



West Hatch Village Hall

Legionella policy for West Hatch Village Hall, Charity Number 282641

(Covered under COSHH (Control of Substances Hazardous to Health) regulations and HSAWA (Health and Safety at Work Act) 1989 Section 3 (2).) Trustees will consider, assess and control the risks of exposure to users of the Hall of contracting Legionella, a disease which induces a form of pneumonia caused by inhalation of contaminated stagnant water. The purpose of this policy is to identify possible causes of harm, the likelihood of that harm actually occurring given the safeguards already in place and any further safeguarding measures needed to reduce that likelihood still further - before an incidence occurs. A risk assessment will be produced, and reviewed annually and updated by the Trustees.

Risks

We regard the risks at West Hatch Village Hall to be **low** because:

- There is only a relatively small water system in place
- Weekly water usage is normal throughout the year, so a flow of water is maintained
- There are two small hot water tanks (one in the kitchen and one in the toilet for those with disabilities) which will be heated and drained each month
- The outlets for other water are the toilets and hand-basins which drain on use, so water is not stored
- The washing up machine clears water out on usage
- Hot water is fed from a single water heater using the main supply – so that cold water and hot water are kept separate. A mixer tap can be used to manage the heat of the water in the washing area of the kitchen.

Control measures

As Trustees we will:

- Flush the water systems prior to any prolonged planned closure of the hall and ensure that we turn on the water flows after such a period.
- Make sure that any redundant pipe work is identified and stopped off, at our regular visual checks.
- Regularly clean any sink showerheads where stagnant water may lurk by disinfecting them every quarter and recording that we have done so, with the date. This is delegated to our cleaner as a quarterly action and ticked off in a checklist when completed.

Important information

A spray head is installed (in the kitchen over the sink) that does have a means of dispersing water droplets which may be inhaled, causing a foreseeable risk of exposure to Legionella. This is especially important to minimise where elderly or those who have ongoing chest conditions operate. Children and people of working age are considered to have a low risk of contracting legionella. We are aware of this risk and take care that the spray head is constantly used and regularly cleaned and disinfected.

Date prepared and authorised by the Committee 20th April 2027

Review date: March 2027

