

**Water Services Hygiene**

**Legionellosis and** **Scalding**

**Schools Logbook**

**Oxfordshire County Council**

**Issue Date: January 2025**

**Water Services Hygiene, Legionellosis & Scalding Logbook**

**PROPERTY DETAILS**

|  |  |
| --- | --- |
| Name of School |  |
| Headteacher |  |
| Site responsible person for water hygiene |  |

**CONTACTS**

**Oxfordshire County Council**

Facilities Management [fmservicedesk@oxfordshire.gov.uk](mailto:fmservicedesk@oxfordshire.gov.uk)

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**1.0 Water Service Hygiene (Legionella and Scalding) Logbook**

**1.1 Introduction – Purpose of Logbook**

The purpose of this Logbook is for record keeping and to communicate to site staff the importance of water hygiene legionella and scald control measures, their responsibility for maintaining water hygiene legionella and scald control measures, the precautions which are required to implement and their responsibility for record keeping.

**1.2 Policy and Procedures Document**

It is important that the reader understands fully the actions necessary to control the risk and their role in the control process. If there is any doubt about the content or implications of this logbook, the reader should first refer to the policy and procedures document and, if still in doubt, contact the [fmservicedesk@oxfordshire.gov.uk](mailto:fmservicedesk@oxfordshire.gov.uk)

Failure to adopt appropriate measures for the minimisation of legionellosis risk (in accordance with the Health and Safety at Work etc Act 1974, the Control of Substances Hazardous to Health Regulations 2002 and the [HSE Approved Code of Practice on Legionnaires Disease - the control of legionella bacteria in water systems (L8)](https://www.hse.gov.uk/pubns/books/l8.htm)) renders responsible persons, staff, and others liable to prosecution.

**Hot water temperature**

The [School Premises (England) Regulations 2012](https://www.gov.uk/guidance/standards-for-school-premises) say that hot water at the point of use should not pose a scalding risk. Suitable arrangements should be made to ensure that control measures are in place and functioning effectively.

**Legionella**

Legionella bacteria can grow in hot and cold-water systems and can be harmful to health if inhaled. Growth is more likely to occur when cold water temperatures are over 20°C, when hot water temperatures are below 50°C, or when water is allowed to stagnate due to pipe work dead legs or infrequent usage.

Legionnaires’ disease is normally only contracted where water is sprayed and small droplets of water containing the bacteria are inhaled, such as in a shower.

As an employer, or a person in control of the premises, you have a duty to:

* appoint a competent person to take day-to-day responsibility for controlling any identified risk, sometimes referred to as the ‘responsible person’ - this person may be a member of school staff, but they should have sufficient knowledge of the water system and sufficient authority to deal with the issues
* identify and assess sources of risk in accordance with [HSE Approved Code of Practice L8](https://www.hse.gov.uk/pubns/books/l8.htm)
* prepare a written scheme (or course of action) for preventing or controlling the risk
* implement, manage and monitor the written scheme
* keep records and check that what has been done is effective
* if appropriate, notify the local authority that there is a cooling tower on site - however, it is very unlikely that cooling towers will be present on school sites

The risk assessment and preparation of the course of action should be undertaken by a company which offers these specialist services.

HSE have produced guidance about [Legionella and Legionnaires’ disease](https://www.hse.gov.uk/legionnaires/).

**1.3 Legal Duty to Adopt Measures of the Type Presented in this Logbook.**

The following information should be retained with this Logbook:

* Copied pages of all record keeping log sheets.
* Copy of the current risk assessment record.
* Any correspondence relating to water hygiene legionella and scald control measures.
* Any chlorination certificates relating to water hygiene legionella and scald control measures.
* Storage tank maintenance records.
* Copy of the site plan showing the location of boiler and heater plant, hot and cold-water outlets etc.; and
* Where applicable details and maintenance logs of any water treatment systems

