

KLOISTERS KINDERGARTEN

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Legionella and Domestic Water Control

In compliance with the 1974 “Health & Safety Act” Kloisters Kindergarten provides a written statement of policy, as it employs more than four people.

Policy Statement

It is the objective of the organisation to comply with its legal duty to prevent or control legionellosis. We aim to:-

- a) Prevent the proliferation of the organisms in the water system and
- b) Reduce so far as is reasonably practicable exposure to water droplets and aerosol

It is the responsibility of the employer to consult with Envirocure (Legionella consultants), and seek advice and constantly review current procedures in order to minimise and risks.

Nikki Bromley and April Jones are responsible for Legionella and Domestic Water Control.

Nikki Bromley and April Jones are competent to carry out all the necessary checks and responsibilities, and they underwent Legionella Management Training 1st June 2017. Basic Awareness Training must take place every 3 years.

We display the necessary health and safety poster in the reception area.

Insurance cover

We have public liability insurance and employers’ liability insurance. The certificate for public liability insurance is displayed in the lobby.

Background and Key Principles

Legionnaires disease is a potentially fatal form of pneumonia which can affect anybody, but which principally affects those who are susceptible because of age, illness immune-suppression, smoking etc. It is caused by the bacterium legionella pneumophila and related bacteria. Legionella bacteria can also cause less serious illnesses which are not fatal or permanently debilitating.

A number of factors are required to create a risk to acquiring legionellosis, such as:

- a) The presence of legionella bacteria;
- b) Conditions suitable for multiplication of the organisms, e.g. suitable temperature (20 degrees Centigrade – 45 degrees centigrade) and a source of nutrients, e.g. sludge, scale, rust, algae and other organic matter;

- c) A means of creating and disseminating breathable droplets, e.g. the aerosol generated by a cooling tower or shower; and
- d) The presence (and numbers) of people who may be exposed, especially in premises where occupants are particularly vulnerable, e.g. the elderly

While there will inevitably be common factors associated with the many and varied types of premises being assessed, the individual nature of each site should be taken into account. In complex systems or premises, a site survey of all the water systems should be carried out and should include an asset register of all associated plant, pumps, strainers and other relevant items. This can be conducted in conjunction with the risk assessment, but will require a competent specialist.

The following list contains some of the factors which should be considered, as appropriate, when carrying out the risk assessment by a competent specialist (Envirocure):

- a) The source of system supply water, for example, whether from a mains supply or not;
- b) Possible sources of contamination of the supply water within the premises before it reaches the cold water storage cistern, calorifier, cooling tower or any other system using water that may prevent a risk of exposure to legionella bacteria;
- c) The normal plant operating characteristics; and
- d) Unusual, but reasonably foreseeable operating conditions, for example breakdowns.

Safe System of Work

A Risk assessment will be conducted to determine the risk of exposure to legionella. A competent specialist will be engaged in any premises except where the water system is identified as very simple and straight forward.

Kloisters Kindergarten Risk Assessment is conducted by Envirocure.

Results of the Risk Assessment, including schematic diagrams, are kept in the Legionella Assessment Log Book.

Any risk reduction and control measures are identified and forwarded to Nikki Bromley/April Jones for consideration.

Implementation of suitable risk reduction measures is conducted and facility managers monitor to ensure that the action is taken in an appropriate timescale.

The risk assessment is reviewed as a minimum every three years, sooner if circumstances change or is found to be no longer valid or if a problem, including an outbreak of legionella, occurs.

The following inspections are conducted:-

Hot and cold water services

Service	Task	Frequency
Hot water services	Arrange for samples to be taken from hot water calorifiers, in order to note condition of drain water	Annually

	Check temperatures in flow and return at calorifiers	Monthly
	Check water temperature up to one minute to see if it has reached 50 degrees centigrade in the sentinel taps	Monthly
	Visual check on internal surfaces of calorifiers for scale and sludge. Check representative taps for temperature as above on a rotational basis	Annually
Cold water services	Check tank water temperatures remote from ball valve and mains temperature at ball valve. Note maximum temperatures recorded by max/min thermometers where fitted	Six monthly
	Check that temperature is below 20 degrees centigrade after running the water for up to 2 minutes in the sentinel taps	Monthly
	Visually inspect cold water storage tanks and carry out remedial work where necessary. Check representative taps for temperature as above on a rotational basis	Annually
Shower heads	Dismantle, clean and descale shower heads and hoses	Quarterly or as necessary
Little-used outlets	Flush through and purge to drain, or purge to drain immediately before use, without release of aerosols	Weekly

Obviously some organisations will require additional controls, e.g. cooling towers, sprinklers, water softeners.

Hot water services and, exceptionally, cold water services, should be cleaned and disinfected in the following situations:

- a) If routine inspection shows it to be necessary;
- b) If the system or part of it has been substantially altered or entered for maintenance purposes in a manner which may lead to contamination; or
- c) During or following an outbreak or suspected outbreak of legionellosis

Disinfection of the water services may be carried out in two ways:

- a) By the use of suitable chemical disinfectants, e.g. by chlorination when it is necessary to disinfect the whole system, including storage tanks; or
- b) By thermal disinfection, i.e. by raising water temperature to a level at which legionella will not survive

Record Keeping

Records shall be maintained of all inspection and maintenance conducted.

Details are maintained of:

- a) Persons responsible for conducting the risk assessment, managing and implementing the written requirements of this health and safety manual;
- b) Significant findings with a risk assessment
- c) Schematic plan of the water systems
- d) Results of monitoring, inspection and tests carried out, including dates

This procedure provides a description of the management of the domestic water system with regard to legionella.

All records of legionella testing and management of domestic water system shall be retained for a minimum of five years.

KLOISTERS KINDERGARTEN WILL BE SUBJECT TO A FULL LEGIONELLA RISK ASSESSMENT TO BE CARRIED OUT BY ENVIROCURE.

Policy Links :- H & S Policy, Risk Assessment Policy, Health and Hygiene, Food and Drink Policy

This policy was amended by	Kloisters Kindergarten	<i>(name of provider)</i>
Reviewed on	12.03.19	<i>(date)</i>
Date to be reviewed	EXP 12/2020	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Mrs N Bromley	
Role of signatory (e.g. chair, director or owner)	Manager	