



LEGIONELLA FLUSHING POLICY

Reference: HSE Control of Legionella Bacteria, Leaflet L8.

1. INTRODUCTION

- 1.1. This policy provides guidance for the measures to be taken to reduce proliferation of the Legionella bacteria in unoccupied areas.
- 1.2. Legionella is a type of bacteria found in water supplies, it causes a type of pneumonia that can result in severe and in some cases potentially fatal. The risk increases when bacteria are allowed to grow to high levels and water is allowed to form into a spray/mist that can be breathed in and taken into the lungs. If Legionella is bacteria are present in the following conditions, they can grow rapidly to levels that could cause people to become infected:
 - a. Water temperatures between 20°C and 50°C.
 - b. A food supply is water such as rust or lime scale in pipes.
 - c. Time to grow, i.e. left to stagnate in pipes and infrequently used outlets.
- 1.3. A Legionella Risk Assessment will be carried out by a reputable water hygiene specialist at least every two years. Any actions as a result of this risk assessment will be completed as soon as is practicable after the assessment and may require, for example, water sampling and testing by the LRA contractor or plumbing infrastructure work. The flushing of infrequently used outlets and temperature checks will be carried out internally.

2. WRITTEN CONTROL SCHEME

- 2.1. A written control scheme is an essential part of ongoing legionella management. It is a 'living' document which is updated as required. It details the duty holder and day-to-day responsibilities, communication pathways, flushing routines, frequency of a review of records and actions to be taken in the event of a case of legionella. It is held in the health and safety files in the council office. Quarterly record reviews are undertaken at the Health and Safety Committee meetings.

Duty Holder: John Wright (Town Clerk).

Responsible Manager: Matt Adamson-Drage (Operations Manager).

3. ROUTINE ACTIONS

- 3.1. Weekly: Flush any infrequently used cold water taps and showers until **cold** water comes out of each outlet for 5 minutes. Run any infrequently used hot

water taps and showers until **hot** water comes out of each outlet for 5 minutes.

- 3.2 Monthly: Temperature checks of hot water outlets, cold water outlets and Calorifiers (hot water sources).
- 3.2 Quarterly: Shower and spray tap clean / disinfect.
- 3.2 Biannually: Purge Expansion Vessels. Temperature checks of POU water heaters (less than 15ltr capacity).
- 3.3 Annually: Internal condition check of Calorifiers.
Combination Heaters / Fortic tank - inspect integral cold water tank.
Cold water storage tank inspection.
Cold water storage tank temperature check (in Summer)
Check thermal insulation (in particular in areas exposed to the outdoor environment).
Base exchange softeners (service and disinfect)
Thermostatic mixing valve service.

4. RECORD KEEPING

- 4.1 A record of all weekly flushing of infrequently used water outlets and monthly temperature checks are required to be maintained and records are retained for 5 years. Flushing and temperature records are available for audit and inspection.

5. REVIEW

- 5.1 The policy will be reviewed at least every two years.

Implementation Date: 1 May 2024

Review Date: May 2026



John Wright
Proper Officer (Chief Executive)
May 2024