or annual service reports.

6.3 To ensure the health and safety of everyone using the school, the school will:

* + Ensure the release of water spray is sufficiently controlled
	+ Avoid water temperatures and conditions that favour the growth of legionella.
	+ Ensure water cannot stagnate anywhere in the system by keeping pipe lengths as short as possible or removing redundant pipework.
	+ Keep records of control measures and other actions taken, such as maintenance, replacements or repairs.

6.4 The school will consult with the Trust Building Managers on any identified risks and the measures and actions that will be taken to prevent and control the risks.

## 7. Record Keeping

## 7.1 The school will maintain an up-to-date record of any significant legionella findings, including any individuals who are identified as being particularly at risk and the steps taken to prevent or control risks.

## 7.2 The school is required to keep records of the following:

* + The Legionella Risk Assessment file (the most recent one carried out)
	+ The person(s) responsible for conducting the risk assessment (identified in the risk assessment file carried out by an approved contractor.
	+ Proof that any significant findings from the Risk Assessment were actioned.
	+ Records of monitoring and flushing will be kept for at least 5 years.
	+ The most recent service certificate of the full system carried out by an approved contractor.
	+ Proof that any significant findings from the annual service were actioned.

**8. Incident reporting**

8.1 Any incidents of legionella will be reported as soon as possible to the Headteacher who will liaise with the Trust Building Managers.

8.2 The notification will cover:

* + Details of the sample.
	+ The organism present in the sample.
	+ Location.
	+ Advice on appropriate remedial measures.

8.3 If a member of staff, pupil or visitor is taken ill following exposure to legionella the school must immediately report this to Andrew Waldron (CEO), Nevine Towers (Head of Business and Operations), Wendy Lloyd and Lynn Newby (Trust Building Managers).

8.4 The Trust will notify the HSE where necessary.