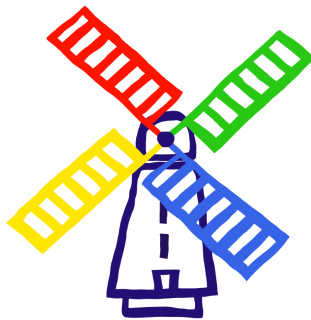


# Legionella Policy

Unity  
Trust  
Courage  
Curiosity  
Respect  
Kindness



A community for learning. Raising expectations. Fulfilling high standards.

Policy Revised: **February 2024**  
Policy Review Date: **February 2025**  
Headteacher: **Mrs Gemma Hillier**



# Widmer End Community Combined School & Pre-School

## Legionella Policy

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1. Policy Statement
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# Widmer End Community Combined School & Pre-School

## Legionella Policy

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### 1. Policy Statement

This document relating to Legionella, its associated hazards, and procedures, has been formally approved and adopted as Buckinghamshire Council Policy. It updates any previous Legionella Policy Statements and applies to all Council premises, employees, consultants, and any contractors employed by the Council or its agents.

- Buckinghamshire Council (BC) recognises the importance of the legal requirement to manage the risk from Legionella and is committed to protect from any possible exposure to Legionella bacteria not only its own employees, but also other persons who may be affected by its undertakings.
- This policy and procedure document has been produced in order to ensure, so far as is reasonably practicable, that the above objective is achieved by detailing the action to be taken in respect of water systems with a potential to harbour Legionella bacteria in Council buildings;
- The Council requires the co-operation of all employees in ensuring the guidance contained within this policy is complied with at all times. This policy and procedure document will be kept under review and revised as necessary.

### 2. Legal Requirements

There are three main pieces of Legislation that apply to the risk from Legionella bacteria. These are:

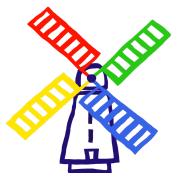
- The Health and Safety at Work (etc.) Act 1974 (HASAWA).
- Management of Health and Safety at Work Regulations 1999.
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)

In addition to the above, guidance issued by the Health and Safety Executive will be taken into account [Legionnaires' disease The control of Legionella in Water Systems Approved Code of Practice and Guidance on Regulations L8.](#)

The Approved Code of Practice L8 gives practical advice on controlling the risk from exposure to Legionella bacteria, (the causative agent of legionellosis, including Legionnaires' disease). In particular it gives guidance on sections 2, 3, 4 and 6 of the HASAWA and regulations 6, 7, 8, 9 and 12 of COSHH. The Code also gives guidance on compliance with the relevant parts of the Management of Health and Safety at Work Regulations 1999 (the Management Regulations).

The fourth edition contains revisions to simplify and clarify the text. The main changes are the removal of Part 2, the technical guidance, which is published separately in HSG274, and giving the following issues ACOP status:

- Risk assessment.



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- The specific role of an appointed competent person, known as the 'responsible person'.
- The control schemes.
- Review of control measures.
- Duties and responsibilities of those involved in the supply of water systems.

Further guidance on bacteriological monitoring and interpretation is now available in [Legionnaires Disease Technical Guidance HSG274](#).

To comply with their legal duties, employers, and those with responsibilities for the control of premises are required to:

- Identify and assess sources of risk.
- Prepare a scheme for preventing or controlling the risk.
- Implement, manage, and monitor precautions.
- Keep records of the precautions.
- Appoint a person to be managerially responsible.

### 3. Roles and Responsibilities

The success of this Policy is dependent upon key employees understanding, recognising, and carrying out their responsibilities. To achieve this objective the following officers, have the responsibilities outlined below.

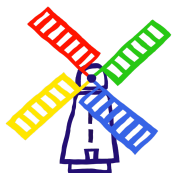
#### Chief Executive Officer (Buckinghamshire Council)

The Chief Executive Officer, (The Director of Property and Assets) has a responsibility to comply with their legal duties in relation to Legionella. These include identifying and assessing sources of risk, preparing schemes to prevent or control risk, implementing, managing, and monitoring precautions, keeping records of precautions taken and appointing managers to be responsible for others.

