

Written Scheme for the control of legionella bacteria in Food Properties

Site Name	CO-OP – Whalley Range
UPRN Ref	014136-108821-0000

Date	Issue	Comment	Amender
31/08/2018	1.0	Final Approval	V Arnold
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1. Purpose

This written scheme describes the maintenance and other activities that are routinely undertaken on this site to control the growth of legionella bacteria and the risk of exposure to the bacteria in all water systems and associated assets.

Any remedial actions identified in the latest LRA will need to be completed as they may include other compliance issues such as water regulations compliance.

A separate written scheme will be provided for the following key asset groups as shown below. This is in line with the LRA review programme where for example Coop Food Distribution Depots will have all three separate LRA's.

- I). Cooling Tower
- II). Automatic Vehicle Wash
- III). Domestic Hot and Cold Water System

2. Scope

This Written Scheme sets out the safe operational criteria, the controls, planned preventative measures, maintenance activities, corrective actions and record keeping requirements to reduce the risk of exposure to Legionella in accordance with HSE Approved Code of Practice L8 and associated HSG274 guidance.

The scheme includes details on the control schemes required for all Domestic Hot and Cold-water systems including all associated cold-water storage tanks, hot water storage vessels, associated down services and water outlets including thermostatic mixing valves, showers, spray taps and expansion/pressure vessels. In addition, all fixed and portable assets that use or create (e.g. condensate) water are covered.

The Water Safety Logbook (c365) is a very important supporting document that needs to be routinely checked and referenced to support and maintain the effectiveness of this written scheme of control.

The LRA and this written scheme of control will require review if it is thought that the original assessment may no longer be valid. Such circumstances would typically include:

- i) Changes to plant or water systems or its use
- ii) Changes to the use of the building in which the water systems are installed
- iii) New/revised information relating to risk or control measures
- iv) The result of checks, which indicate that control measures are no longer effective. For example, a positive result when testing specifically for the presence of Legionella.
- v) The Legionella Risk Assessment falls due for revisit or the recommended date for reassessment (included on the LRA) is reached.

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3. Navigating Through the Document

The following Table summarises the information required for a suitable and sufficient written scheme and shows where the information can be found.

HSG274 Requirements	Location
1. Purpose.	Written Scheme Section 1
2. Scope.	Written Scheme Section 2
3. Risk Assessment.	Filed under the property in COOP C365 Portal
4. Management structure.	2.4-CFM-AA-(400)-126 Guidance for Co-op Facilities Management Persons Designated in Regulations
5. Up-to-date schematic plan of the water system.	Schematic Drawing in Legionella Risk Assessment available COOP C365 Portal
6. The correct and safe operation of the system.	Written Scheme section 7
7. Precautions in place to prevent or minimise Risk.	Written Scheme section 8. Routine Maintenance SOPs. Records of planned and completed routine maintenance located on the COOP job Management System: Verisae.
8. Analytical tests.	Available on COOP C365 Portal.
9. Remedial action to be taken in the event that the scheme is shown not to be effective.	Written Scheme Section 11 and Coop Legionella Policy available on COOP System: iSite.
10. Health and Safety information.	Contractor Code of Conduct on iSite. Contractor arrangements – e.g. Risk Assessments and Method Statements (RAMS).
11. Incident Plan.	2.2-CFM-ENG-(120)-043 Legionella and Water Hygiene Health and Safety Procedures – Incident Management on COOP System: iSite

4. Legionella Risk Assessment

The latest Legionella Risk Assessment is available on the Coop C365 Portal.

Inherent risk ratings for COOP Sites are determined by reference to the following table. The site will be subject to a regular LRA in line with Coop Requirements Document Legionella and Water Hygiene 2.2-CFM-ENG-(120)-043. The inherent risk level will be confirmed at each LRA review.

Priority	Priority Criteria	Site Inherent Risk (from LRA)
P2	Domestic installation with aerosol or mist generation (e.g. Showers, Hand operated vehicle washers directly fed from mains water supply). A Written Scheme of Control will be required in compliance with L8.	Medium

The inherent risk rating has been identified with reference to the latest LRA.

This Written Scheme is based upon the LRA dated: -	4 th October 2018
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5. Management Structure, Roles & Responsibilities

Details of all those with responsibilities for ensuring the control scheme is followed and maintained is contained in 2.4-CFM-AA-(400)-126 Guidance for Co-op Facilities Management Persons Designated in Regulations.

6. Schematic Plan

A Schematic Plan of the systems on site is included in each LRA. The Schematic will be updated as part of any review of the LRA, which must naturally follow any changes to the system or its use.

The schematic will show the referenced sentinel points that require monthly temperature monitoring and recording. In addition, the schematic plan will show the referenced little used outlets that require weekly flushing and recording.

All other outlets will require referencing so that records of temperature checks of non-sentinel outlets are included in rotation (say 10% per month).

7. Correct and Safe Operation of the System

The water system will be used as it is intended. Most systems will be for domestic purposes (e.g. drinking, washing, toilet facilities, and food preparation) with some systems having additional assets like vehicle wash machines.

