



Shotteswell Village Hall Legionella policy

Registered Charity No: 502948

1. Statement of Policy

The policy of Shotteswell Village Hall (SVH) is to control, prevent and minimise the risk from legionella; to provide and maintain safe and healthy conditions, equipment and systems of activity for all users of the hall, and to provide such resources, information and supervision as needed for this purpose. SVH will do all that is reasonably practicable to manage the risk of Legionellosis and will follow the steps laid out in the procedures and written control schemes.

2. Introduction

This document sets out SVH's Legionella policy, lists its objectives and the procedures and processes it has in place to provide guidance for trustees responsible for implementing the Legionella Policy.

2.1 The Policy

- Clearly defines roles and responsibilities
- Confirms SVH's resolve in preventing or minimising the risk from Legionella.
- Affirms SVH's commitment to have in place control measures that adhere to the risk assessment and comply with the Health & Safety Executive (HSE) Approved Code of Practice (ACOP) and guidance L8.
- Requires SVH to have a control system in place to ensure the measures are being implemented, are effective, records are kept, and the policy is reviewed on an annual basis.

3. Statutory Requirements

Statutory Requirements – Legionnaires disease and the control of Legionella bacteria in water systems.

The Health and Safety at Work act 1974 (HSWA) sets out the broad legal requirements for health, safety and welfare of employees and others (including visitors, facility users, contractors, and the public)

The HSE's Approved Code of Practice and Guidance Document L8 – (ACOP) "Legionnaires' disease: the control of Legionella bacteria in water systems" (ACOP) L8, is taken as the main source of guidance on matters relating to Legionella risk management.

SVH's policy is to meet the requirements of the relevant ACOP L8 guidance, and to comply with these procedures so far as is reasonably practicable.

4. Implementation

This policy defines the main objectives, procedures, and processes that SVH will put in place. This policy defines the roles and responsibilities for the Trustees, any nominated

Responsible Persons and other persons involved in the management and maintenance of the waterservices. The policy confirms SVH's efforts towards preventing and minimising the risk from Legionella bacteria and the commitment to conducting risk assessments and risk assessment reviews.

It defines the control measures that SVH will put in place to demonstrate compliance to the ACOP L8 as far as reasonably practicable. Control systems will be put in place to ensure suitable records are maintained and all measures implemented are effective.

The management of the risk from Legionella bacteria will be a continuous commitment involving a risk assessment review programme and routine maintenance tasks.

4.1 Responsibility

The trustees are the responsible persons with regards to Legionella.

The day to day management of Legionella prevention is the responsibility of the trustees and any appointed contractors.

5. Objectives

SVH commit to the following –

- Conducting a risk assessment
- Reviewing risk assessments at least annually
- Preparing a Generic Control Scheme – this should consider the measures identified in all the risk assessments conducted thus far with the view to prevent or minimise the risk of exposure to Legionella bacteria.
- Implement the Control Scheme – manage and implement measures as detailed under the control scheme.
- Management and Records Control – implement a monitoring and recording procedure to ensure that measures put in place are adequate, effective, and well documented.
- Communicate this policy and relevant information to all trustees, contractors, subcontractors, and any other interested parties.

6. Review

Review this policy at least annually or when new legislation requires this policy to be updated. Review of this policy should also occur when there is a change in organisation or loss of key personnel.

Legionella Management Plan

What is legionella?

Legionella bacteria is commonly found in water. The bacteria multiply where temperatures are between 20-45°C and nutrients are available. The bacteria are dormant below 20°C and do not survive above 60°C.

Legionnaires' disease is a potentially fatal type of pneumonia, contracted by inhaling airborne water droplets containing viable Legionella bacteria. Such droplets could be created by any of the village halls hot and cold-water outlets in the kitchen or toilets.

Temperature Control

The primary method used to control the risk from Legionella is water temperature control. Water services should be operated at temperatures that prevent Legionella growth:

- Hot water storage cylinders (calorifiers) should store water at 60°C or higher
- Hot water should be distributed at 50°C or higher (thermostatic mixer valves need to be fitted as close as possible to outlets, where a scald risk is identified).
- Cold water should be stored and distributed below 20°C.

Routine Checks

A Competent person should routinely check, inspect, and clean the system, in accordance with an agreed management plan.

Outlets (furthest and closest to each tank or cylinder) should be identified for monthly checking of the distribution temperatures. Hot water storage cylinder temperatures should also be checked monthly. The Air Source Heating system allows for this to be carried out remotely and a graph showing temperature peaks is available upon request.

Procedure

1. If the water system has been temporarily closed (more than 6 days), the following steps should be carried out well in advance of the water service returning to use:

- Pasteurise the hot water system against Legionella. During normal operation this is carried out automatically at 01:00hrs every seven days by the heating system. During times this is switched off or disabled a manual purge of the system will be required.

2. It is assumed that all taps and outlets throughout the building will be used sufficiently often to satisfy all legal requirements. However, where outlets are used infrequently or after a period of closure, they should be run/flushed for at least 3 minutes once a week.

3. Shotteswell Village Hall has no cold-water storage facilities; all cold water is supplied on demand from the main supply. This excludes the requirement to carry out periodic inspections of cold-water storage.

4. The hot and cold-water temperatures should be carried out monthly at a representative number of outlets with all taps being checked over a 12-month period) or an annual check of all outlets. Temperatures should be recorded.

Hot water should be distributed at 50°C or higher within 1 minute. Cold water should be distributed below 20°C within 2 minutes.

Adopted by committee: 26th May 2020

Last Reviewed: **January 2026**

Review due: **January 2027**

Signed: *B Zammatt* Position: **Chairman.**

Claire Jeffrey Position: **Vice-Chair**