#### Director of Property and Assets

The Director of Property and Assets, through the Head of Property Services and the Property Service Team, is responsible for:

- Identifying and assessing sources of risk. This includes checking whether conditions will encourage bacteria to multiply. For example, if the water temperature is between 20–45 °C, if there is a means of creating and disseminating breathable droplets, such as the aerosol created, for example by cooling towers, showers and spa pools; and if there are 'at risk' susceptible people who may be exposed to the contaminated aerosols;



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- Developing, monitoring, and implementing the Legionella Policy and supporting procedures.
- Preparing a written scheme for preventing or controlling the risk, where appropriate.
- Implementing, managing, and monitoring precautions. If control measures are to remain effective, regular monitoring of the systems and control measures is essential. Monitoring general bacterial numbers can indicate whether you are achieving microbiological control. Sampling for Legionella is another means of checking that a system is under control.
- Keeping records of the precautions.
- Appointing a competent person with sufficient authority and knowledge of the installation to help take the measures needed to comply with the law.
- Assisting the Head of Health & Safety (in conjunction with the Health & Safety Team) with the development and implementation of the system of site responsible persons.
- Overseeing Legionella training of employees who have particular responsibilities for property.
- Commissioning water hygiene surveys of all Council owned premises, as appropriate.
- Communicating with the landlords of hired/leased premises occupied by (B.C) to ensure a similar assessment and control regime to that carried out by the Council is in place.
- Commissioning and co-ordinating of any Legionella related work within the Council.
- Carrying out periodic reviews of the Legionella Policy in conjunction with the Head of Health & Safety.
- Informing Strategic Directors and employees with property related responsibilities of any changes to the policy or procedures.
- Investigating and reporting in conjunction with the Head of Health and Safety, any Legionella related incidents.
- Making available appropriate information / instruction / training.
- Putting in place lines of communication.
- Bringing to the attention of the Cabinet Member for Planning Growth and Sustainability through the Head of Property lead any resource issues which may require their intervention.

### Directors of Business Units, Heads of Service and Senior Managers will:

- Ensure employees under their control are trained or given instruction or information in Legionella awareness to a level appropriate to their area of work.
- Ensure employees comply with the Legionella Policy and procedures as necessary.
- Ensure there are clear lines of communication between their own Service Area and the Property Team on Legionella related matters.
- Ensure that those lines of communication are used. The annual statement of health and safety compliance completed by schools will aim to ensure that appropriate control measures are in place to deal with Legionella on the site.



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Those in control of premises e.g. Headteachers, school governors, premises managers will:

- Appoint a "Premises Responsible Person" (site Duty Holder) and a "Nominated Legionella Co-ordinator" for each premise. (See Appendix 1)
- Ensure that employees under their control receive information / instruction / training in Legionella awareness to a level appropriate to their area of work. This can be cascaded down, where appropriate, by the premises responsible person after this person has received their training.
- Ensure that employees comply with the instructions laid down in the Legionella Log provided for their premises.

Employees will:

- Attend Legionella awareness training / instruction as appropriate.
- Be made aware of the existence, location, and purpose of the Legionella Logbook.

The Head of Health & Safety (on behalf of the Health and Safety Team) will:

- Act on the professional advice provided by the Property Service Team.
- Develop and implement the Legionella Policy and supporting procedures alongside the Property Service Team.
- Undertake the periodic review of the Legionella Policy and Procedures alongside the Property Service Team.
- Consult with The Corporate Health and Safety and Wellbeing Committee (CHSWC) on Legionella related matters, including the provision of information / instruction / training.
- Monitor (in collaboration with the Director of Property and Assets) the implementation of the Legionella Policy across the Council.
- Investigate any Legionella related incidents in collaboration with the Director of Property and Assets and report them to the CHSWC.
- Provide general feedback to the Director of Property & Assets through on the operation of the Legionella Policy.
- Agree on, oversee the implementation of and monitor appropriate Legionella awareness information / instruction / training to all employees, in collaboration with the Property Service Team.

Corporate Health and Safety and Wellbeing Committee (CHSC) - this is the Council's formal consultative forum and will:

- Agree any revisions to the Legionella Policy and Procedures.
- Discuss any Legionella incidents that have been brought to the attention of the Head of Health &
- Monitor action taken as a result of Legionella incidents.



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Cabinet Member for Resources is responsible for:

- Final agreement on any significant changes to the Legionella Policy which may have resource implications.
- Ensure that sufficient funds are available to enable the Director of Property & Assets to implement the Legionella Policy and procedures.

