

EAST GOSCOTE PARISH COUNCIL

Legionella Written Scheme of Control



Approved by: Full Council

Date: 16.2.26

Last reviewed: New Policy

Next review due: February 2028

Legionella Written Statement of Control

Aim

The Control of Substances Hazardous to Health 2002 (COSHH 2002) and Management of Health & Safety at Work Regulations 1999 (MHSWR 1999) require employers to ensure that any control measures are properly applied and employees are provided with suitable and sufficient information, instruction and training. A written scheme of control should be devised and implemented (as stated in the ACOP L8) to design, maintain and operate the water services under conditions that prevent or control the growth and multiplication of legionella bacteria.

Policy Statement

East Goscote Parish Council acknowledges and accepts its responsibilities under the Health & Safety at Work etc. Act 1974, COSHH 2002, MHSWR 1999 and the HSE Approved Code of Practice L8 (fourth edition) – The control of legionella bacteria in water systems. The Council will comply with relevant guidance issued by the Health and Safety Executive, including HSG 274 Part 2: The control of legionella bacteria in hot and cold-water systems.

The Council recognises that its premises may be used by members of the public, including vulnerable persons, and will ensure that legionella risks are controlled so far as is reasonably practicable.

The Council will take all reasonable precautions to prevent risk to health from exposure to legionellosis by implementing the appropriate control measures in all of its relevant buildings. Operational responsibility for implementing this scheme is delegated to the Clerk in accordance with the Council's Standing Orders.

Written Scheme Review

This written scheme will be subject to review every 2 years or as necessary in line with any risk assessment findings.

What is Legionnaires Disease?

Legionnaires' disease is an uncommon form of pneumonia caused by the legionella bacterium. The majority of cases reported are as single (isolated) cases but outbreaks can occur. All ages may be affected but the disease mainly affects people over 50 years of age, and generally men more than women. Smokers and the immunocompromised are at a higher risk.

The early symptoms of Legionnaires' disease include a 'flu-like' illness with muscle aches, tiredness, headaches, dry cough and fever. Sometimes diarrhoea occurs and confusion may develop. Deaths occur in 10-15% of the general population and may be higher in some groups of patients. The incubation period can range from 2 to 19 days with a median of 6 to 7 days after exposure.

Infection occurs when legionella bacteria that have been released into the air in aerosolised form from a contaminated source are inhaled. Once in the lungs the bacteria multiply and cause either pneumonia or a less serious flu like illness (Pontiac fever).

The bacteria are widely distributed in the environment. They can live in all types of water including both natural sources such as rivers and streams, and artificial water sources such as water towers associated with cooling systems, hot and cold-water systems and spa pools. They only become a risk to health when the temperature allows the legionellae to grow rapidly, such as in water systems of poor design or installation or when poorly maintained.

Control and prevention of the disease is through treatment of the source of the infection, i.e. by treating the contaminated water systems, and good design and maintenance to prevent growth in the first place.

Management structure for the control of Legionella

Staff will be properly trained and competent to carry out the appropriate measures, and the Council will facilitate such training as is necessary. All staff involved in legionella control shall receive refresher training at intervals appropriate to their role.

Contractors must provide evidence of competence, training, and where applicable UKAS accreditation.

No amendment shall be made to this written scheme or its procedures without the agreement of the responsible person.

Management responsibilities and staff functions

- **The Duty Holder:** The duty holder is the owner, occupier, employer or other person ultimately accountable and on whom the duty falls for the safe operation of the Council. It is their responsibility of East Goscote Parish Council to ensure that the necessary resources are available to the responsible person to ensure compliance with this document.
- **The Responsible Person:** The responsible person is formally appointed by the duty holder to be managerially responsible for the Council's overall legionella management system. The nominated person must be a manager and have sufficient authority to ensure that all operational procedures are carried out in an effective and timely manner. The responsible person must also possess a sound understanding of the control of legionella through appropriate training. In the case of East Goscote Parish Council, this is the Deputy Clerk. In the absence of the Responsible Person, the Caretakers shall act as Deputy Responsible Persons for Legionella management.
It is recognised that the responsible person cannot be an expert on all matters and must be supported by specialists in the necessary area of expertise. Specifically, the role will involve:
 - Ensuring overall compliance with the written scheme.
 - Ensuring building water system schematics are updated after any significant changes.

