



# **LEGIONELLA POLICY**

Date: May 2026

# LEGIONELLA POLICY

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# 1. Introduction to the Policy

This policy sets out the framework, principles, and procedures that **Byram House** follows to control the risk of exposure to legionella bacteria in its water systems. The policy applies to all staff, agency workers, volunteers, and contractors who may have responsibilities for monitoring, maintaining, or using water systems at the home. **The Home is Byram House, which comprises the two residences at 62 Deighton Road and 66 Deighton Road.** This policy applies equally across both residences.

Legionnaires' disease is an uncommon but serious form of pneumonia caused by the legionella bacterium. The home has a legal duty to assess and manage the risk from legionella.

**System type:** The home has **combi-boilers** (instantaneous hot water) and **mains-fed cold water** – there are **no hot water storage tanks (calorifiers), no cold water storage tanks, and no secondary circulation loops.** This significantly reduces the risk, as legionella requires stored warm water to proliferate. Nevertheless, control measures are still required for outlets, showers, and infrequently used taps.

This policy is based on the **Health and Safety at Work etc Act 1974**, the **Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended)**, the **Management of Health and Safety at Work Regulations 1999**, and the **Health and Safety Executive's Approved Code of Practice L8 (4th edition) – "Legionnaires' disease: The control of legionella bacteria in water systems" (2013)**, supported by **HSG 274 Part 2**.

The objectives of this policy are to:

- Comply with all relevant health and safety legislation.
- Identify and assess the risk of legionella in the home's water systems.
- Implement a written scheme of control to prevent or minimise the growth of legionella.
- Ensure regular monitoring, inspection, and record-keeping.
- Provide clear roles and responsibilities.
- Ensure staff are trained and competent to carry out their duties.

## 2. How this Policy Benefits the Home

This Legionella Policy benefits Byram House in the following ways:

- **Legal Compliance** – It meets duties under HSWA, COSHH, MHSWR, and ACOP L8, avoiding enforcement action and potential prosecution.
- **Child and Staff Safety** – It reduces the risk of Legionnaires' disease and prevents scalding through the use of TMVs.
- **Clear Procedures** – It sets out weekly, monthly, and quarterly tasks (flushing, temperature checks, cleaning) with standardised recording templates.
- **Roles and Accountability** – It defines Duty Holder (Directors), Responsible Person (Registered Manager), Deputy, and contractors.
- **Inspection Readiness** – The **Social Care Common Inspection Framework (SCCIF) 2026** expects effective health and safety management. This policy provides clear evidence.
- **Training Framework** – It sets out annual training for relevant staff on legionella awareness and control measures.

### 3. Definitions & Legislation

#### 3.1 Definitions

| Term                             | Definition                                                                                                                      |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Home</b>                      | Byram House, the children's home registered with Ofsted, comprising two residences at 62 Deighton Road and 66 Deighton Road.    |
| <b>Company</b>                   | IMS Care LTD, the registered provider and legal entity responsible for operating Byram House.                                   |
| <b>Byram House</b>               | The name used throughout this policy to refer to the home and its staff.                                                        |
| <b>Legionella</b>                | A type of bacteria found naturally in water. It can cause Legionnaires' disease if aerosolised and inhaled.                     |
| <b>Legionnaires' Disease</b>     | A form of pneumonia caused by legionella bacteria. Symptoms include flu-like illness, muscle aches, headache, dry cough, fever. |
| <b>ACOP L8</b>                   | HSE Approved Code of Practice L8 (4th edition 2013).                                                                            |
| <b>HSG 274</b>                   | HSE guidance documents; Part 2 covers hot and cold water systems without storage.                                               |
| <b>Duty Holder</b>               | The person with overall responsibility (Director).                                                                              |
| <b>Responsible Person</b>        | The person appointed to manage legionella control (Registered Manager).                                                         |
| <b>Written Scheme of Control</b> | Documented plan for managing legionella risk.                                                                                   |
| <b>Sentinel Outlet</b>           | The first and last outlets on a hot or cold water circuit (furthest from the boiler).                                           |
| <b>Combi-Boiler</b>              | Combination boiler – heats water on demand (no stored hot water).                                                               |

|                                        |                                                                                                      |
|----------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Mains-fed Cold Water</b>            | Cold water supplied directly from the water main, without storage tanks.                             |
| <b>TMV (Thermostatic Mixing Valve)</b> | A valve fitted near outlets to blend hot and cold water to a safe temperature (to prevent scalding). |