### 4.1 Background information on Legionella and Legionnaires Disease

Legionella is the bacterium which causes Legionnaires disease. Of this bacterium, *Legionella pneumophila* is one species and is the one most commonly associated with disease outbreaks. Legionnaire's disease is identified as a pneumonia type of infection of the lower respiratory tract. The infection is most commonly acquired by the inhalation deeply into the lungs of airborne droplets or particles ( $<5\mu$ ) containing viable *Legionella*. Exposure to *Legionella* can also cause a short feverish illness without pneumonia known as Pontiac Fever. *Legionella* principally affects those who are susceptible due to age (the very young and the very old), illness or immuno-suppression.

Research and investigations indicate that the occurrence of *Legionella* contamination is greatest in water cooling towers, evaporative condensers, hot and cold-water services, water spray humidifiers and air washers, spa baths and pools where water is agitated and recirculated. The contamination from a cooling water tower will cover a far larger area than any other likely source.

Sediment, scale, and organic materials present in water systems can provide nutrients and give protection for *Legionella*. *Legionella* have been shown to colonise certain types of water fittings, pipework and materials used in the construction of water systems. The presence of these materials may provide nutrients for *Legionella* and make eradication difficult. Other organisms in water systems such as bacteria, amoeba and algae can provide a suitable nutrient and habitat in which *Legionella* can survive and multiply.

The presence of micro-organisms within water systems can provide ideal conditions for *Legionella* to grow. *Legionella* is most likely to proliferate in water systems that operate at a temperature of between 20°C and 50°C. Human blood temperature of approximately 37°C is the ideal temperature for proliferation. Stagnant water within the above temperature range appears to provide ideal conditions to promote colonisation by *Legionella*.

*Legionella* will survive at temperatures below 20°C but is considered to be in a dormant state with no growth activity. The bacterium does not survive temperatures maintained consistently at 60°C or above.

For water samples collected and returned to the laboratory, *Legionella pneumophila* is recovered by propagation



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of the organism on a specially supplemented nutrient growth medium. Such samples are normally then incubated at around 37°C. It may take up to 7 days for colonies of Legionella to appear. Legionella can be recognised by visual examination of the colonies followed by a number of laboratory techniques to identify species and serogroup.

### 4.2 Risk Assessment

Legionnaires disease is most commonly caused by the inhalation of water droplets contaminated with the Legionella bacteria. It is therefore important that systems susceptible to colonisation by Legionella, and which incorporate a potential means for creating and disseminating water droplets, are identified and the risk they present be assessed.

Water droplets are created in various ways such as spraying, bubbling, and following impact onto hard surfaces. Large drops may be reduced to respirable-size by further impact or evaporation. The smaller particles can persist in the air for long periods and will be carried on air currents.

A water risk assessment (WRA) must be completed for routine system operation and use and also for circumstances such as breakdown, abnormal operation, commissioning, or other unusual circumstances. Once the assessment has been completed a prevention /control strategy can be prepared based on the level of risk. The Council has appointed accredited Legionella consultants to provide professional services in relation to the identification and management of risks relating to water services (pipe work, taps, showers, mixers, cold-water tanks, hot water cylinders, air conditioning, fire hoses & sprinklers) and has made an assessment of the risks.

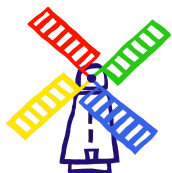
The risk assessment takes account of:

- The potential for formation of droplets.
- The condition of the water.
- Hot water temperature.
- Cold water temperature.
- The water turnover rate.
- The susceptibility of persons exposed to droplets.
- The population density exposed to droplets.

The report produced for each site includes the following:

- Survey of all relevant services.
- Plans and schematics of the services.
- Condition of the water services and equipment.





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- Assessment of risks.
- Summary of remedial work recommendations.
- A list of routine actions to be taken by specific duty holders at specified intervals.

### 4.3 Water Hygiene Procedures in Council Premises

The following detailed procedures have been drawn up to ensure the risk from Legionella is minimised in Council buildings and is dealt with in accordance with legislative requirements and best practice.

