THE SOCIETAS TRUST

LEGIONELLA WRITTEN SCHEME OF CONTROL AND LOGBOOK

xxxxx PRIMARY ACADEMY

school address

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Section 1: Introduction to the Legionella Written Scheme of Control & Logbook

This Legionella Written Control Scheme and Logbook describes how The Societas Trust manages and controls the risk of exposure to Legionella bacteria arising from water systems within trust premises. It has been created to ensure that the Trust and its academies meets its legal responsibilities for managing the risks associated with Legionella bacteria in our water systems. Legionella bacteria can develop in water systems where conditions allow, and if inhaled in contaminated aerosols, they have the potential to cause Legionnaires' disease—a serious form of pneumonia. It is essential that our water systems are properly maintained, monitored and documented at all times.

UK health and safety legislation requires duty holders such as school leaders and responsible persons to carry out a Legionella risk assessment, put in place appropriate control measures and to implement a written scheme of control. These requirements are stated in:

- **The Health and Safety at Work Act 1974**
- **COSHH Regulations (Control of Substances Hazardous to Health) 2002**
- **HSE Approved Code of Practice L8 (Legionnaires' Disease: The Control of Legionella Bacteria in Water Systems)**
- **HSG274 Part 2 (The Control of Legionella in Hot and Cold-Water Systems)**

A valid risk assessment identifies potential hazards within our water system, evaluates who may be at risk, and outlines measures needed to control those risks. The Written Scheme of Control then sets out the actions required to maintain safety, and the logbook provides a structured place to record those actions.

The logbook includes procedures, schedules, temperature checks, flushing records, inspection forms, and any remedial actions taken. Maintaining accurate records is essential for:

- Demonstrating legal compliance
- Ensuring the safety of pupils, staff, and visitors
- Identifying issues early and preventing system failure
- Supporting routine and emergency maintenance
- Providing accountability and transparency

The logbook should be kept on site in a suitable designated location and records to be kept for 5 years. It should be freely available to persons, employees, contractors and external inspectors including HSE.

Our school is committed to maintaining safe water systems and reducing the risk of Legionella to the lowest reasonably practicable level. This Written Scheme of Control reflects our ongoing dedication to good practice, robust monitoring, and the safeguarding of everyone who uses our facilities.

Action to take if there is an outbreak of Legionella

In the event of a suspected or confirmed outbreak of Legionella within the school, immediate action will be taken to protect pupils, staff and visitors. The affected system(s) will be isolated where possible and access to the area restricted. The Headteacher and Responsible Person will be informed without delay and advice sought from the Local Authority/Public Health England (UKHSA). A competent water hygiene contractor will be appointed to carry out sampling, risk assessment review, and any required disinfection or remedial works. All findings and actions will be documented, and normal use of the water system will only resume once it has been confirmed as safe. Staff and relevant stakeholders will be kept informed throughout, and the Written Scheme of Control and risk assessment will be reviewed and updated following the incident.

Section 2: Legionella Awareness

Legionella are bacteria that occur naturally in freshwater environments but can multiply in man-made water systems when conditions allow. The bacteria pose a risk when tiny water droplets (aerosols) containing Legionella are inhaled. Exposure can lead to Legionnaires' disease (a severe pneumonia) and other milder illnesses. In a school setting, managing Legionella is essential to protect pupils, staff, contractors and visitors.

Where Legionella Can Grow

- Water temperatures between 20°C and 45°C
- Stagnation or infrequently used outlets
- Nutrients such as rust, sludge, scale and biofilm
- Aerosol generation at showers, taps and sprays

Hot and Cold-Water Systems

Hot Water Systems

Hot water systems (calorifiers, cylinders, boilers) can support Legionella growth if temperatures are not kept high enough:

- Stored hot water: keep at 60°C or above
- Hot water at outlets: reach 50°C within one minute (55°C in healthcare)
- Avoid stagnation by regular use or flushing

Cold Water Systems

Cold water can become risky if it warms due to poor insulation, long runs or low use:

- Keep below 20°C
- Keep tanks clean, covered and insulated
- Avoid dead legs and long, unused pipework

Section 3: Roles & Responsibilities

Role	Name & Job Title	Key Duties
Duty Holder	*The Societas Trust Board*	Overall legal responsibility for Legionella compliance
Strategic Oversight	*Trust CEO* *Mr J Lovatt*	Implementation of the Scheme Appointing Site/Academy Duty Managers Commissions risk assessments Ensures resources & training
Site/Academy Duty Manager	Headteacher (Insert name)	Act on behalf of the Trust to ensure this scheme is implemented at their academy Appointing a suitable Site Responsible Person & Deputy Responsible Person Ensuring monitoring tasks are completed Escalating issues promptly to the Trust Board
Site Nominated Responsible Person (RP)	*Site Manager/Supervisor* (Insert name)	Day-to-day management of control scheme Oversees monitoring & inspections Maintains logbook Co-ordinates contractors
Deputy Responsible Person (DRP)	*Site Assistant/Janitor/Academy Business Manger* *(Insert name)*	Supports RP & covers RP when absent
Service Provider / Contractor	*Equans*	Conducts risk assessment Conducts water hygiene checks Specialist sampling Provides certificates and reports
Health & Safety Lead	*Academy Business Manager* (Insert name)	Supports Responsible Persons with day-to-day management of the scheme Oversees compliance documentation Supports training Reviews records