### 3.2 Key Legislation and Statutory Guidance

| Legislation / Guidance                                                                     | Key Provisions                                                                                      | Relevance to this Policy                                                     |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>Health and Safety at Work etc Act 1974</b>                                              | Sections 2, 3, 4 – duty to ensure health and safety.                                                | The home must control risks from water systems.                              |
| <b>Management of Health and Safety at Work Regulations 1999</b>                            | Requires risk assessment, competent person, information and training.                               | The home must carry out a legionella risk assessment and implement controls. |
| <b>Control of Substances Hazardous to Health (COSHH) Regulations 2002</b>                  | Legionella is a biological agent.<br>Requires risk assessment and control.                          | The home must assess exposure risk under COSHH.                              |
| <b>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</b> | Requires reporting of work-related Legionnaires' disease.                                           | If linked to workplace exposure, a RIDDOR report is required.                |
| <b>HSE ACOP L8 (4th edition, 2013)</b>                                                     | Requires a written scheme of control, monitoring, and record-keeping.                               | This policy is based on ACOP L8.                                             |
| <b>HSG 274 Part 2 (2014)</b>                                                               | Technical guidance for hot and cold water systems, including those without storage and use of TMVs. | Used for control measures in combi-boiler systems.                           |

|                                        |                                                     |                                                                |
|----------------------------------------|-----------------------------------------------------|----------------------------------------------------------------|
| <b>SCCIF for Children's Homes 2026</b> | Inspects health and safety, including water safety. | Inspectors will review legionella risk assessment and records. |
|----------------------------------------|-----------------------------------------------------|----------------------------------------------------------------|

## 4. The Policy

### 4.1 Policy Statement and Written Scheme of Control

Byram House acknowledges its responsibilities under health and safety legislation. The home will take all reasonable precautions to prevent risk from legionella by implementing appropriate control measures.

A **written scheme of control** is in place. This document constitutes that scheme. It will be reviewed **every two years** (or sooner if changes occur to the water system, after a risk assessment recommendation, or following an incident).

## 4.2 Management Structure and Responsibilities

| Role                             | Name / Position                              | Responsibilities                                                                                                                              |
|----------------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Duty Holder</b>               | Directors of IMS Care LTD                    | Overall accountability; ensure resources; ensure competence of responsible person.                                                            |
| <b>Responsible Person</b>        | Registered Manager of Byram House            | Day-to-day management; ensure risk assessments are current; ensure all control measures are carried out and recorded; liaise with contractor. |
| <b>Deputy Responsible Person</b> | Deputy Manager (or nominated senior staff)   | Carry out tasks in the absence of the Responsible Person; maintain records; report defects.                                                   |
| <b>Appointed Contractor</b>      | Bison Assist (or other qualified contractor) | Carry out legionella risk assessment every 2 years; advise on remedial actions.                                                               |

**Staff training:** Staff who carry out temperature checks, flushing, or shower cleaning must be trained and competent. Records kept.

## 4.3 Design and Use of Hot & Cold Water Systems (No Storage)

The home has **no hot water storage tanks (calorifiers)** , **no cold water storage tanks** , and **no secondary circulation loops**. Hot water is provided by instantaneous combi-boilers. Cold water is mains-fed.

### **Risk reduction due to no storage:**

- No stored warm water eliminates the primary reservoir for legionella growth.
- However, legionella can still colonise pipework, shower heads, and infrequently used outlets, especially if hot water temperatures drop below 50°C or cold water rises above 20°C.



