



Kilve Village Hall

Registered Charity - 304569

Legionella Management Plan

Background

Kilve Village Hall (KVH) management committee and trustees have set up this Legionella management plan in accordance with HSE guidance and their checklist for village halls (<https://www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf>).

The water supply at the village hall is direct mains fed, with no shower or spray attachments in either the toilets or the kitchen. The risk likelihood for the building is LOW, but the severity of impact on some of our users who are elderly would be HIGH. Therefore, we operate a precautionary approach in our risk management.

The water heater is operated at least monthly (coffee mornings), with hirers operating the water heaters more or less weekly (bridge, short mat bowls). All outlets are used at least monthly at the coffee mornings. After extended periods of closure (as for example occurred after the COVID lockdowns) a flushing operation is carried out to ensure that all the water pipes are flushed through thoroughly with clean cold or fully heated hot water as relevant.

Responsibilities

Operational management of the facilities: Barry Whitehead and Brian Ward

Risk Assessment: Sarah Hayward

Insurance and finance: Sheila Collins

Chair of Trustees and Management Committee: Elizabeth Grigg

Management Process

Protecting users of the hall:

The water heating and flushing regime must be maintained to ensure regular occurrence, as part of the monthly monitoring process – this will be monitored via our committee management meetings as a standing item on the maintenance review. A record should be kept by the maintenance team of water heating and flushing.

Any changes to the water system must be reviewed in the light of legionella management.

Last review:

Written: July 2023/ Reviewed and approved 14/08/2023

Next review: Jan 2024 and then annually.