CATS CAMBRIDGE

LEGIONELLA POLICY

2026

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1. Policy Statement

This policy outlines our approach to manage the risks associated with Legionella bacteria across our estate, including academic buildings, boarding accommodations, and administrative/professional service offices. It applies to all buildings, systems, occupants, and activities where there is potential for exposure to Legionella bacteria.

The school is committed to providing a safe environment for all students, staff, visitors, and contractors in line with the Health and Safety at Work etc. Act 1974, COSHH Regulations 2002, and Approved Code of Practice (ACoP) L8.

2. Scope

This policy applies to all water systems and associated equipment where there is a foreseeable risk of Legionella proliferation, including but not limited to:

- Hot and cold-water systems
- Showers and taps
- Cooling towers or evaporative condensers (if present)
- Spa pools (if applicable)
- Fountains or water features
- Drinking water storage tanks
- Hosepipes and seldom-used outlets
- Any system or building under renovation or infrequent use

3. Objectives

- To prevent the growth and spread of Legionella bacteria
- To ensure water systems are designed, maintained, and operated safely
- To ensure compliance with legal obligations and best practices
- To protect all users of the school's facilities from Legionnaires' disease

4. Roles and Responsibilities

Duty Holders (Robert Nui- CEO)

- Have ultimate responsibility for Legionella control
- Ensures competent persons are appointed
- Ensures resources and support are available

Responsible Person (Daniel Lutomski)

- Day-to-day responsibility for the management of Legionella risk
- Coordinates risk assessments, testing, remedial actions, and record keeping
- Ensures staff and contractors are trained appropriately

Deputy Responsible Person (Dawid Piskorz)

- Assists and deputises for the Responsible Person as required

Maintenance/Facilities Staff

- Carry out routine monitoring and flushing activities
- Maintain logs and report anomalies

External Contractors (Herts Enviro Services Ltd)

- Perform risk assessments, sampling, and disinfection
- Provide reports, recommendations, and training where appropriate

5. Risk Assessment

A Legionella Risk Assessment will be conducted and reviewed:

- At least every 2 years or sooner if changes occur (e.g. building alterations, system changes, new occupancy patterns)
- By a competent, qualified external contractor
- To identify and assess all potential sources of risk, control measures, and required testing/sampling schedules

6. Control Measures

Design and Maintenance

- Avoidance of dead legs and redundant pipework
- Thermostatic control and insulation of hot and cold water systems
- Maintenance of hot water above 60°C and cold water below 20°C
- Correct storage and turnover of water supplies

Monitoring and Flushing

- Weekly flushing of infrequently used outlets
- Monthly temperature checks on sentinel taps
- Quarterly inspection of calorifiers and tanks
- Annual internal inspection and cleaning of tanks where required

Water Sampling

- Routine sampling where identified as necessary by the risk assessment (especially in higher-risk areas like boarding houses, showers, or medical facilities)
- Sampling to be conducted by competent professionals
- Immediate retesting and system review upon any unsatisfactory results

7. Special Considerations

Accommodation Buildings (Boarding Houses)

- Showers and taps used by under-18s must be flushed weekly if unused
- Records of all checks and flushing must be easily auditable
- Summer shutdown periods must include full system flush and recommissioning

Academic Buildings

- Laboratories, art studios or other specialised spaces with water systems must be risk assessed individually
- Ensure flushing and maintenance continues during school holidays

Professional Services Offices

- Apply same testing and flushing regime as per academic buildings
- Monitor infrequent-use areas closely

8. Training and Competence

- All staff involved in water system maintenance will receive Legionella awareness training
- Contractors must hold appropriate qualifications and be registered with professional bodies (e.g., Legionella Control Association)
- Refresher training provided every 2 years or following major changes

9. Record Keeping

The school will maintain accurate records for at least 5 years, including:

- Risk assessments and review history
- Monitoring and maintenance logs
- Flushing schedules and records
- Water sampling results
- Remedial actions and dates of completion
- Staff and contractor training logs

10. Incident Management

In the event of a positive Legionella result or suspected outbreak:

- Immediate isolation of affected system or outlet
- Notification to Public Health England and local environmental health authority
- Emergency disinfection and retesting by specialist contractors
- Communication with affected parties including parents, staff, and governing body

11. Policy Review

This policy will be reviewed annually or sooner if:

- There is a significant change in legislation
- There is an incident or near-miss involving Legionella
- Changes occur in school buildings or occupancy patterns

12. References

HSE ACoP L8: Legionnaires' disease – The control of legionella bacteria in water systems

HSG274 Part 1, 2 & 3: Technical Guidance

Control of Substances Hazardous to Health Regulations 2002

Health and Safety at Work etc. Act 1974

Approved by: Headteacher – Karin Askham

Policy Owner: Operations Manager

Date Approved: 28/08/2025

Next Review Date: 28/08/2026