



Legionella Management Policy

Last Reviewed Date:	21/05/2025	Reviewed	07/05/2026
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School Business Manager:		Date:	07/05/2026
Headteacher		Date:	08/05/2026
Chair of Governors		Date:	11/05/2026

Date of Next Review:	April 2027
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This policy should be read in conjunction with the following Hertfordshire County Council documents, which can be found on Herts Grid:

HCC School Health and Safety Legionella Policy

HCC Legionella Guidance

Purpose

The purpose of this policy is to ensure that as far as possible all users of Amwell View School and Specialist Sports College are protected from the incident of Legionnaire's disease.

Policy detail

The Governors of Amwell View School will ensure that the relevant testing is completed and that an up-to-date risk assessment is carried out by a professional company. All relevant details regarding roles and responsibilities and testing regimes are contained within this procedure.

Reporting

The School Business Manager will report on an annual basis to the Governors and confirm that all testing has been carried out and report any results that may be of concern.

Review and evaluation

On receipt of the professional risk assessment the Governors will review the necessary actions and ensure that these are carried out in a timely manner.

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1. Purpose

It is the policy of Amwell View School to ensure that appropriate precautions for the control of Legionella bacteria are identified through a 'Legionella' risk assessment process and implemented to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and others who may be affected by our work. The minimum standards to be met include:

- Carrying out suitable and sufficient legionella risk assessments
- Preparation of a written scheme for preventing or controlling the risk
- Implementation, management, monitoring and recording of precautions to include regular inspection, microbiological monitoring, temperature checks and flushing.
- Seeking suitable advice and assistance from specialist competent persons.
- Appointment of a person or persons to be managerially responsible.
- To otherwise meet the requirements of the Approved Code of Practice; 'legionnaires disease; The Control of Legionella bacteria in water Systems. 2000 (L8)'

The Health and Safety Executive promotes sensible risk management, and states that this is not about: creating a totally risk free society; generating useless health and safety paperwork; exaggerating or publicising trivial risks; stopping recreational activities where the risk are managed.

2. Scope and Application

This policy applies to all water systems including hot and cold water supply systems and showers where Amwell View is either the 'employer' or is in control of the premises.

In accordance with Amwell View's 'Statement of Policy on Health Safety and Welfare, managers are responsible for applying the School's Health and Safety Policy within their respective areas through the arrangements detailed within the 'responsibilities' section of this Code of Practice.

3. Background

Legionella bacteria are naturally present in the environment and if water conditions are favourable to the bacteria i.e. warm, nutritious and stagnant, they will proliferate. Disturbance of this 'contaminated' water can cause tiny droplets to become airborne which, if inhaled, can cause a potentially fatal type of pneumonia called legionnaires disease.

Those people especially at risk are the old or those who are ill as their immune system is less able to fight the disease. Making sure adequate and appropriate management arrangements exist for controlling Legionella is a legal requirement defined within "Legionnaires disease - The Control of Legionella bacteria in water systems", Approved Code of Practice and Guidance L8" (third edition 2000). The purpose of this Code of Practice (COP) is to define the split in responsibilities between parties owing a duty of care in this respect.

The policy defines the system by which Amwell View manages the risk from Legionella and is focused upon preventing water conditions 'favourable' to the bacteria existing in any of the



School's managed water systems including hot and cold water services, and showers. This requires the commitment of Amwell View School as the employer and the occupants of the building. The policy excludes detailed technical guidance, which is readily available within various publications (see section 9 for further information and guidance).

4. Definition of Terms

Legionella	A potentially dangerous type of bacteria, which grows best in warm, nutrient rich water (including domestic water systems)
Legionella Risk Assessment	A specialist type of risk assessment carried out by a water quality specialist
Responsible Person (RP) who manages schools / premises	A locally appointed person who has 'control' of the building and its facilities and who is appointed by the School to perform water checks and to record these in the log book provided.
Log Book	A record book provided to record all local checks and tests carried out e.g. hot water temperatures
Maintenance	Cleaning, repair, tests etc. required to minimise bacterial growth and carried out by the RP and externally appointed maintenance contractor.

