



LINKS Health and Safety Policy, Premises Management Policy, Use of Contractors

DATE May 2021

POSTHOLDERS RESPONSIBLE Garnett (CEO), A Reid (Head of School), The Board of Quantock Education Trust, The Board of Governors of Haygrove School, Lee (Director of Finance and Operations), Haysham (Operations Manager), Hill (Premises Manager)

DATE OF LAST REVIEW February 2023

DATE OF NEXT REVIEW February 2024



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This Written Scheme is applicable to the domestic water systems at Haygrove School contained within the following buildings

Mathematics Block Block D  
Design and Technology Block Block C  
Elliott Building- Block B  
Art and Food Technology RSLA Block Block G  
Learning Support, Geography and Library Block Block F  
Music Block- Block E  
Sports Hall  
Learning Support Hut Block H

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This Written Scheme does not apply to the domestic water systems at Haygrove School contained within the following buildings:

Main School Building Block A, due to the closure of the building by the Department of Education on the 16<sup>th</sup> of August 2023  
Temporary Portakabin Buildings Blocks PA, PB and PC. These buildings were provided by the Department of Education as medium term, temporary, emergency accommodation. Haygrove School occupies them as tenants and they remain under the control of the Department of Education, their Technical Advisers and the ownership of Portakabin. Exact details regarding water hygiene and the control of legionella bacteria are to be confirmed.

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An initial Legionella Risk Assessment was undertaken for all domestic water systems at Haygrove School on the 8<sup>th</sup> of April 2021 by French Legionella Services. The Legionella Risk Assessment was reviewed and updated in February 2022 by D Hill, Premises Manager. Both were carried out in accordance with the ACoP L8 and HSG274 (Legionnaires' disease – The control of Legionella bacteria in water systems) A copy of the Risk Assessment is contained within the L8 Water Hygiene Logbook.

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The Risk Assessment carried out in February 2022 included an evaluation of the current risk posed by the type of plant present, the type of persons exposed, the system of control, the system condition and the level of training at the time of the survey. This was presented in a table format using the following risk rating:

High risk	Score = 30
Medium risk	Score = 20

Coombe Electrical and Plumbing Services monthly service visits to clean and disinfect shower heads, thermostatic mixing valves, strainers and spray taps and purge expansion vessels.

Educating Safely LLP

Undertaking training to understand the responsibilities, management and control of water systems to prevent the risk of legionella  
Appointing a responsible person to manage risk on a day-to-day basis  
Ensuring that sufficient resources are provided for satisfactory control  
Ensuring that the appointed responsible person and deputy are competent to fulfil their responsibilities.

The responsible person for the management of the water services having the primary role in administering the management control of water quality in accordance with the Approved Code of Practice (ACOP L8) is the responsibility of the appointed responsible person to:

Arrange for planned and preventative maintenance to be undertaken by a competent contractor, adhering to the maintenance intervals specified by the Written Control Scheme.

Ensure that only competent contractors who are fully aware of the duties and responsibilities assigned to them are used on site.

Ensure that the records system is kept up to date

Be fully aware of the status of the site's water systems which represent a risk to the health of anyone who may come into contact with them.

Coordinate corrective actions whenever remedial or emergency action is needed.

Review the management programme and change or improve any aspects that are highlighted by the review process.

Ensure that the Legionella Risk Assessment is up-to-date. If, at any time, there is reason to believe the risk assessment is no longer valid the Responsible Person must review the risk assessment.

Maintain awareness of developments in technology and legislation that may further reduce the risk caused by legionella bacteria

Liaise with the deputy responsible person ensuring they are aware of their responsibilities and are kept up-to-date with changes to the management policy and control measures.

Ensure responsibilities for the management of water hygiene are delegated to the appointed responsible person during periods of absence

They will provide support to the Responsible Person on a daily basis and be responsible for management of water hygiene during their absence assuming the role of the Monitoring Person.