8. Precautions in Place to Prevent or Minimise Risk

The main method adopted to control legionella bacteria in systems will be temperature. Water temperatures at the sentinel points in a system will be checked and recorded on a monthly basis. In addition, non-sentinel outlets will have their temperature checked and recorded on a rotation basis so as to check all outlets at least annually.

All water systems will be kept clean and regularly used to prevent stagnation. All outlets identified as 'little used' in the Legionella Risk Assessment will be flushed and recorded on a weekly basis.

All systems and assets will be used and maintained in line with the manufacturer's instructions and the recommendations of the HSE contained in the HSG274 series of guidance notes. The detail is contained in the following Coop Schedules of Procedure (SOP's) and the Coop Verisae Maintenance Portal.

1.2-CFM-ENG-(300)-026 Evaporative Heat Rejection Cooling Towers

1.2-CFM-ENG-(300)-041 Water Hygiene

1.1-CFM-ENG-(300)-024 Greywater System Maintenance specification

1.6-CFM-ENG-(300)-032 Vehicle Wash Systems.

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9. Records of Maintenance and Analytical Tests

All routine maintenance tasks carried out are recorded on the Coop Verisae System.
Analytical test results (where carried out) are stored on Coop Portal C365.
Remedial Action to be Take if Control Measures Fail.

From time to time, the results of any analytical tests and those of routine maintenance (records) will be reviewed to ensure the maintenance regime remains suitable and sufficient. In any event, results will be reviewed as part of a review of the LRA.

10. Health & Safety Information

The Coop Portal, iSite contains the relevant information on Health and Safety and as appropriate supply chain contractors will maintain COSHH information relating to any chemicals used on site. Those involved with maintaining the system are encouraged to add their own RAMs relating to the water systems in the appropriate logbook/ elog book.

11. Incident Plan

An incident with the water system and water related assets is defined as a breakdown in the temperature control regime or a failure in the operation of an asset. The first action will be for the local manager to log the issue with the Coop helpdesk.

The procedures in place when an incident occurs on site in Coop Water Hygiene Policy which details Incident Management and available on the COOP System: iSite

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Appendix One

The Control Scheme - Water Safety Plan

The following table provides a checklist for hot and cold-water systems with an indication of the frequency of inspection and monitoring required.

COOP Food Store Colleague Actions (Supply Chain On-site Maintenance Team at Depots):

The Control Scheme - Water Safety Plan	
Assets	Minimum Compliance Frequency
None Identified	Flush Little Used Outlets Weekly
As below	Check and Record Hot and Cold Temperatures at Sentinel Outlets in line with instructions. Ensure Supply Chain Maintenance Contractor is covering all <i>other</i> outlets at least Annually.

Little Used outlets			
Building	Floor	Room Name	Asset ID
None Identified	-	-	-

Sentinel Points					
Building	Floor	Room Name	Asset ID	Cold Outlet	Hot Outlet
Main	Ground	Male toilet	WHB	NC-MCWS	NH-CWH01
Main	Ground	Staff room	Sink	-	FH-CWH01
Main	Ground	Sluice room	Sink	-	NH-MP01
Main	Ground	Bakery	Sink	FC-MCWS	FH-MP01

All actions and temperatures to be recorded

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Maintenance Staff (COOP Supply Chain Contractor) to carry out the routine maintenance specified in the relevant Coop SOP and Coop Verisae Maintenance Portal for the water system assets identified in the table below. Detailed records of the PPM activity and corrective actions undertaken are to be provided.

LRA Asset ID	Asset Type	Locations
CWH 01	Combination Water Heater	Store
MP 01	Multi-Point Water Heater	Sluice
EV1	Expansion vessel	Sluice
TMV	Thermostatic mixing valve	Disabled toilet

Appendix Two

Written Scheme of Control – the requirements

The scheme should specify the various control measures, how to use and carry out those measures, describe any water treatment regimes and the correct operation of the water system. The scheme should be specific and tailored to the system covered by the risk assessment. Along with the guidance in this document, this appendix summarises the information to include in a typical legionella written control scheme.

1. Purpose.
2. Scope.
3. Risk Assessment.
4. Management structure: duty holder; responsible person(s) and communication pathways; training; allocation of responsibilities, i.e. to the duty holder, responsible person(s) and water treatment service provider
5. Up-to-date schematic plan showing the layout of the system(s) and its location within and around the premises – this should identify piping routes, storage and header tanks, calorifiers and relevant items of plant, especially water softeners, filters, strainers, pumps and all water outlets.
6. The correct and safe operation of the system.
7. Precautions in place to prevent or minimise risk associated with the system.
8. Analytical tests, including microbiological testing, other operational checks, inspections and calibrations to be carried out, their frequency and any resulting corrective actions.
9. Remedial action to be taken in the event that the scheme is shown not to be effective, including control scheme reviews and any modifications made.
10. Health and Safety information, including details on storage, handling, use and disposal of any chemical used in both the treatment of the system and testing of the system water
11. Incident plan, which covers the following situations: major plant failure, e.g. chemical system failure; very high levels or repeat positive water analyses for legionella; an outbreak of legionellosis, suspected or confirmed as being centred at the site; an outbreak of legionellosis, the exact source of which has yet to be confirmed, but which is believed to be centred in an area which includes the site

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