**Conditions to avoid:**

- Water temperature between 20°C and 45°C in pipework or outlets.
- Stagnation in infrequently used outlets.
- Biofilm in shower heads.

**Design standards for new or refurbished systems:**

- Hot water outlets must achieve  $\geq 50^{\circ}\text{C}$  within 1 minute of running **before reaching any TMV**.
- Pipework should be as short and direct as possible; dead legs avoided.
- **Thermostatic mixing valves (TMVs)** must be fitted where there is a risk of scalding (e.g., bathrooms used by children). Fail-safe TMVs are required (i.e., close the hot water supply if cold water fails).

**TMV management:** Because TMVs hold water in the legionella growth range (approx. 20–45°C), they must be:

- Flushed weekly (by using the outlet).
- Serviced annually (or according to manufacturer's instructions).

**Compost handling:** Staff handling compost must wash hands immediately; store bags out of direct sunlight; open carefully in ventilated areas.

**Water trays for children's play:** Empty after each use; invert or cover to prevent stagnation; use fresh mains water.

**Rainwater butts (if present):** May be used only for gardening – not for children's play, not with power washers.

## 4.4 Operation and Maintenance of Building Services (including TMVs)

### Water temperature targets – Legionella control vs scalding prevention:

| Measurement point                                     | Purpose             | Target temperature                                             |
|-------------------------------------------------------|---------------------|----------------------------------------------------------------|
| <b>Hot water before TMV</b> (e.g., pipe entering TMV) | Legionella control  | <b>≥50°C</b> within 1 minute                                   |
| <b>Hot water after TMV</b> (at tap/shower outlet)     | Scalding prevention | <b>≤43°C</b> (or ≤44°C)                                        |
| <b>Cold water outlet</b>                              | Legionella control  | <b>&lt;20°C</b> after 2 minutes (or ≤2°C above incoming mains) |

### Why two targets?

- Legionella bacteria are killed or prevented from growing at **≥50°C**. This is the legal standard for hot water distribution (ACOP L8).
- Water at 50°C can scald a child in seconds. Therefore, TMVs must be fitted to **reduce the temperature at the point of use** to a safe level (≤43°C).
- Staff must be trained to measure **both** locations where appropriate.

**Control measures frequencies):**

| Task                                                                                                | Frequency                                   |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------|
| Flushing of infrequently used outlets (including outside taps, spare bathrooms)                     | Weekly                                      |
| Temperature checks – sentinel hot & cold outlets (first and last on each circuit) <b>before TMV</b> | Monthly                                     |
| Temperature checks – combi-boiler flow temperature (if accessible)                                  | Monthly                                     |
| Temperature checks – blended water at taps (after TMV) – for scalding risk                          | Monthly (or as part of TMV service)         |
| Cleaning and descaling of shower heads and hoses                                                    | Quarterly (or more often if scale build-up) |
| TMV servicing (by competent person)                                                                 | Annually (or manufacturer's guidance)       |
| Legionella risk assessment by competent contractor                                                  | Every 2 years                               |

**Infrequently used outlets:** If an outlet is not used for more than 7 days, flush weekly. Toilets: flush one cycle.

**Shower heads:** Remove, disassemble, clean, descale quarterly. Record on log.

## 4.5 Planned Preventative Maintenance (PPM) Schedule

The following schedule applies to both residences (62 and 66 Deighton Road). A master schedule is kept in the legionella log book.

| Frequency                             | Tasks                                                                                                      |
|---------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Weekly</b>                         | Flush infrequently used outlets (record).                                                                  |
| <b>Monthly</b>                        | Temperature checks – sentinel hot (pre-TMV) & cold outlets; combi-boiler flow temperature (if accessible). |
| <b>Quarterly (Jan, Apr, Jul, Oct)</b> | Clean and descale shower heads and hoses.                                                                  |
| <b>Annually</b>                       | TMV servicing by competent person; check blended water temperature post-TMV.                               |
| <b>Every 2 years</b>                  | Legionella risk assessment by contractor.                                                                  |

## 4.6 Record Keeping and Log Book

The Responsible Person (Registered Manager) will maintain a **Legionella Control Log Book** containing:

- This written scheme of control.
- Completed recording templates (see Section 7 – Appendices).
- Risk assessment reports.
- Training records.
- TMV service certificates.
- Incident and remedial action logs.

