

Including Sandleford, our Early Years Foundation Stage provision

Water Quality (including Legionella)

1 Scope

This guidance is applicable to all employees of and contractors for the School who undertake activities associated with water services and systems. Water systems are considered to include all water plant, pumps, pipes, tanks, valves, showers, chillers and towers.

2 Objectives

- 2.1 To clearly identify the responsibilities of individuals as appropriate.
- 2.2 To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified, in particular legionella, as follows:-
 - (a) hot and cold water systems;
 - (b) other plant and systems containing water which is likely to exceed 20°C and which may release a spray or aerosol during operation or when being maintained.
- 2.3 To ensure that systems are managed and controlled in accordance with the COSHH Regulations and the L8-2013 Approved Code of Practice and HS(G) 274 guidance.

3 Guidance

- 3.1 Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the Site Manager who has attended a certificated course in water safety awareness. He maintains appropriate records of testing and certification.
- 3.2 The School will appoint a competent consultant/contractor to advise on water quality/legionella as required.
- 3.3 The School will:-
 - (i) undertake a water quality risk assessment on all relevant water systems;
 - (ii) the assessment will be updated as appropriate, for example if new equipment is added and as a matter of course reviewed every two years;
 - (iii) the details of any risks will be made available to those persons who may be affected;
 - (iv) copies of the risk assessment will be available for inspection by persons entitled to do so;
 - (v) if the risk assessment shows that there is a reasonably foreseeable risk, the Site Manager will ensure the implementation of safety precautions and control measures. In most cases, this will require a written Water Quality Scheme by a competent person and will involve contractors carrying out maintenance regimes on water systems;
- 3.4 A Water Quality Log Book will be maintained for each relevant system, available for inspection and will contain:-
 - (a) the risk assessment findings;
 - (b) the written scheme detailing control measures;
 - (c) the results of monitoring, inspections, tests or checks completed and the dates;
 - (d) details of the water system not in use and control measures taken;
- 3.5 The Site Manager has responsibility for implementing practical control measures.
- 3.6 The records will be kept for the period for which they remain current and at least 5 years following that period.
- 3.7 In the event of a positive water sample, the Site Manager will notify the Bursar immediately. The notification will cover:
 - Details of the sample
 - The organism
 - Location
 - Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.

The Principal will be informed at once, even if no one is ill, and remedial action will be taken at once. The Chairman of Governors must be notified at once if anyone becomes ill with legionella, as any outbreak of the disease must be reported to the HSE and the HPA. External advice will be sought as appropriate.

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