**1.4 Checklist**

This checklist is to acknowledge that the following has been undertaken or provided:

|  |  |  |
| --- | --- | --- |
| **Item** | **YES / NO** | **Initial** |
| A copy of the County Council Water Service Hygiene and  scalding Logbook |  |  |
| A risk assessment of the hot and cold-water services |  |  |
| A copy of the risk assessment record identifying actions  necessary |  |  |
| Where applicable details of any water treatment systems  installed |  |  |
| The location of hot and cold-water sources (schematic) |  |  |
| Thermometer provided to test water temperature |  |  |
| Hot water and surface temperature scalding risk assessment carried out |  |  |

**1.5 Guidance on Record Keeping:**

Please retain the record keeping sheets supplied with this Logbook as master’s and copy the sheets for record keeping purposes.

Retain the completed record sheets together with this Logbook.

**2.0 Temperature Monitoring**

**Warning! Scalding Risk**

If there are young children or vulnerable adults, to avoid a scalding risk, the temperature should be as stated in Table 1 of the water hygiene (legionella and scalding) policy. Storage and supply temperatures are stated in the risk assessment for the property.

Responsible persons must ensure risk assessments for legionellosis and scalding for current water systems, have been carried out at**.** Any change to the existing installations will require a new assessment to be made.

**Check Hot Water Supply Temperature**

If 500C or above – OK.

If lower than 500C refer to Water Service Hygiene & Scalding Logbook for details of action necessary e.g. investigate and adjust storage temperatures etc.

**Record water temperatures in Logbook**

**Hot and cold-water supply temperatures to be tested once a month**

Sentinel outlets (nearest and furthest taps) at any location or on a run of pipework, from each water source, should be tested per month (**All outlets should be tested over a 12-month period**).

Water temperature should be taken of running tap and required temperature should be reached within one minute (hot) or two minutes (cold)

Results must be recorded in the Water Service Hygiene & Scalding Logbook.

**Check Cold Water Supply:**

Check temperature:

If 200C or below – OK.

If higher than 200C refer to Water Service Hygiene & Scalding

Logbook for details of action necessary.

**2.1 Temperature records for hot water outlets**

**Why?**

The growth of all pathogenic water borne micro-organisms is dependent upon temperature. *Legionella sp*. cannot breed in cold water below 20oC and will die rapidly at temperatures above 60oC. As such we aim to store cold and hot water at these temperatures where risk dictates it to be necessary. It is important that distribution temperatures are maintained at less than 20oC for cold water, and above 50oC for un- mixed hot water where scalding is not deemed a risk. If these temperatures are achieved, and there is sufficient turn-over of water to prevent stagnation Legionella bacteria will be controlled.

**Where?**

Identify the **sentinel** outlets. For hot water services these are the first and last taps on a re-circulating system. For cold systems (or non-re-circulating hot water systems), they are the nearest and furthest taps from the storage tank. The choice of sentinel taps may also include other taps which are considered to represent a specific risk. This information should be on your schematic drawing and in the risk assessment. If you are not clear which ones are the sentinel outlets, then please speak to your water hygiene contractor.

Please use a separate record sheet for either a single outlet or a group of hot water outlets and enter the number of outlets on the record sheet.

**When?**

Temperatures should be monitored and recorded as follows and should comply with the temperatures identified on the form:

 A minimum of sentinel outlets (nearest and furthest taps to the source) at any location or on a run of pipework tested monthly.

 All outlets should be tested within a period of 12 months. If there are more than

12 outlets on a system it is recommended that more than one is tested monthly to ensure that all outlets are tested within the 12-month period.

 For scalding issues outlet temperatures from point-of-use water heaters should not exceed 41oC.

 Point-of-use water heaters are to be set at 50oC for legionella control. In

buildings used by young children of nursery and foundation stage age; persons with sensory impairment or people with a learning difficulty then a TMV must be installed prior to the terminal fitting to achieve a maximum temperature of 41ºc for scald control. Please refer to Maximum Safe Hot Water Temperatures, in the Policy, Strategy & Management Procedures.