- Ensuring a suitable and sufficient Legionella risk assessment be maintained for each Council building. Risk assessments will be reviewed at least every two years, or sooner following material changes, incidents, or extended periods of non-use.
- Ensuring all relevant staff members are competent to carry out the aspects of legionella control to which they have been assigned.
- Taking reasonable steps to ensure contractors are competent.

Design and use of hot & cold-water systems

Conditions that promote the growth of legionella bacteria: Legionella bacteria may contaminate water systems where the temperature is between 20 and 45°C. It is uncommon to find any significant growth below 20°C, the bacteria do not survive for any lengthy period above 60°C. The optimum temperature growth is 37°C.

The presence of sediment, sludge, scale and organic material can act as a source of nutrients for Legionella bacteria. Commonly encountered organisms in water systems such as algae, amoebae and other bacteria may serve as a nutrient source for Legionella. The formation of a biofilm (slime) within a water system will also play an important role in harbouring and providing favourable conditions in which Legionella can proliferate.

The presence of water stagnation can also play a significant part in legionella growth. An example of this would be a building that has little to no use of its water systems during building refurbishment, mothballing or disused pipework that is still live.

If the conditions mentioned above are eliminated or controlled, the likelihood of legionella growth will be significantly reduced.

Design and installation of new or refurbished building services: All new or refurbished installations to domestic water systems shall comply with current water regulations and ACOP L8/HSG 274 guidance. It is important to ensure that potential hazards are designed out where possible before installation.

Cold Water Systems & Storage Tanks

Hot Water Services:

Multi-point type water heaters (greater than 15L) should be maintained at a minimum temperature of 55°C. (checked on a monthly basis)

Pipe work should be as short and direct as possible especially where it serves intermittently used taps and appliances.

Where people at risk of scalding are served by the hot water system, "fail-safe" thermostatically controlled mixing valves shall be used to reduce the hot water temperature at the outlet to 43°C. These are valves that are unaffected by changes in water pressure and automatically close the hot water supply if the cold water fails. They will be positioned as close as possible to the hot water outlets. People at risk of scalding include young children, the very old, and those with sensory loss.

Mixed water pipework from the thermostatically controlled mixing valve should be kept as short as possible.

Santon Premier Plus Direct 300L unvented direct hot water cylinder. The system is mains-fed with no cold water storage. Cold water is supplied at mains pressure. Hot water is generated and stored within the unvented cylinder and distributed at mains pressure. The cylinder is fitted with an integral lime scale reducer and incorporates one copper bottom-entry float valve. The system is classified as a simple stored hot water system with no calorifier, cooling tower, or secondary circulation.

Air Conditioning Systems: Ventilation and air conditioning systems shall be designed so that water, whether from the supply or from other sources such as condensation, cannot accumulate in ductwork or plant, which is subject to an air stream. All condensate drains shall incorporate an air break as near to the ventilation or air conditioning system as possible, to prevent potentially contaminated water from being drawn back into the system.

No domestic type of air humidifiers, or any similar equipment which may compromise air quality, shall be put into use on the Council premises without the prior approval of the Responsible Person.

Ornamental water features: The Council does not currently operate water features. In any future installations, the written scheme will be revised to take this into consideration.

Operation of grounds sprinkler water systems: The Council does not currently operate ground sprinkler systems. In any future installations, the written scheme will be revised to take this into consideration.

Handling and exposure to compost: Legionella is often found in compost and legionnaires disease has resulted in a small number of cases from inhalation of dust or moisture droplets. All staff who come into physical contact with compost must ensure the following:

- Staff must ensure that themselves and any children wash their hands as soon as is possible after contact
- Compost bags should not be stored in direct sunlight
- Compost bags should be opened carefully as not to disturb contents
- Compost bags ideally should not be opened in enclosed spaces such as sheds or green houses

Use of rainwater supply (Water butts): Water butts collect and contain rainwater. Non-potable water may contain potentially harmful bacteria. The water is often stagnant and may warm up during the summer months leading to significant bacteria growth. They may be used for gardening purposes such as watering of plants through a water can or similar. They must NOT be used in conjunction with a power washer.