5. Roles and Responsibilities

School Governors	• Provide suitable and sufficient resources for the Headteacher, Senior Leadership Team (SLT) and other managers to carry out their duties and responsibilities in accordance with this Code of Practice • Monitor the application of this procedure	
Headteacher	• Formally identify the manager who will be responsible for the premises • Allocate a named person to act as a contact for authorising Legionella maintenance expenditure • Provide Training for managers responsible for premises	• Ian Hayter • Janet Warrington HCC iLearn On-Line Courses
Responsible Person who is responsible for premises	• Ensure an annual / two yearly legionella risk assessment is carried out by an appropriate specialist contractor which addresses all water systems in the School. • Where necessary, arrange a specialist contractor to carry out remedial works / recommendations arising from risk assessments. • Carry out regular visual inspections and temperature checks in accordance with the log book. Where appropriate, identify, appoint, instruct and train a member of staff to carry out such checks. An appropriate thermometer	• Janet Warrington (SBM) • Ian Hayter (Site Manager) • Neptune Water Services • Smiths Plumbing and Heating Limited • T&D Barrs



	should also be provided and maintained for this purpose e.g. digital probe thermometer. • Arrange and instigate necessary remedial works following recommendations on contract service report and/or the identification of a 'Legionella positive' water sample. • Notify relevant persons in the School of any alterations to the water systems e.g. use premises alteration form, and ensure legionella risk assessment is reviewed. • Monitor the controls to ensure they remain effective. e.g. inspect log book to ensure maintenance and inspections are actually done and recorded. • Ensure the risk of Legionella is considered at the design stage of any new building/ structural alteration project.⁵ • Notify relevant persons in the School immediately of any planned or unplanned visits by any enforcement authority, or any problems with the water system / Legionella precautions. • Monitor the works of any contractors carrying out work on any water systems in the premises for which you are responsible, and ensure contractors complete log requirements. • Complete the log book where necessary ensuring instructions are followed. Contact relevant external bodies for any additional advice and support on maintenance issues. • Notify any concerns or abnormal results to the FGB.	
School Staff	• Do not interfere with water systems, Legionella precautions or equipment in any way, and follow any instructions provided by the manager responsible for the premises. • Notify any problems with the water system and Legionella precautions immediately to the manager responsible for premises	

6. Risk Assessment

A legionella risk assessment (LRA) must be undertaken for all premises giving details of the buildings' water systems. These documents should enable the LRA to be reviewed by either the Responsible Person or Risk Assessor on a two yearly basis. Premises which have a low risk water system, where the risk assessment has identified as insignificant risk, are unlikely to need any further measures after completion of the LRA. The HSE Approved Code of Practice states:

'not all of the systems listed [...] will require elaborate assessment and control measures. A simple risk assessment may show that the risks are low and in such case no further action will be necessary. Examples include small, domestic-type water systems where necessary temperatures and turnover are high, or where instantaneous water heaters are used'.



If the LRA identifies that the water system does not store water between the temperatures of 20°C and 50°C, then only monitoring will be needed to ensure that this control continues to be in place. If the LRA identifies the need for ongoing monitoring, then results will need to be recorded in the log book.

All materials and fittings used in water system must be low corrosion and in compliance with the Water Supply (Water Fittings) Regulations.

7. Training

On completion of a training needs analysis, training to support managers responsible for premises and for managing the risk of legionella under this policy will be provided as part of the School's health and safety training programme. Managers responsible for premises must ensure the Competent Person nominated to perform temperature checks etc. fully understands the instructions provided.

Managers must ensure records of all training and instruction are held.

8. Advice and further information

Health and Safety Executive www.hse.gov.uk

HSE Legionnaire's Disease Code of Practice L8 4.edition, 2013
www.hse.gov.uk/pubns/priced/l8.pdf

Legionnaire's Disease – A Guide for Duty Holders Leaflet, INDG458 HSE Books 2012
<http://www.hse.gov.uk/pubns/indg458.htm8>

Reporting accidents and incidents at work: A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) Leaflet, INDG453(rev1) HSE Books 2013
<http://www.hse.gov.uk/pubns/indg453.htm>

Control of substances hazardous to health (COSHH). The Control of Substances Hazardous to Health Regulations 2002 (as amended). Approved Code of Practice and guidance L5 (6. edition)
<http://www.hse.gov.uk/pubns/books/l5.htm>

Health and Safety at Work etc Act 1974 (c.37)