- Buckinghamshire Council has appointed an appropriately qualified Consultant to survey and carry out risk assessments for all Council properties.
- A report containing a risk assessment and list of remedial work required to correct defects has been compiled by the Consultant for each establishment.
- The appointed Consultant has created a web portal which is the primary source of all this information and to which all appropriate staff have access. The Property Team will assess and prioritise any remedial work required, based upon the risk assessment and available funding. This will be a combination of housekeeping measures for which the premises will be responsible and changes in design for which the Council may be responsible, following the established protocols for maintenance responsibilities.
- If you download and keep a hard copy of the information, the Premises Responsible Person or Nominated Legionella Co-ordinator will need to put in place their own management regime, with audit trail, for keeping this copy set of records up to date;
- Headteachers/Managers of establishments must appoint a “Premises Responsible Person” and a “Nominated Legionella Co-ordinator” for each site under their control. (See Appendix 1 for definition).
- The Premises Responsible Person and the Nominated Legionella Co-ordinator are to carry out the duties referred to in the Legionella report. The collected information is to be recorded electronically on the web portal so that the Consultant can review and monitor the information on behalf of Buckinghamshire Council and take appropriate action.
- The Consultant to make monitoring visits to all properties at 6 month and 12 monthly intervals. This will be organised in collaboration with the Property Service Team.
- The Consultant to carry out a risk assessment review of each site at the end of the 5-year contract. This will be organised by the Property Service Team.

### 4.4 Water Hygiene Monitoring

The Premises Responsible Person and/or Nominated Legionella Coordinator must, after training, take regular readings of water temperatures and carry out the other specified housekeeping duties as recommended in the Legionella report, with the results made available to the Consultant as mentioned above in 2 *Water Hygiene*



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*Procedures.* This will enable the Legionella risk assessment and monitoring data to be reviewed/updated and identify possible faults at the six-monthly Consultant's monitoring visits, or earlier should the need arise.

The Consultant will also carry out the following monitoring inspections to conform to [Approved Code of Practice and Guidance on Regulations L](#)

### Minor monitoring visit at 6 months from initial survey

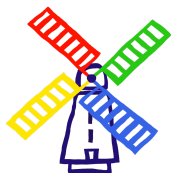
- Water temperatures to be checked and recorded at all hot and cold-water outlets.
- Water temperatures to be checked and recorded at calorifiers (hot water tanks) and cold-water storage tanks.
- Changes and alterations to the system checked and recorded.
- Review of control measures.
- Review key personnel and check for any changes.
- Review records of precautions.
- Examination of onsite record keeping.

### Major monitoring visit at 12 months from initial survey

- Water temperatures to be checked and recorded at all hot and cold-water outlets.
- Water temperatures to be checked and recorded at calorifiers and cold-water storage tanks.
- Tanks and calorifiers to be checked for the presence of organic material, ill-fitting, loose, or corroded covers.
- Accessible pipe work and lagging will be checked for damage.
- Condensate trays and pipes checked for water accumulation.
- Water samples shall be taken from the cold-water storage tank and the furthest outlet from the calorifier outlet or nearest tap, the return supply and from the base of the calorifier for testing.
- Changes and alterations to the system checked and recorded.
- Review of control measures.
- Review key personnel and check for any changes.
- Review records of precautions.
- Review and examination of onsite record keeping.

The above will be repeated at 6 and 12 monthly intervals throughout the period of the 5-year contract. The Consultant's checks at 6 and 12 months are not intended to replace those carried out by the Premises Responsible Person/Nominated Legionella Coordinator but are in addition to them.

Premises managers should, as part of their regular health and safety inspections, review the web-based portal and check that it is being used in accordance with the prescribed procedures, recording that they have done so.



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The record of the Legionella water risk assessment is a living document that must be reviewed to ensure it remains up to date. The assessment will be regularly reviewed as stated above, however it will also need to be reviewed specifically whenever there is reason to suspect it is no longer valid. An indication of when to review the assessment and what to consider should be recorded, is as follows:

- If there are changes to the water system or its use.
- If there are changes to the use of the building in which the water system is installed.
- If there is new information about risks or control measures.
- The results of checks indicate that the control measures are no longer effective.
- There are changes to key personnel on site for example the Premises Responsible Person or the Legionella Co-ordinator.
- A case of legionnaires' disease/legionellosis is associated with the system.

### 4.5 Remedial Work

As noted above, risks have been identified and assessed and a scheme has been prepared for preventing or controlling those risks at each establishment. The reports by the Consultant include recommendations for improvements which the Property Service Team will consider and where necessary arrange the removal of or improvement to those parts of the installation that could harbour infection.

Remedial work will be prioritised within available budgets and actioned by the Property Service Team as detailed above in *3 Water Hygiene Procedures*. Where work cannot be actioned, control measures (housekeeping) will need to be put in place. These control measures may include such things as the weekly running of taps or showers at the end of pipe runs that are infrequently used, in order to flush out stagnant water.

Any concerns about possible contamination or abnormal temperature readings not covered by any of the above should be made known to the Property Service Team as soon as they occur.