**Retention:** Minimum **5 years**.

## 4.7 Action in the Event of an Incident

If a single case of Legionnaires' disease is suspected or confirmed that may be linked to the home:

1. **Immediate actions:**

- Inform the Responsible Person immediately.
- Suspend admissions to the affected residence (62 or 66 Deighton Road) until cleared.
- Increase combi-boiler hot water temperature setpoint (if adjustable) to ensure  $\geq 60^{\circ}\text{C}$  at flow (temporarily ensure no scalding risk via TMVs).
- Secure water samples from outlets **before** any disinfection.

2. **Emergency meeting:** Convene within 24 hours (Directors, Registered Manager, RI, contractor).

3. **Disinfection:** Contractor to carry out disinfection of water system (BS EN 806).

4. **Reporting:** Notify HSE (RIDDOR), local Health Protection Team (UKHSA), and Ofsted (Regulation 40).

## 4.8 Microbial Monitoring for Legionella

Routine sampling is **not required** if temperature control is consistently achieved. Sampling will be carried out:

- Where temperature control fails repeatedly.
- Following an outbreak or suspected incident.
- When recommended by risk assessment.

**Action levels:** Follow ACOP L8 table (see policy). If  $> 1000$  cfu/L, immediate review and disinfection.

## 5. How the Home Trains its Staff About this Policy

| Training Element                               | Frequency        | Method / Content                                                                                                                               |
|------------------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Induction</b> (Responsible Person/deputy)   | Upon appointment | Overview of ACOP L8, legal duties, written scheme, control measures for combi-boiler systems, understanding TMVs and dual temperature targets. |
| <b>Annual refresher</b>                        | Every 12 months  | Update on HSE guidance, review of records, TMV service reminders.                                                                              |
| <b>Practical training – temperature checks</b> | As needed        | Using temperature probes, surface probes, identifying sentinel outlets, measuring pre-TMV and post-TMV temperatures.                           |
| <b>Flushing and shower cleaning</b>            | As needed        | Demonstration.                                                                                                                                 |
| <b>Awareness for all staff</b>                 | Induction        | Basic awareness – symptoms of Legionnaires' disease, reporting defects, not tampering with TMV settings.                                       |

### Staff are required to:

- Read and sign this policy annually.
- Complete relevant training.
- Carry out assigned tasks on schedule and record accurately.
- Immediately report any defect (e.g., hot water not reaching  $\geq 50^{\circ}\text{C}$ , TMV failure, scalding temperatures) to the Registered Manager.

## 6. Related Policies and Guidance

- Health and Safety Policy
- Infection Control Policy
- COSHH Assessments
- Children's Homes (England) Regulations 2015
- Working Together to Safeguard Children 2026
- SCCIF 2026
- HSE ACOP L8 and HSG 274 Part 2

## 7. Appendix – Recording Templates

### Appendix A – Weekly Flushing Log (Infrequently Used Outlets)

| Date | Outlet location (e.g., outside tap, spare toilet) | Flushed (Y/N) | Staff name | Signature |
|------|---------------------------------------------------|---------------|------------|-----------|
|      |                                                   |               |            |           |

## Appendix B – Monthly Water Temperature Check Log (Pre-TMV and Post-TMV)

| Date | Outlet / location | Type (Hot/Cold) | Temperature (°C) | Target met? (Y/N) | Action if not met | Staff name | Signature |
|------|-------------------|-----------------|------------------|-------------------|-------------------|------------|-----------|
|      |                   |                 |                  |                   |                   |            |           |

