



# **Selwyn Hall School Water Hygiene Policy**

**Reviewed: September 2024**

Selwyn Hall School, part of the Polaris Community, have a responsibility to minimise the risks associated with Legionella and other bacteria within water systems.

This Policy defines how we approach water hygiene and the risk from Legionellosis to the best of our ability, such that we can protect our staff, pupils and visitors.

This policy forms part of the Polaris Quality Management System, aligned to ISO 9001 standards and applies to all companies within the community, unless stated otherwise

Policy Owner:	Business Management Team
Approved by:	Health & Safety Committee
Date approved:	20.09.2024
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Version No:	03
Replaces:	02
Associated Documents	

## Introduction

Polaris Children's Services and Selwyn Hall School have a responsibility to minimise the risks associated with Legionella and other bacteria within water systems.

We have a responsibility to:

- Take suitable precautions to prevent or control the risk of exposure to legionella;
- carry out a risk assessment on all hot and cold water systems;
- identify and assess sources of risk;
- prepare a site specific scheme of control (to include risk assessment, action plan, site maintenance records, results of all monitoring, inspections and tests);
- implement, manage and monitor control measures;
- keep accurate records of all the requirements listed above and review them regularly.

## **Roles & Responsibilities**

### **Chief Executive**

Acts as the organisation's Duty Holder for water hygiene management.

Strategic responsibility for the management of water hygiene and for ensuring that compliance is achieved and maintained. The Duty Holder has a responsibility to support this policy by ensuring the allocation of resources including an adequate budget, suitable and sufficient equipment, personnel, time and training.

### **Health & Safety Manager**

Acts as the organisation's Responsible Person for water hygiene management.

The Responsible Person has the authority to put into effect such measures as are required to control the risk of Legionellosis, both as a matter of routine and in the event of a crisis. They are required to ensure that those persons specifically appointed to implement the control measures are suitably informed, instructed and trained to carry out the prescribed task and that they are competent and appropriately trained and experienced.

### **Caretaker**

Acts as the organisation's Competent Person for water hygiene management.

Responsible for day to day management and delivery of programmes to control the risk of Legionellosis.

### **Competent contractor**

Responsible for the operational delivery of water hygiene monitoring and remedial works.

## **Control Measures**

- Annual (summer) cold water tank temperature check to be taken and recorded;
- annual (summer) mains cold water temperature check at the tap ball valve to be taken and recorded;
- annual check of the cold water system thermal insulation to be recorded;
- annual cold water tank internal inspection required and recorded;
- monthly hot and cold water sentinel tap temperature checks to be completed and recorded;
- annual TMV inspections to be conducted and recorded;
- shower heads to be cleaned / descaled quarterly and recorded;
- flushing of any unused outlets weekly and recorded.