### 4.6 Instruction / Training

In order to ensure that the Premises Responsible Person and the Nominated Legionella Co-ordinator are competent to carry out their tasks in relation to the Legionella Policy these persons must attend a half day training session presented by the Council's Health and Safety Team. Details of these courses are available from the Health and safety training pages or contact [handstraining@buckinghamshire.gov.uk](mailto:handstraining@buckinghamshire.gov.uk).

### 4.7 Emergency Procedures and Investigations into Legionella Incidents



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It is likely that the first notification of any outbreak involving a BC property would come from an BC Council Environmental Health Officer (EHO), Health and Safety Executive (HSE.) or the Police. Such a body would instigate their own investigation, usually in collaboration with BC Head of Health & Safety.

- The Head of Health & Safety, in collaboration with the Director of Property and Assets and the Head of Property Services will co-ordinate the Council's response to the outcomes of that investigation. Appropriate members of the Health and Safety Team will take reports to the Corporate Health Safety and Wellbeing Committee (CHSWC) and Local Workforce Matters Meetings. Although unlikely, in the event of an incident occurring, the following emergency procedures must be implemented:
- An immediate evacuation and isolation of the contaminated area. The area should be locked-off, with warning signs posted. No re-entry should be allowed for any reason until the area has been declared safe by the Director of Property and Assets and the Head of Property Services
- The Property Service Team will be alerted, and appropriate de-contamination procedures instigated.
- Where building users (employees, clients, pupils, visitors) may have been contaminated, advice will be taken from the Council's Occupational Health provider and / or the Buckinghamshire Health Protection Agency/Public Health England, Thames Valley Health Protection Team (South East) (Tel.0344 225 3861 option 1 to 4 depending on area, then option 1);
- A copy of the incident report for those affected by the exposure will be retained by the Head of Health and Safety and the Council Insurance Manager.

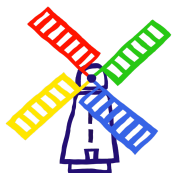
### 4.8 Building Tenure

#### Leased-in Building

Where buildings are not owned or maintained by Buckinghamshire Council, but their use is under the control of officers employed by the Authority, (e.g. office building, Group Home, Leisure Centres), the Head of Property Services will undertake the following:

- Obtain from the owner of the building a copy of the water risk assessment and the risk management procedures in place.
- Assess whether the management of Legionella risk complies with Council standards.
- Ensure that Service Areas whose employees are in control of such buildings are made aware of the management procedures in place and their part in that procedure, where applicable.

Service Areas in control of buildings which are hired/leased-in will be responsible for ensuring the Property Team is notified of any currently hired or leased buildings or any changes to the building portfolio. Where the terms of any hiring agreement or lease require clarification as to the Service Areas responsibilities the Head of Strategic Assets will carry this out with legal support where necessary.



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Where the building owner has inadequate or no Legionella control procedures in place, or where BC is responsible for the maintenance of the property, the Service Area will be responsible for appointing appropriate staff to the roles required under this policy to manage the controls imposed by BC. Where the survey information is inadequate or missing, then the Head of Property Services will ensure adequate surveys take place. With this information Service Areas should ensure that Officers in charge of hired/leased buildings are fully conversant with this policy and procedures.

Where the landlord retains maintenance responsibilities for common/shared areas, the landlord retains responsibility for the management of Legionella in those areas.

Where shared use of a building occurs, the principal/major user will be responsible for the management of the Legionella for that site, and for ensuring all other users are aware of and comply with this policy's requirements.

### Leased-out buildings

Where buildings are owned but not used or occupied by the Council, the body responsible for implementing this policy (the occupier) shall be identified by the terms of the lease/tenancy or similar agreement.

## 4.9 Appendices

### Appendix 1

#### Glossary of Terms used

Centrally held records - The records currently held by the Property Service Team on behalf of the Council.

CHSWC - Corporate Health Safety & Wellbeing Committee

Duty Holder - This is a shared role. At a corporate level it is the Chief Executive Officer. At site level it is the person with overall responsibility for managing the premises and systems on a site.

H.S.C. - Health and Safety Commission

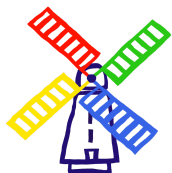
H.S.E. - Health and Safety Executive

Nominated Legionella Co-ordinator - Person nominated by the Premises Responsible Person to carry out temperature checks, record keeping etc.