### Targets:

- **Hot water Post-TMV (blended):**  $\leq 43^{\circ}\text{C}$  (scald prevention)
- **Cold water:**  $< 20^{\circ}\text{C}$  after 2 minutes

## Appendix C – Quarterly Shower Head Cleaning Log

| Date | Shower location | Cleaned/descaled (Y/N) | Staff name | Signature |
|------|-----------------|------------------------|------------|-----------|
|      |                 |                        |            |           |



Appendix D – Incident and Remedial Action Log

|      |                                                                             |              |               |            |           |
|------|-----------------------------------------------------------------------------|--------------|---------------|------------|-----------|
| Date | Defect description (e.g., hot water <50°C at kitchen tap, TMV not blending) | Action taken | Date resolved | Staff name | Signature |
|------|-----------------------------------------------------------------------------|--------------|---------------|------------|-----------|

## Appendix E Scheme of Control

### Written Scheme of Control for Legionella

#### 1.0 Purpose and Scope

This Written Scheme of Control has been developed to manage the risk of exposure to *Legionella* bacteria from the hot and cold water systems at Byram House. Under ACoP L8, where a risk cannot be prevented, a written scheme must be introduced to manage and implement effective control measures. A failure to maintain a suitable scheme can lead to a serious compliance gap if inspected by the HSE.

The scheme applies to the entire water system, which is mains-fed, comprising of combination boilers and outlets for staff and resident use.

#### 2.0 Management Responsibilities

The effectiveness of this scheme relies on the clear allocation of responsibilities and the demonstrable competence of appointed persons.

| Role               | Name / Position | Responsibilities                                                                  |
|--------------------|-----------------|-----------------------------------------------------------------------------------|
| <b>Duty Holder</b> | Byram House LTD | Ultimate legal responsibility for ensuring compliance with health and safety law. |

|                                         |                                                                                     |                                                                                                                                                                                              |
|-----------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Responsible Person (RP)</b>          | Mustafa Amin                                                                        | Day-to-day management of the scheme. Must ensure tasks are completed, records are kept, and any failures are addressed. The RP must have appropriate training or access to competent advice. |
| <b>Deputy Responsible Person</b>        | <b>Sharon Berry</b><br>Danyal Iqbal                                                 | <b>Action Required:</b> A named Deputy must be formally appointed in writing to act in the absence of the RP.                                                                                |
| <b>Competent Person (Water Hygiene)</b> | <i>External Contractor</i> Bison Assist or Hydraclean and 1 <sup>st</sup> Utilities | To undertake periodic inspections, TMV servicing, and provide specialist advice.                                                                                                             |
| <b>All Staff</b>                        | Site operatives                                                                     | To conduct routine weekly flushing of little-used outlets and to report any temperature anomalies to the RP.                                                                                 |

### 3.0 Description of Water Systems

The inherent risk of the water systems is considered **LOW**, as the system is mains-fed with no cold water storage tanks (CWSTs) or hot water storage calorifiers. The system comprises:

- **Incoming Mains:** Located in the Cellar.
- **Hot Water Generation:** Combination boilers serving outlets directly.
- **Outlets:** Basins, baths, and shower enclosures across the Ground and First Floors.

## 4.0 Control Measures and Monitoring Frequencies

This section details the measures taken to ensure water temperatures remain outside the range for *Legionella* growth (20–45 °C). These frequencies are based on HSG274 Part 2 and ACoP L8 guidance.