Where vulnerable people are bathed refer to and follow **OCC H&S** **Procedure: Scalding and drowning managing the risk** (this guidance is published separately on the OCC intranet and does not form part of the guidance).

**How?**

Identify the temperature test points as discussed above.

 Copy the temperature test form over-page and use the copies to record temperatures.

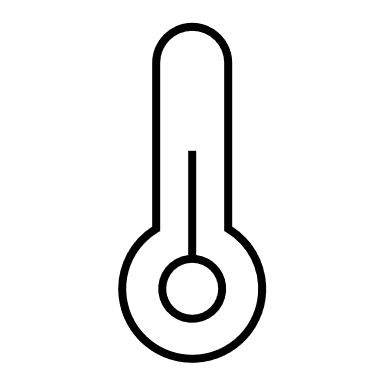
 Ensure you use an accurate calibrated thermometer appropriate for taking water temperatures.

 Visit each identified tap.

**Centralised system -** Those sites with large centralised systems and outlets with mains cold water run the tap at full flow holding the probe so that it is fully submerged with the tip fully immersed in the flowing water for **1 minute**.

**Point-of-use water heaters -** Those sites with point-of-use water heaters do not run the water for 1 minute as this may drain the contents of the water heater and the temperature reading will be incorrect. To avoid this situation, run the tap of the point-of-use water heater for **15 seconds** then immerse the tip of the probe in the flowing water.

* Record the temperature on the form A.

**Form A - Temperature record for hot water outlets Year ……….**

Frequency: Monthly

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hot Water Temperatures** | | | | | | | | | | | | | | | |
| **Type** | **No** | **Location** | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| **Sentinel**  **Outlets** | 1 |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| **Representative outlets on**  **a rotational basis** | 7 |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  | |  |  |  |  |  |  |  |  |  |  |  |  |
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| 17 |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| **TESTER DETAILS** | | | Date |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials |  |  |  |  |  |  |  |  |  |  |  |  |

NOTES: 1. Hot water temperatures should reach 50ºC within one minute.

**2.2 Temperature records for stored cold water fed outlets**

**Why?**

The growth of all pathogenic water borne micro-organisms is dependent upon temperature. Legionella sp. cannot breed in cold water below 20oC and will die rapidly at temperatures above 60oC. As such we aim to store cold and hot water at these temperatures where risk dictates it to be necessary. It is important that distribution temperatures are maintained at less than 20oC for cold water, and above 50oC for un- mixed hot water where scalding is not deemed a risk. If these temperatures are achieved and there is sufficient turn-over of water to prevent stagnation, the growth of Legionella bacteria will be controlled.

**Where?**

Identify the **sentinel** outlets. Sentinel outlets are the taps or shower heads that are **the nearest and the furthest to/from the cold-water storage tank or the incoming mains.** This information should be on your schematic drawing and in the risk assessment. If you are not clear which ones are the sentinel outlets, then please speak to your water hygiene legionella risk assessor.

Please use a separate record sheet for either a single outlet or a group of cold-water outlets and enter the number of outlets on the record sheet.

**When?**

Temperatures should be monitored and recorded as follows and should comply with the temperatures identified on the form:

 A minimum of sentinel outlets (nearest and furthest taps to the cold-water source) at any location or on a run of pipework tested monthly.

 All outlets should be tested within a period of 12 months. If there are more than

12 outlets on a system it is recommended that more than one is tested monthly to ensure that all outlets are tested within the 12-month period.

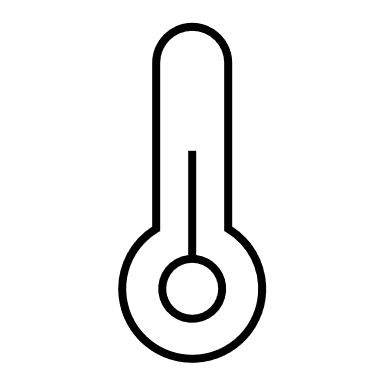
**How?**

Identify the temperature test points as discussed above.