Section 4: VISITOR SIGN IN REGISTER

Date	Name	Company	Visiting/Task	Signature

Section 5: Statement of Compliance

In order to ensure that the risks from Legionella are controlled the ACoP & Guidance; L8 recommends a programme of checks, inspections and monitoring of the risk systems be put in place. Detailed below are these tasks and their scheduled frequencies.

Legionella Control Scheme	Frequency	Completed By:
Flush infrequently used outlets (including showers)	Weekly	School Site staff
Cold water sentinel temperatures	Monthly	Equans
Hot Water system sentinel temperatures		
Temperature measurements from feed surfaces supplying (TMV) / (TMT) at sentinel test points		
Represenative Temperature Monitoring (rotational basis)		
Calorifier(s) / Water Heater(s) flow and return temperatures		
Low Volume /Point of use Water Heaters flow temperatures		
Dismantle, clean and disinfect (de-scaling as necessary) showerheads and hoses & miscellaneous spray fittings (e.g. spray taps, pot wash etc.)	Quarterly	Equans
Purging of Pressure Vessels /Expansion Vessels	Six Monthly	Equans
Cold water tank – temperature & inspection and carry out remedial actions		
Fail Safe Testing of TMVs		
Sampling Requirements - domestic & closed loop		
Inspection & Maintenance of Calorifier(s)/ Water Heater(s)	Annually	Equans
Thermostatic Mixing Valves Inspections - Dismantle, clean and disinfect (de-scaling as necessary)		

Section 6: Asset List

As per Legionella Risk Assessment asset list

Section 7 – Weekly Flushing Records

(Insert your weekly flushing record sheets)

WEEKLY LOW USED OUTLET FLUSHING - including taps, showers and toilets
Outlets not used a least weekly, should be flushed weekly 52 weeks of the year
Run water until the temperature stabilises approx. 2 – 5 minutes

Location of Outlets	Outlets to be Flushed	Date	Signed	Location of Outlets	Outlets to be Flushed	Date	Signed

Section 8 – Monthly Temperature Checks Records

(Insert printed record sheets from PlanOn)

Tasks:

SENTINEL OUTLETS - nearest and furthest outlets at any location or on a run of pipework from each hot/cold water storage should be tested monthly

REPRESENTATIVE OUTLETS - not classified as sentinel points but chosen to ensure that all parts of the system are checked over time. They can be monitored on a rotational basis, meaning not every outlet has to be checked every month, but all should be checked at least once within a 12-month period.

HOT WATER - Flow temperature at hot sentinel taps should reach ≥50°C within 1 minute.

TMVS's - Where a TMV is fitted the temperature entering a TMV should be ≥50°C with a blended discharge temperature typically between 39 & 43°C

COLD WATER - Cold sentinel outlets must be ≤20°C within 2 minutes.

Section 9 – Quarterly Cleaning/De-scaling of showerheads Records

(Insert printed records from PlanOn)

Tasks: Dismantle, clean & descale shower heads and hoses and any other spray outlets and spray tap inserts where present

Section 10 - 6 monthly Cold Water Tank Inspection Records

(Insert printed records from PlanOn)

Tasks: Condition inspection, tank clean and temperatures should be below 20)

Section 11 - 6 monthly Fail-Safe Testing Records - Thermostatic Mixer Valves

(Insert printed records from PlanOn)

Tasks: Fail safe tests on all valves

Section 12 - 6 monthly Pressure / Expansion Vessels Records

(Insert printed records from PlanOn)

Tasks: Flush and purge to drain

Section 13 - Annual Calorifier(s)/ Water Heater(s) Inspection Records

(Insert printed records from PlanOn)

Tasks: Internal inspection for scale and sludge, cleaning and disinfection

Section 14 - Annual Thermostatic Mixing Valves Inspections Records

(Insert printed records from PlanOn)

Tasks: Remove, de-scale/clean and carry out fail safe tests on all valves

Section 15 - Test Certificates for Sampling

(Insert printed records from PlanOn)

Section 16 - Current Legionella Risk Assessment

(Insert your most recent setting Risk Assessment)

Section 17 – Remedial Actions and Action Plan

(insert your setting action plan)

Section 18 – Schematic Drawings

(insert your setting schematic drawings)

Section 19 – Training records and certificates

(Insert Asbestos awareness training for Headteacher, site staff and ABM)