Personal Protective Equipment (PPE) - Includes overalls, gloves, headwear, footwear, respiratory equipment.

Premises Responsible Person - Person (Duty Holder) who is in control of premises or systems and is the person on whom the statutory duty falls at site level. This person should be a manager or have similar status and authority and is responsible for ensuring that the Nominated Legionella Co-ordinator carries out their duties.

Property Service Team - The team within the Planning Growth and Sustainability portfolio at Buckinghamshire Council with responsibility for the day-to-day management of the Legionella policy and remedial works.



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UKAS accredited laboratory - A laboratory which is accredited by the UK Accreditation Service.

WRA - Water risk assessment

### Appendix 2

#### Relevant Legislation, Codes of Practice etc. (not exhaustive)

##### Legislation

Health and Safety at Work, etc. Act 1974

Chemicals (Hazard Information and Packaging for Supply) Regulations 2009

The Personal Protective Equipment Regulations 2002

The Personal Protective Equipment at Work Regulations 1992 (as amended)

CDM Legislation Construction (Design & Management) Regulations 2015

Control of Substances Hazardous to Health Regulations 2002 (Amended 2004)

The Water Supply (Water Quality) Regulations 2016

The Private Water Supplies (England) Regulations 2016

Water Act 2014

##### H.S.C. Approved Codes of Practice

[Legionnaires' disease the control of Legionella in Water Systems Approved Code of Practice and Guidance on Regulations L8](#)

##### H.S.C. Technical Guidance

[HSG274 Part 1 Legionnaires Disease the Control of Legionella Bacteria in Evaporative Cooling Systems 2013](#)

[HSG247 Part 2: Legionnaires Disease The control of legionella bacteria in hot and cold water 2014](#)

[HSG274 Part 3 Legionnaires' disease: The Control of Legionella Bacteria in other Risk Systems 2013](#)

### Appendix 3

#### Legionella Co-ordinating Officers

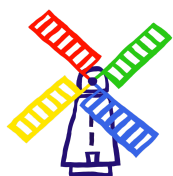
The current Council Legionella Co-ordinating Officers from whom advice can be obtained are:

- John Collins RIBA – Head of Property Services, Property Service Team,
- Matt Hayward MRICS – Head of Planned Maintenance and Projects, Property Service Team.
- George Thompson – Head of Reactive maintenance and Contracts, Property Service Team.
- Peter Halsey – Compliance Officer, Property Team, Property Service Team.
- Mark Hunt – Reactive maintenance and Contracts Manager, Property Service Team.

### Appendix 4

#### [Checklist for Hot & Cold-Water Systems](#)

The frequency of inspecting and monitoring the hot and cold-water systems will depend on their complexity and the susceptibility of those likely to use the water. However, most Legionella assessment will be reviewed on a



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five-yearly basis. The risk assessment should define the frequency of inspection and monitoring depending on the type of use and user and particularly where there are adjustments made by the assessor to take account of local needs.

### Appendix 5

#### Important Temperatures to Note

Less than 20 Degrees Celsius: Legionella remains dormant
25-45 Degrees Celsius: Legionella growth likely
32-42 Degrees Celsius: Optimum growth conditions for Legionella
Above 45-50 degrees Celsius: Legionella can survive but will not multiply
Above 50 Degrees Celsius: 90% of Legionella bacteria die within 80-124 min
Above 60 degrees Celsius: Legionella bacteria dies in 2 min
Above 70 Degrees Celsius: Legionella bacteria dies instantly
With this in mind when referring to logs you should expect to ideally see temperatures of <20 or >50 Degrees Celsius

### Appendix 6

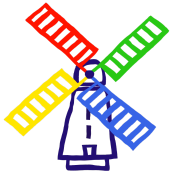
#### Useful Contacts

##### For general advice:

- Health & Safety Team via the Health and Safety Mailbox [healthandsafety@buckscc.gov.uk](mailto:healthandsafety@buckscc.gov.uk)

If the matter is urgent it should be reported immediately to the Health and Safety Team 01296 674412

In the case of routine water hygiene matters you should report any issues to the Buckinghamshire Council Property team via the Property Service Mailbox [propertyservice@buckscc.gov.uk](mailto:propertyservice@buckscc.gov.uk) For Occupational Health



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advice, in the first instance contact your Human Resources Officer.

### **External sources of Information:**

Health and Safety Executive:

Website: [www.hse.gov.uk](http://www.hse.gov.uk)