 Copy the temperature test form over-page and use the copies to record temperatures.

 Ensure you use an accurate calibrated thermometer appropriate for taking water temperatures.

 Visit each identified tap. Those sites with large centralised systems and outlets with mains cold water run the tap at full flow holding the probe so that it is fully submerged with the tip fully immersed in the flowing water for **2 minutes** and record the lowest temperature achieved within that time on form B

**Form B - Temperature record for stored cold water outlets Year: ……….**

Frequency: Monthly

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Cold Water Temperatures** | | | | | | | | | | | | | | | |
| **Type** | **No** | **Location** | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| **Sentinel**  **Outlets** | 1 |  | |  |  |  |  |  |  |  |  |  |  |  |  |
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| 6 |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| **Representative outlets on**  **a rotational basis** | 7 |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  | |  |  |  |  |  |  |  |  |  |  |  |  |
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| **TESTER DETAILS** | | | Date |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials |  |  |  |  |  |  |  |  |  |  |  |  |

**2.3 Temperature records for calorifiers flow temperatures**

**Why?**

The growth of all pathogenic water borne micro-organisms is dependent upon temperature. Legionella sp. cannot breed in cold water below 20oC and will die rapidly at temperatures above 60oC. Storing water at 60% kills most of the legionella bacteria within 2 minutes. It is important to avoid temperatures that encourage growth of the legionella bacteria in calorifiers, and we aim to ensure that the temperature leaving the calorifier is 60% and the temperature of the water returning is 50%.

**Where?**

Identify the flow in and flow out pipework on the calorifier.

**When?**

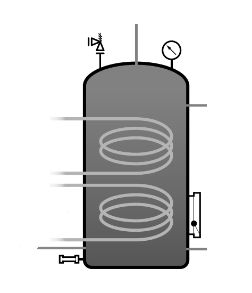
Temperatures should be monitored and recorded as follows and should comply with the temperatures identified on the form:

 The calorifier flow out and flow in (return) pipework tested monthly.

**How?**

Identify the temperature test points as discussed above.

* Copy the temperature test form over-page and use the copies to record temperatures.
* Ensure you use an accurate calibrated thermometer appropriate for taking water temperatures.
* Place your water thermometer on the flow **out** pipework and take the temperature.
* Place your water thermometer on the flow **in** pipework and take the temperature.
* Record the temperatures and form C

**Form C – Calorifier temperatures record**

Frequency: Monthly

**Location**  **Sheet No.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Flow out** | **Flow in (return)** | **Initials** |
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**3.0 Records of Routine Legionella Control Tasks**

**3.1 Shower Head Cleaning**

**Why?**

Legionellosis is contracted when tiny water droplets (aerosol) contaminated with Legionella sp. bacterium is inhaled. This is possible with showerheads and other outlets. However, showers tend to be infrequently used compared to taps. As such procedure 3.2 of this logbook (Flushing of Infrequently Used Showers & Taps) must also be implemented.

**Where?**

All showers.

**When?**

At least every 3 months.

**How?**

 Disconnect showerhead from unit.

 Dismantle the showerhead and replace parts as necessary.

 Scrub all parts with a stiff brush to remove scale and check that all spray jets are clear.

 Soak in a de-scaler as per the de-scaler manufacturers recommendations (where necessary carry out a COSHH risk assessment from the information provided in the manufacturers "Product Safety Data Sheet").

 Rinse all parts thoroughly with clean water.

 Reassemble and reconnect to unit.

**Flexible hoses where fitted:**

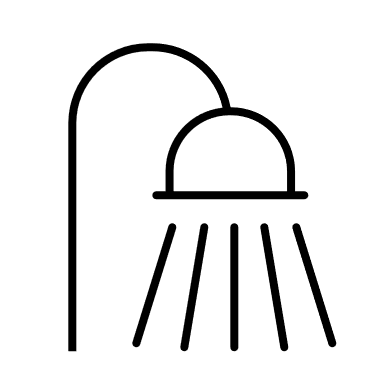
 Disconnect from showerhead and unit.