Operation and Maintenance of Building Services

Water temperatures at outlets: Cold water outlet temperatures shall be measured after allowing the water to run at full flow for 2 minutes. The temperature should be less than 20°C, or if above 20°C should be less than 2°C above the incoming supply from the water supply company.

Hot water outlet temperatures shall be measured after allowing the water to run at full flow for up to 1 minute. The temperature should be at least 50°C. However, where mixing or blending devices are used which prevent the outlet reaching this temperature, the pipe surface immediately before the device should reach 50°C within 1 minute.

Water System Maintenance

Maintenance staff who have undertaken "dirty" jobs (i.e. unblocking drains) must change into clean protective clothing and wash their hands thoroughly before working on domestic hot or cold water systems where there is a risk of contaminating that system.

Every year hot water calorifiers shall have their drain valve (where fitted) water visually inspected for signs or sludge, rust or scale. If visual contamination is identified cleaning should be carried out as necessary.

Little used outlets and showers

The Responsible Person shall review the need for intermittently or infrequently used taps and appliances (particularly showers) from time to time. If such taps and appliances are not necessary, the supplies shall be cut off close to the in-use supply pipe to ensure that no dead leg is formed. If it is not reasonably practicable to remove these outlets a weekly flushing regime should be implemented.

During periods of little use of the water systems such as during refurbishment, both hot & cold outlets should be flushed weekly for a determined period.

On a quarterly basis, or less frequently if it is shown to be necessary, shower heads and hoses will be dismantled, cleaned and descaled and the work logged on the legionella log sheet.

All flushing activities shall be recorded in the Legionella Logbook and retained for inspection.

Record Keeping

The following records shall be kept on file for a period of 5 years in a logbook held with the Responsible Person.

- Written Statement of Control
- Risk Assessment
- Training Certificates
- Monthly hot & cold-water temperature checks
- Shower head cleaning when completed
- Contractor Reports and Services
- Records of corrective actions

Action in the event of an incident

The Council will seek competent specialist advice immediately where an outbreak is suspected.

Legionnaires' disease is not reportable by employers as a notifiable disease; however, cases of legionellosis associated with work activities must be reported to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Health & Safety Executive may be involved in the investigation of outbreaks under the Health & Safety at Work Act 1974.

Microbial Monitoring for Legionella

Legionella water samples shall be taken under the following circumstances:

- Where control levels of the treatment regime (temperature control) are not being consistently achieved
- When an outbreak or incident is suspected, or has been identified:
 - Samples will be taken in accordance with BS 7592 by suitably trained persons.
 - Analysis of water samples for legionella will be carried out by a UKAS accredited laboratory.

Procedures for Legionella Control Measures

Procedures for cleaning and disinfection of water tanks and any other control measure will be obtained from the contractor by the Council prior to the works taking place. All procedures used by Council staff will be held with the responsible person and distributed to other relevant staff.

Signed..... (Chair)

Date.....

Legionella Training carried out by:

Charlotte Turlington (Deputy Clerk)	13.1.26
Matthew Stinchcombe (Caretaker)	13.1.26
Paul Harper (Caretaker)	13.1.26

Boiler service/inspection carried out 9.2.26 by M Pickering



Legionella Risk Assessment – EGPC Sports Pavilion

Council: East Goscote Parish Council

Building: Sports Pavilion, Jubilee Playing Fields, East Goscote

Assessment date: 27th January 2026

Next review due: January 2028

Assessor: Charlotte Turlington (Deputy Clerk)

1. Scope of Assessment

This Legionella Risk Assessment has been carried out in accordance with:

- Health and Safety at Work etc. Act 1974
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Management of Health and Safety at Work Regulations 1999
- HSE Approved Code of Practice L8 (Fourth edition)
- HSG 274 Part 2: The control of legionella bacteria in hot and cold water systems

The assessment considers the risk of exposure to legionella bacteria arising from water systems within the Council-owned building identified above.

