

Legionella Management Briefing No.1

To all Devon County Council Managers of Premises – May 2005

The Control of Substances hazardous to Health 1999 & Approved Code of Practice L8 – The control of legionella bacteria in water systems

I have recently written to all premises managers, providing an outline of DCC's future plans for the implementation of management systems for the management of legionella bacteria in water systems. The letter included an information sheet for return to myself to assist in prioritisation of risk assessments across the DCC estate. The risk assessment will take up to two years to complete, if you have not been assessed, please note that our water hygiene consultant, Environment Plus+ will contact you directly to arrange suitable access. The purpose of this briefing note is to outline interim measures that you should be taking within your building to reduce risks as far as is reasonably practicable ahead of the specialist risk assessment and future awareness training in the management of legionella.

The basic strategy of legionella implementation is:

- **To conduct risk assessments on a prioritised basis.**
- **Identify and rectify physical elements of water systems to establish good water hygiene**
- **Manage water systems to maintain good hygiene**
- **Record all details to demonstrate that management systems are being maintained**

Any premises controlled by Devon County Council which have not been formally assessed, will not have been issued with a legionella risk assessment site logbook. Where this is the case, actions are still necessary to limit the risk of legionella.

The actions required by Premises Managers are:

Taps

- Any tap that is not used within a seven day period must be flushed for 2 minutes on a weekly basis (avoid splashing to minimise the creation of aerosol)
- Monthly temperature checks are conducted by simply inserting a thermometer in the outflow of the tap for the required period and recording the temperature.
- Thermostatic Mixing valves are designed to deliver water below these temperatures and checks should only be conducted to taps without these valves.
- Carry out monthly temperature checks to hot water taps to ensure they operate above 50c after running for 1 minute
- Carry out monthly temperature checks to cold water taps ensure that operate at below 20c after running for 2 minutes
- **Where temperatures are either below 50c or above 20c respectively, contact should be made to your property professional to arrange rectification.**

Showers

- Any shower (whether heated directly by an instant water heater or through mains hot water that is not used within a seven day period must be flushed through for 2 minutes. The minimisation of aerosol can be achieved by placing a refuse sack or similar, with a corner cut off, over the shower head or by removing the shower head and placing the hose directly over drain outlet.

Toilets

- Any toilet that is not used within a seven day period must be flushed each week (the lid should be in the down position to minimise aerosols. In the case of urinals ensure the flushing mechanism is working correctly.

Redundant water systems

- Any part of your water system which is unused should be isolated or removed. In the first instance this should be discussed with your property professional.

Water Features

- Ornamental water features, Air conditioning or evaporative condensers must be subject to regular maintenance and monitoring regimes. Where this is not being carried out please inform your property professional at once for assistance.

Fire Hose Reels

- Where testing of fire hose reels is carried out, this must be done carefully (i.e. by operating the valve slowly) to avoid the creation of aerosols.

Records

- A record must be kept on site of any water system checks; please find enclosed a sample interim record form for your use /adaptation to suit your local requirements. These records should be retained on site, and should be added to your legionella logbook following assessment.

Nigel Coleman
Manager (Legionella & Asbestos)

Legionella Management Briefing No.3

APRIL 2007

THIS NOTE CONTAINS IMPORTANT HEALTH AND SAFETY INFORMATION FOR USE BY HEADTEACHERS, GOVERNORS, HEADS OF UNIT AND ALL OTHER MANAGERS OF PREMISES.

Dear Colleague

Every Devon County Council managed premises should now have received a Legionella Risk Assessment/Logbook; this has been rolled out over the last 3 years and may have been supplied by either A.E.S (Analytical and Environmental Services) or more recently via Environment Plus. It is important that you are now implementing the requirements of the risk assessment logbook where this has been provided to you. If you have not received this document folder then please contact Nigel Coleman by email to establish any required next actions; nigel.coleman@nps.co.uk

Remember

If you are doing nothing you could be in breach of the law

Typical requirements

- **Weekly** - Flush little used outlets or consider removing outlets and associated pipework which are not used within a 7 day period. This special consideration for schools during holiday shutdown periods. Flushing is to ensure that any stagnant water is replaced.
- **Monthly** - Temperature checks at your sentinel outlets must be taken to ensure that cold water is below 20⁰C within 2 minutes or above 50⁰C within 1 minute of use respectively - Remedial action should be taken where they are outside of these parameters and an entry recorded within the faults log.
- **Quarterly** – Check and clean showerheads as required
- **Other Checks** - It is your responsibility to ensure that all other identified inspections are carried out; these include six and twelve monthly checks
- **If you adapt** or change your water system you may also affect the site risk assessment – Any works that you carry out should include for update or re-assessment as necessary by your mechanical services contractor. The cost for this should be included within your project details. Your Plumber and anyone else who may affect your water systems should have an understanding of Approved Coded of Practice L8
- **Training** – Provide adequate training for legionella management personnel
- **Record your findings**

View previous guidance at: www4.devon.gov.uk/private/corporate/policy/hr/health/

**For assistance with any aspect of Legionella Management
Nigel Coleman 01392 351041 e:mail – nigel.coleman@nps.co.uk**