They will undertake the regime of periodic inspection and testing as specified by the Written Scheme of Control contained within the Water Hygiene Policy. They will maintain the L8 Water Hygiene Logbook and Inspection Record ensuring that it is kept up to date.

They will undertake any planned and preventative maintenance contained within the Written Scheme of Control in accordance with all relevant guidelines and legislation. They will ensure that their employees and any subcontractors they provide are competent and have received all necessary training. Contractors will be required to provide risk assessments, method statements, CoSHH assessments and DBS disclosures for all work processes and operatives at the request of the

Statutory Duty Holder or Responsible Person. They will also be required to supply job sheets, test results or certificates of cleaning and disinfection subsequent to each





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all serviced, cleaned, descaled and disinfected every 6 months by Coombe Electrical and Plumbing Services.

A monitoring regime has been implemented, in accordance with the L8 ACoP and the Legionella Risk Assessment, to test and record temperatures at hot water outlets and at sentinel outlets around the building. This is undertaken by the Premises Manager on a monthly basis and by Educating Safely LLP every half term. The results are recorded in the L8 Water Hygiene Logbook.

t the CAT5 cold water storage tank in Workshop 3 and the water storage tanks on the combination water heaters are inspected periodically as required by the L8 ACoP and the Legionella Risk Assessment. A record of the inspections is made in the L8 Water Hygiene Logbook.

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the correct operation of the pressure set which pressurises the heating system is checked during the 6 monthly service visits by Wemco Ltd.

the correct operation of the hot water calorifiers are checked during the 6 monthly service visits by Wemco Ltd.

all serviced, cleaned, descaled and disinfected every 6 months by Coombe Electrical and Plumbing Services.

A monitoring regime has been implemented, in accordance with the L8 ACoP and the Legionella Risk Assessment, to test and record temperatures at hot water outlets and at sentinel outlets around the building. This is undertaken by the Premises Manager on a monthly basis and by Educating Safely LLP every half term. The results are recorded in the L8 Water Hygiene Logbook.

all thermostatic mixing valves, strainers, spray taps, thermostatic taps and shower heads are serviced, cleaned, descaled and disinfected every 6 months by Coombe Electrical and Plumbing Services.

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Decommissioning and recommissioning of the hot water systems in the Learning Support, Geography and Library RSLA Block should be done strictly in accordance with the manufacturers' instructions. Hot water in the Learning Support, Geography and Library RSLA Block is supplied by a point of use water heater located in the ground floor cleaning cupboard care should be taken to ensure that this is isolated from the electrical supply before draining down to avoid causing damage to the element. Decommissioning of the water system for short periods of time can be achieved by isolating the mains cold water supply at the stop valve and ensuring the electrical supplies to all plant are isolated. For longer periods of time, all water in the system should be drained. To recommission the system, restore the cold-water supply and ensure that all tanks and calorifiers are full before turning the electrical and gas supplies back on.

In the event of an emergency the boilers can be electrically isolated locally or at the electrical distribution board inside the plant room on the first floor. The hot water calorifier can be electrically isolated locally or at the electrical distribution board in the plant room on the first floor. The mains cold water can be isolated using the stop valve on the incoming supply pipe in the electrical cupboard on the ground floor.

A visual inspection of the heating and hot water plant in the Learning Support, Geography and Library RSLA plant room is undertaken regularly. Overflow pipes, warning pipes and tundishes are checked along with the correct operation of all boilers and pumps

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A monitoring regime has been implemented, in accordance with the L8 ACoP and the Legionella Risk Assessment, to test and record temperatures at hot water outlets and at sentinel outlets around the building. This is undertaken by the Premises Manager on a monthly basis and by Educating Safely LLP every half term. The results are recorded in the L8 Water Hygiene book.

All thermostatic mixing valves, strainers, spray taps, thermostatic taps and shower heads are serviced, cleaned, descaled and disinfected every 6 months by Coombe Electrical and Plumbing Services.

the correct operation of the hot water calorifiers are checked during the 6 monthly service visits by Wemco Ltd.