2. Description of the Premises

Building: EGPC Sports Pavilion

Use: Sports pavilion with changing facilities, toilets, and occasional community use

Occupancy: Grounds staff, councillors, sports teams, and members of the public

Periods of low use: Seasonal variation in sports use

3. Responsibility and Management

This assessment supports and cross-references the Council's Legionella Written Scheme of Control.

- Duty Holder: East Goscote Parish Council
- Responsible Person: Deputy Clerk to the Council
- Deputy Responsible Person: Caretakers

- Maintenance: Caretakers

The Responsible Person is responsible for ensuring that the control measures identified in this risk assessment are implemented, monitored, and recorded in accordance with the Written Scheme of Control.

4. Water Systems Present

This section should be read in conjunction with the system descriptions and control measures set out in the Written Scheme of Control.

Cold Water System

- Mains-fed cold water supply
- No cold water storage tanks
- Cold water outlets include handwash basins, WC cisterns, and external taps (if applicable)

Hot Water System

- Stored hot water system comprising a Santon Premier Plus Direct 300L unvented hot water cylinder. The cylinder is electrically heated, mains-fed, and supplies hot water at mains pressure to showers and handwash basins. The unit includes lime scale reduction. Thermostatic Mixing Valves (TMVs) are fitted where required to control scalding risk. No secondary circulation, calorifiers, or complex hot water plant present.
- No calorifiers or large-volume hot water storage
- Hot water outlets include showers and wash hand basins within changing facilities
- Thermostatic Mixing Valves (TMVs) fitted where required to control scalding risk

Other Systems

- No cooling towers or evaporative condensers
- No spa pools or hydrotherapy equipment
- No ornamental water features
- No ground sprinkler or irrigation systems

5. Identification of Risk Factors

The following factors have been considered:

- Water temperature
- Potential for stagnation
- Presence of biofilm, scale, or sediment
- Susceptibility of building users
- Aerosol generation (e.g. taps, showers)

Key findings:

- Simple hot and cold water systems
- Limited number of outlets
- No complex or high-risk systems

6. Persons at Risk

- Employees and councillors
- Members of the public using the building, including sports teams
- Vulnerable persons (elderly, young children, immunocompromised)
- Contractors working on water systems

7. Existing Control Measures

The following control measures are in place and are detailed further within the Council's Written Scheme of Control:

- Hot water temperatures maintained in accordance with the Written Scheme (minimum 50–55°C at outlets, subject to TMVs)
- Cold water temperatures maintained below 20°C so far as reasonably practicable
- Weekly flushing of little-used outlets and showers during periods of reduced use, as specified in the Written Scheme
- Quarterly cleaning and descaling of shower heads and hoses, with records retained
- Annual visual inspection of water heaters for signs of scale, sludge, or corrosion
- Annual boiler service by competent engineer
- Staff training and awareness as identified in the Written Scheme of Control

8. Risk Evaluation

Based on the systems present and control measures in place, the risk of legionella exposure is assessed as:

Overall Risk Rating: LOW

Provided that existing controls are maintained and records kept, the likelihood of legionella proliferation is low.

9. Further Control Measures Required

Action	Responsible Person	Target Date
Maintain monitoring regime	Caretakers	Ongoing
Arrange Bacteria Count	Deputy Clerk	August 2026
Arrange Boiler Service	Deputy Clerk	Annually in February

10. Monitoring and Review

This risk assessment shall be reviewed:

- At least every two years
- Following any material changes to the water system
- After periods of prolonged building closure
- Following any suspected or confirmed case of legionellosis

11. Conclusion

This Legionella Risk Assessment for the EGPC Sports Pavilion has been completed in conjunction with, and directly supports, the Council's Legionella Written Scheme of Control.

The Sports Pavilion contains simple hot and cold water systems with showers and handwash facilities typical of parish sports facilities. Provided that the control measures identified in the Written Scheme of Control are implemented, monitored, and recorded, the risk from legionella bacteria is assessed as **LOW**.

This assessment should be retained with the Written Scheme of Control and Legionella Logbook and reviewed in line with the Council's governance arrangements.

Assessor signature: *C. A. Turlington*

Date: 27.1.26