



Ladybird Forest Pre-School



Safeguarding and Welfare Requirements: Safety and Suitability of Premises, Environment and Equipment-Health

8.8 Legionella Control

Policy Statement

Ladybird Forest Pre-School recognises its statutory duties under the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002.

The intention is to use the requirements of these Regulations as a minimum standard for the prevention of bacterial growth from within buildings and building services and adhere to all of the guidance within the HSE document, "Legionnaires' disease, The control of legionella bacteria in water systems" Approved Code of Practice and guidance L8.

Procedures

- We will manage the Pre-School building services in order to prevent the growth of legionella bacteria in hot and cold-water services.
- We have in place a contingency plan for an unexpected outbreak.
- We have reporting procedures for an outbreak to Local Authorities and under RIDDOR.
- To prevent an outbreak the Pre-School:
 - has an up-to-date legionella risk assessment which is reviewed regularly (minimum every three years or when there are significant changes to the water systems or their use);
 - ensures that regular monitoring, as defined with the ACOP L8 is carried out by competent persons and is documented in the Water Log Book.
 - ensures that suitable staff are in place with known responsibilities, competent to do their specific management roles.

Responsibilities

The Statutory Duty Holder is ultimately responsible for all Health and Safety issues but their primary role with regard to legionella control is to appoint a responsible person. In addition to the responsible person, there also needs to be at least one deputy and persons responsible for the day-to-day actions (physical monitoring etc).

Legionella Management Title	Person	Brief Outline of Responsibilities
Statutory Duty Holder	Chair of Directors	Responsible for appointing a Responsible Person to be responsible for the day to day running of legionella control. Ultimately responsible for all Health and Safety issues
Appointed Responsible Person	Pre-School Manager	Responsible for organising suitable water risk assessments and implementing the action plans, including remedial works, documentation, and training. Carries out an annual review of all systems and documentation.
Deputy Responsible Person 1	Pre-School Deputy	Oversees specific building operations, fills in for the Appointed Responsible Person when they are away from the setting.
Deputy Responsible Person 2	Pre-School Lead	Oversees specific building operations, fills in for the Appointed Responsible

		Person when they are away from the setting.
Site Task Agent	Pre-School Manager	Carries out day to day tasks such as monitoring. Responsible for maintaining records.
Specialist Water Treatment Company	Swiftclean	Provide technical support and back up. Sampling where necessary.

Maintenance of Records

The Water Log Books will be maintained and must contain:

- Schematic diagrams of water services and will be updated to show any alteration or modification subsequently carried out.
- A record of inspections including full details of corrective action including cleaning and disinfection procedures completed.
- A copy of annual inspections.
- A description of maintenance, repairs and alterations carried out.
- A copy of the results of water samples.

Operation and Maintenance

The Water Log books contain method statements for each specific task:

- Cold water will be stored and distributed at temperatures <20oC.
- Water stored in all calorifiers must be 60oC or greater.
- Water returned to the calorifier must be 50oC or greater.
- The temperature of hot water at the outlets must be 50oC or greater within one minute of running.
- Water systems with chemical control should be maintained within manufacturer operating parameters.

- Any infrequently used outlets should be flushed weekly.
- All showers and spray generating taps will be cleaned and de-scaled quarterly.

Legal framework:

- Health and Safety at Work Act 1974,
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002.

Further guidance:

- HSE document, "Legionnaires' disease, The control of legionella bacteria in water systems" Approved Code of Practice and guidance L8.

Relevant Ladybird policies:

- 8.1 Health and Safety

This policy was reviewed by	Amanda Sanders - Pre-School Manager Victoria Grimes - Admin Manager Rebecca McGough - Chair
Date of review	13 th January 2024
Date for next review	13 th January 2025
Chair's signature	