 Flush hose through with soapy water.

 Soak in a de-scaler as per the de-scaler manufacturers recommendations (where necessary carry out a COSHH risk assessment from the information provided in the manufacturers "Product Safety Data Sheet").

 Flush hose through with clean water.

 Reconnect to showerhead and unit.

**Form D - Shower head cleaning record**

Frequency: At least every 3 months

**Location**  **Sheet No.**

Please use a separate record sheet for each group of shower heads.

Number of shower heads: Reference number from site plan:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Action completed** | **No.** | **Initials** |
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**3.2 Flushing of Infrequently Used Showers & Taps (including holiday periods)**

**Why?**

Stagnation of water leads to conditions which encourage the Legionella bacterium to grow quickly. Stagnant water tends to be warm and dirty, ideal for high numbers of micro-organisms. This procedure is to be implemented whenever stagnation occurs (e.g. an infrequently used shower or tap; a room which is currently un-occupied; part or all of a building that is temporarily un-occupied).

**Where?**

Infrequently used showers and taps are defined as outlets used less than once a week. You should identify these outlets on your site.

* **Holiday periods –** all outlets during these periods must be flushed for 5 minutes at least once a week. Flushing helps to ensure the water cannot become stagnated and prevent conditions which encourage the Legionella bacterium to grow.

**When?**

All infrequently used showers & outlets are to be operated for at least 5 minutes at least once per week.

**How?**

Identify the infrequently used showers & Taps as discussed above.

 Run the hot and cold taps at full flow for at least **5 minutes**. Flush all WCs.

Ensure that this exercise is conducted at least once every week, more often if possible.

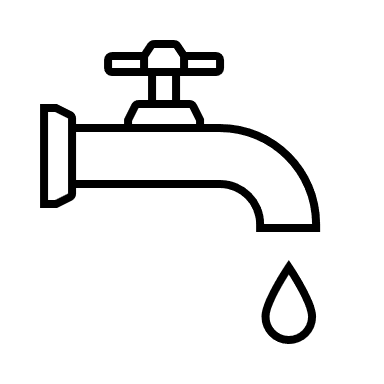
 In the case of showers this should be done creating as little aerosol as possible.

This can be done by immersing the shower head in a bucket of water before turning the shower on.

 Maintain a simple record that you have implemented the flushing regime using form E. Again, copy the form, and use copies for record keeping.

 Should the area be proposed for indefinite closure (i.e. longer than 60-days), please seek advice from your water hygiene legionella risk assessor. If services are disconnected this would negate the need for the flushing exercise but they would require disinfection prior to bringing back into service.

**Note: Schools should refer to the Water Hygiene (Legionella and Scalding) Policy and section 3.3 of this Logbook for procedure to be followed during holiday periods.**

**Form E - Flushing of Infrequently Used Showers, Outlets & Holiday Periods**

**Location**  **Sheet No.**

Please use a separate record sheet for each group of outlets and showers to be flushed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Location** | **No.** | **Type/Comments** | **Initials** |
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**3.3 Re-opening a School after the Summer Holidays**

**Why?**

In most schools the domestic hot water systems are switched off during holiday periods also the warmer weather which increases the temperature of the stagnant water and allows Legionella to breed within the water system.

**Where?**

All taps, showers, toilet cisterns and any other water outlets.

**When?**

School domestic hot water systems must be turned on and taken up to operating temperature at least 7 days prior to re-occupation. All taps, showers, toilet cisterns and any other water outlets are then to be run each day to create good circulation prior to the first day of term.

**How?**

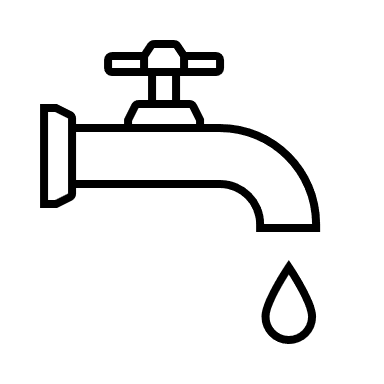
 Locate All taps, showers, toilet cisterns and any other water outlets.