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At all thermostatic mixing valves, strainers, spray taps, thermostatic taps and shower heads are serviced, cleaned, descaled and disinfected every 6 months by Coombe Electrical and Plumbing Services.

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Following any periodic hot water temperature monitoring that records a result outside of the recommendations of the AS/NZS 3548 hot water result below 50°C either at the outlet where no thermostatic mixing valve has been fitted or on the pipework before a thermostatic mixing valve, the following action must be taken:

1. Carry out fault finding to find the cause of the low temperature reading
2. Reset the thermal cut out or fuse necessary
3. Adjust the thermostat if the low temperature is not caused by a thermal cut out or fuse
4. Carry out a further temperature monitoring test as soon as reasonably practicable to confirm the result of the remedial action and record the results

Following any periodic cold-water temperature monitoring that records a result outside of the recommendations of the AS/NZS 3548 cold-water result that exceeds 20°C, the following action must be taken:

1. Carry out additional flushing of the cold-water outlets throughout the building
2. Carry out a further temperature monitoring test as soon as reasonably practicable to confirm the result of the remedial action and record the results

At all thermostatic mixing valves, strainers, spray taps, thermostatic taps and shower heads are serviced, cleaned, descaled and disinfected every 6 months by Coombe Electrical and Plumbing Services. The engineer will provide a job sheet at the end of each service visit and advise of any remedial work as necessary. Remedial work should be carried out as soon as reasonably practicable.

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Haygrove School will ensure that any contractors undertaking maintenance, servicing, cleaning or disinfection work to the domestic water systems are competent and qualified. This will include Construction Industry Trade Board certification and registration with industry standard associations such as the Association of Plumbing and Heating Contractors. The safe storage, handling, use and disposal of any chemical used in both the treatment of the system and testing of the system water will remain the sole responsibility of the contractor and must be carried out in accordance with their risk assessment method.

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In the event of a major plant failure, immediate action must be taken to ensure that conditions within the domestic water systems do not become suitable for legionella bacteria to proliferate as follows:

Action should be taken as described in the sections above under  
for each system around the school site.

Arrangements for repairs must be made with the school's heating contractor as soon as reasonably practicable. If they are unable to fulfil a service visit within a suitable timescale, then another suitably qualified contractor should be appointed.

To prevent temperatures becoming favourable for legionella bacteria growth water stagnation within cylinders or tanks, consideration should be given to draining water from the system. Outlets should also be opened to drain water from system pipework.

Once repairs have been undertaken, action should be taken as described in the sections above under

Flushing must be carried out at all outlets on the system that has been repaired including showers

If there is reason to believe that conditions within the system or pipework have become favourable for legionella bacteria growth, reassurance sampling should be undertaken.

If there is reason to believe that conditions within storage tanks have become favourable for legionella bacteria growth, reassurance sampling should be undertaken and if necessary a full clean and disinfection of the tanks.

If there is reason to believe that conditions within storage cylinders have become favourable for legionella bacteria growth, then temperatures can be raised above 70° degrees Celsius to pasteurise the system and water. Care should be taken that this will not cause a risk of scalding to the building occupiers



In the event of an outbreak of legionellosis, suspected or confirmed as being centred at the school site, action must be taken as described in the section above under

In the event of an outbreak of legionellosis, the exact source of which has yet to be confirmed, but which is believed to be centred in an area which includes the school site, the following action must be taken

Reassurance sampling must be arranged as soon as reasonably practicable with suitably qualified and accredited contractor.

Samples should be taken from all systems across the school site and sent for laboratory analysis.

	D. Hill		DH		29/02/24

Sections referencing Main Site Building- Block A removed following closure of building  
 Inclusion of S Haysham as responsible person in the role of Operations Manager  
 Risk scores updated based on the findings of the Legionella Risk Assessment carried  
 February 2023  
 Additional risk rating key included to provide information on the overall risk rating  
 DANTEK removed as contractor with responsibility for water hygiene following closure  
 Block A  
 Slight adjustment to operating procedures in Block G following replacement of hot water  
 plant