### 4.1 Hot Water Services

| Task                        | Location                                     | Frequency | Acceptable Standard | Action on Failure                            |
|-----------------------------|----------------------------------------------|-----------|---------------------|----------------------------------------------|
| Sentinel Temperature Checks | Utility Room (Nearest) & En-suite (Furthest) | Monthly   | ≥43°C within 1 min  | Re-check, if persists contact RP/Contractor. |
| Representative Checks       | All other outlets (rotational basis)         | Annually  | ≥43°C within 1 min  | Log for remedial investigation.              |
| Boiler Flow/Return          | Combination Boiler                           | Monthly   | Flow ≥50°C          | Call heating engineer immediately.           |

### 4.2 Cold Water Services

Cold water must be stored and distributed at temperatures **below 20°C**.

| Task                        | Location                                     | Frequency | Acceptable Standard | Action on Failure                            |
|-----------------------------|----------------------------------------------|-----------|---------------------|----------------------------------------------|
| Sentinel Temperature Checks | Utility Room (Nearest) & En-suite (Furthest) | Monthly   | <20°C within 2 mins | Run water to flush, if persists investigate. |

|                |                 |             |       |                                         |
|----------------|-----------------|-------------|-------|-----------------------------------------|
| Incoming Mains | Cellar Stop Tap | Six-monthly | <20°C | Check mains supply and pipe insulation. |
|----------------|-----------------|-------------|-------|-----------------------------------------|

#### 4.3 Showerheads, TMVs, and Outlets

| Task                                     | Frequency                          | Action Required                                                                                           |
|------------------------------------------|------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Showerhead Cleaning</b>               | Quarterly (Every 3 months)         | Dismantle, clean, and descale heads and hoses. Remove biofilm and scale.                                  |
| <b>Thermostatic Mixing Valves (TMVs)</b> | Annually (by competent contractor) | Service includes fail-safe testing, cleaning filters, calibration, and disinfection.                      |
| <b>Little-Used Outlets</b>               | Weekly                             | Flush hot and cold water through the outlet for a minimum of 2 minutes (or until temperatures stabilise). |

## 5.0 Remedial Action Plan

The following actions have been identified from the latest risk assessment and must be completed to ensure this scheme remains effective:

Priority      Action Required

**HIGH**      **Formally appoint** the Responsible Person (Mustafa Amin) and a **named Deputy** in writing.

**HIGH**      Investigate and rectify **poor hot water temperatures** (outlets below 50°C).

| Priority      | Action Required                                                                                      |
|---------------|------------------------------------------------------------------------------------------------------|
| <b>HIGH</b>   | <b>Service all TMVs</b> immediately as several are not regulating temperature correctly.             |
| <b>MEDIUM</b> | Ensure the Responsible Person completes <b>accredited Legionella training</b> .                      |
| <b>MEDIUM</b> | <b>Formally record</b> all contractor inductions.                                                    |
| <b>LOW</b>    | Produce an <b>up-to-date schematic diagram</b> of the water system and label drinking water outlets. |

## 6.0 Record Keeping and Logbook

A Legionella Logbook will be maintained for this scheme.

- **Location of Logbook:** To be kept in the manager's office.
- **Retention:** Current records to be kept for the period they are current. Superseded records must be retained for a minimum of **2 years**, with monitoring and inspection records kept for at least **5 years**.
- **Contents:** Must include this scheme, the risk assessment, schematics, temperature logs, TMV service sheets, cleaning records, and staff training records.

## 7.0 Review and Change Management

This scheme must be reviewed in full:

- **Within 2 years** (May 2027) or sooner if:
  - There are significant changes to the water system or building usage.
  - There is a change in key personnel (Responsible Person).
  - A case of Legionellosis is suspected or confirmed.
  - Monitoring results indicate the current controls are ineffective

## 8. Policy Approval and Review Details



|                    |                              |                                     |
|--------------------|------------------------------|-------------------------------------|
| <b>Policy Name</b> | LEGIONELLA POLICY            |                                     |
| <b>Home</b>        | Byram House                  |                                     |
| <b>Reviewed by</b> | Danyaal Iqbal / Mustafa Amin | Deputy Manager / Registered Manager |
| <b>Approved by</b> | Stacey Wagstaffe             | Responsible Individual              |
| <b>Date</b>        | May 2026                     |                                     |