 Run the hot and cold taps at full flow for at least 5 minutes and flush all WCs.

Ensure that this exercise is conducted at the frequencies listed above.

 Maintain a simple record that you have implemented the flushing regime using form F. Again, copy the form, and use copies for record keeping.

 Should the area be proposed for indefinite closure (i.e. longer than 60-days), please contact your water hygiene legionella risk assessor and notify the [fmservicedesk@oxfordshire.gov.uk](mailto:fmservicedesk@oxfordshire.gov.uk)

**Form F - Flushing of taps, showers, toilet cisterns**

**and other outlets**

**Location**  **Sheet No.**

Please use a separate record sheet for each group of outlets and showers to be flushed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Location** | **No.** | **Type/Comments** | **Initials** |
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**3.4 Thermostatic Mixing Valve Maintenance and Temperature Testing**

**Why?**

To ensure that where a thermostatic mixing valve (TMV) has been fitted it remains operational at the correct temperature to prevent a scalding incident.

**Where?**

At each outlet where a TMV has been installed.

**When?**

**For scalding risks** - all TMV’s shall be temperature tested every six months and should be maintained in accordance with manufacturer’s recommendations and OCC Policy and Procedure document.

**Temperature tests on pipework** – the hot and cold pipework feeding the TMV should be tested to ensure the hot water is above 50oC and the cold water is below 20oC.

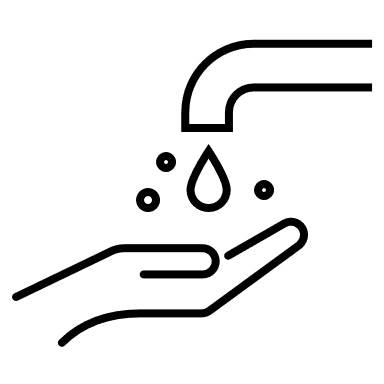
* Hot and cold pipework on sentinel TMV’s should be tested monthly.
* Hot and cold pipework on all other TMV’s tested annually.
* Review your schematic map to identify your sentinel outlets.
* If the feeding pipework is boxed, record the temperature at the next hot water outlet.

**How?**

Identify the temperature test points as discussed above.

* Copy the temperature test form over-page and use the copies to record temperatures.
* Ensure you use an accurate calibrated thermometer appropriate for taking temperatures from the pipework and outlet.
* Visit each identified TMV.
* Take temperature from hot pipework feeding the TMV.
* Take temperature from cold pipework feeding the TMV.
* Take mixed temperature from TMV outlet.
* Record the temperatures on the form G.

Site should ask a specialist contractor who maintain and service the TMV’s to record actions on Form G.

**Form G - Thermostatic Mixing Valve Maintenance and Temperature Testing**

**Location**  **Date** **Sheet No.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Location of TMV** | **No.** | **Type of outlet (basin, sink, bath, shower)** | **Mixed Temp. ºC** | **Hot feed Temp. ºC** | **Cold feed Temp. ºC** | **Fail safe, OK?** | **Action taken/comments** | **Inititals** |
|  |  |  |  |  |  | Y / N |  |  |
|  |  |  |  |  |  | Y / N |  |  |
|  |  |  |  |  |  | Y / N |  |  |
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|  |  |  |  |  |  | Y / N |  |  |
|  |  |  |  |  |  | Y / N |  |  |

**4.0 Site Water Hygiene (Legionella and Scalding)**

**Risk Assessment**

**(Reviewed every 2 Years)**

**5.0 Schematic Drawing**

**6.0 Bacteriological Testing Results (where applicable)**

**7.0 Storage Tank Maintenance Records**

**8.0 Chlorination Certificates (where applicable)**

**9.0 Calorifier Inspection and Clean records**

**10.0 Miscellaneous**