



WRITTEN MANAGEMENT SCHEME FOR THE CONTROL OF LEGIONELLA BACTERIA WITHIN THORNBURY TOWN HALL PROPERTIES

Scope:

The following written scheme is issued in accordance with HSE Approved Code of Practice (ACoP) L8 'Legionnaires' disease – The control of legionella bacteria in water systems' and contains information of how the risk of legionella bacteria is controlled within the Thornbury Town Council estate located at the above named address.

Site Management and Lines of Communication:

Role	Name/ Position	Contact Details
Duty Holder:	Louise Powell, Town Clerk	01454 412103
Responsible Person:	Wendy Sydenham, Deputy Clerk	01454 412103
Deputy Responsible Person:	N/A	N/A
Water Hygiene Contractor:	Dantek Environmental	01454 417920

Schematic Diagrams

Basic schematic drawings have been produced alongside the legionella risk assessment

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OHSAS 18001

Description of the correct & safe operation of the systems:

The water services systems at the premises operate under the following conditions of Temperature as recommended within HSG274 Part 2:

- Cold water storage cisterns: below 20°C;
- Hot water storage: 60–65°C;
- Hot water distribution: 60–65°C;
- Hot water service return: 50°C or above;
- Hot water to be heated to 60–65°C before first draw-off takes place;
- All outlets to be flushed weekly unless used more frequently;
- Hot water outlets with blending valves set to 38 to 46°C as appropriate.

Precautions to be taken:

Design and construction of new systems and alterations to be in accordance with HSE ACoP L8 and BS8558:2015 'Guide to the design, installation, testing and maintenance of services supplying water for domestic use within buildings and their curtilages'.

New and modified pipework to be disinfected and sampled as per BS8554:2015 'Code of practice for the sampling and monitoring of hot and cold water services in buildings'.

Hot water outlets which pose a scalding risk to be fitted with thermostatic mixing valves within 2 metres of point of draw-off or mechanical mixing valves with high temperature limit stops, depending on the risk assessment for the outlet and persons at risk.

Showers and outlets shall be flushed in a manner that removes the possibility of creating an aerosol. With flexible shower hoses, the spray head should be lowered temporarily into a bucket placed on a stool, and the water run to drain that way without creating an aerosol. In the case of fixed high-level shower heads, the most simple and practical way of achieving safe flushing is to fabricate a length of rigid plastic piping, of the required length to suit the shower, fitted with a tundish at the upper end. The tundish is positioned underneath the shower head and the discharged water is conveyed safely into the shower tray/outlet without generating an aerosol. With careful selection of the length of the pipe, the system can be made self-supporting.

Checks to carry out to ensure written scheme effective:

Ref/Frequency	Action	Responsible Party
(1) Weekly	Weekly flush identified little used outlets to drain whilst limiting aerosol release and record.	Site staff, overseen by Wendy Sydenham
(2) Monthly	Check water temperatures at sentinel taps. Hot water >50°C after 1 minute, cold water <20°C after 2 minutes and record.	Site staff, overseen by Wendy Sydenham, outsites overseen by Chris Davey, Outside Spaces Supervisor
(3) Monthly	Check calorifier temperatures. Flow 60°C, return >50°C and record.	Site staff, overseen by Wendy Sydenham
(4) 3 Monthly	Dismantle, clean and disinfect shower heads and hoses (where applicable) and record.	Site staff, overseen by Chris Davey, Outside Spaces Supervisor
(5) 12 Monthly	Inspect stored cold-water tanks and report on condition. Record the incoming supply temperature and stored temperature. Advise of any required remedial actions.	Site staff, overseen by Wendy Sydenham
(6) 12 Monthly	Inspect all stored hot water plant externally & where possible internally. Report on issues found (such as access, cleanliness, corrosion etc.). Arrange remediation of any identified issues.	Site staff, overseen by Wendy Sydenham
(7) 12 Monthly	Inspect header cold storage tanks on combined hot water heaters and report on condition to advise if clean is required.	Site staff, overseen by Wendy Sydenham
(8) 12 Monthly	Service, inspect and test thermostatic mixing valves (TMVs) and report.	External contractor, overseen by Wendy Sydenham
(9) 12 Monthly	Audit site log book, written scheme and schematics and update where required.	Wendy Sydenham

Remedial actions to be taken

The expected results of the checks set out in the table indicating the control regime, and the actions to be taken in the event of non-compliance, are listed below under the reference number for each check.

- (1) If an outlet is no longer required remove it along with all redundant pipe work.
- (2) Temperatures at sentinel taps should be within range and times stated in the Table. Record discrepancies and report to site Responsible Person or Deputy Responsible Person for investigation and remedial action.
- (3) Temperatures at calorifiers should be within range stated in the Table. Record discrepancies and report to site Responsible Person or Deputy Responsible Person for investigation and remedial action.
- (4) If shower roses and hoses cannot be cleaned or descaled effectively or are broken, call in Maintenance Contractor and request replacement.
- (5) Cold water cisterns should be suitably insulated (to keep temperature below 20°C), be enclosed with suitably screened vents, have correct rotational flow, turnover within 24 hours and be clean. Any issues found should be reported to the site Responsible Person or their Deputy who should then arrange corrective actions as advised.
- (6) Calorifiers should be clean internally and free from sludge or heavy scaling. Record discrepancies and report to site Responsible Person or Deputy Responsible Person for investigation and remedial action.
- (7) Header tank should be clean and free from stagnation. Ideally water should be stored at below 20°C. Tank should be enclosed with a suitably fitted lid with screened air vent. Any issues found should be reported to the site Responsible Person or their Deputy who should then arrange corrective actions as advised.
- (8) If a valve fails the failsafe test or cannot be calibrated to hold a temperature between 38 to 46°C then it should be reported to the site Responsible Person or Deputy Responsible Person and replaced with a new valve.
- (9) Review results and issues recorded over the year to compare trends to establish if control is effective. If not, then the system needs to be reviewed to evaluate different methods. Review the schematics and correct if discrepancies are noted due to changes of the system.

Document Control

Version	Date of Review	Amendments/ Comments	Auditor
	Next review due: 25.11.21		