

Client Address	Hampshire County Council PBRS Three Minsters House 76 High Street Winchester Hampshire SO23 8UL
Site Name	Copper Beeches OPH
Site Address	Woodland Way London Road Andover Hampshire SP10 2QU
Site contact	Mark Bainton
Site telephone number	01264 353703
Last risk assessment carried out by	Freeston Water Treatment Limited
Date of risk assessment	June 2011
Date of previous review	20th April 2012
Date of last review	7th October 2013
Last Review carried out by	Mr David Borthwick

HAMPSHIRE COUNTY COUNCIL

ACoP L8 DOCUMENTATION/LOGBOOK AND RISK ASSESSMENT / REVIEW AUDIT

SITE NAME:	Copper Beeches OPH
LOCATION:	Woodland's Way London Road Andover Hampshire SP10 2QU
CONTACT ON SITE:	Mark Bainton
DATE OF AUDIT:	21-3-2014
NAME OF AUDITOR:	Mr Chris Wilson Freeston Water Treatment Limited

ITEM	TASKS		COMMENTS
		YES / NO	
1.	Audit Date	21-3-2014	
2.	Site Management Audit signed	YES	
3.	Contact details complete and up to date	YES	
4.	Responsibility details complete and up to date	YES	No Deputy Responsible Person listed
5.	6 monthly water tank inspections up to date	NO	
6.	Training records present and up to date	YES	Last carried out on 11-4-2012 by the Maintenance Operative
7.	Contractor visits recorded	YES	
8.	Monthly boiler/calorifier temps checked	YES	
9.	Monthly temperature – taps checked	YES	
10.	Weekly all outlets flushed and recorded	YES	
11.	Weekly low use outlets flushed and recorded	YES	
12.	Weekly shower disinfection and clean and recorded	YES	
13.	Quarterly shower descale and recorded	YES	
14.	Monthly sentinel taps temps checked and recorded	YES	

15.	Six monthly temperature probe calibration	YES	
16.	Defects entry made when test off spec	NO	There is no records page within the logbook for this to be recorded
17.	Appropriate corrective action undertaken for Item 16	NO	See above
18.	Each task dated	YES	
19.	Each task signed for	YES	
20.	Laboratory TVC certificates up to date	NO	No records were seen
21.	Laboratory LP certificates up to date	YES	The records show that last samples were taken on 16-1-2014 & 3-3-2014 and I was informed with unsatisfactory results. I was informed that Mr Mike Pitt of Hampshire County Council was aware of these results and ongoing action was being carried out to rectify the problem. I was informed by the maintenance operative on site that personally he is flushing the four affected areas every day for 3 minutes each.
22.	Disinfection certificates up to date	NO	No cleaning and disinfection certificates were seen within the logbook.

ACoP L8 RISK ASSESSMENT / REVIEW AUDIT

Risk Assessment / Review Date		21-3-2014		
REF	Risk Assessment Summary of Recommendations	COMPLETE? YES / NO	COMMENTS	PIC REF
1	Boiler Room – The valve on the hot flow balance pipe between the circulation pumps of the calorifiers is closed and therefore creating dead legs either side of it.	NO		
2	Boiler Room – The valve on the ionisation unit bypass pipe is closed and therefore creating dead legs either side of it.	NO		
3	Boiler Room – The valve on the hot return balance pipe to the calorifiers is closed and therefore creating dead legs either side of it.	YES	The valve is now in the open position.	
4	Laundry - The two JLA D30 tumble driers have a fire sprinkler system inside which is piped to the mains cold water supply within the laundry. As this is rarely, if ever, used I would recommend that a suitable backflow protection device is fitted on each tumble drier water supply pipe as close as possible to the main water header pipe.	NO		

5	<p>Hot return pipe work - There are several temperature controlling valves on the hot return pipe work in the roof space and there may be more hidden behind panelling or flooring. Whilst these are fitted to promote an even distribution of temperature throughout the system, if one or more malfunctions and closes off the flow of water through it then deadleg pipe work would be created. I recommend that these valves are investigated for correct operation and servicing requirements be obtained from the manufacturers.</p>	NO	<p>I would consider that this only needs to be carried out if temperature monitoring or other evidence suggests that there may be a problem with the valves.</p>	
6	<p>I recommend the calorifiers are purged to drain and the condition of water noted on at least an annual basis and recorded within the water systems logbook when carried out.</p>	UKNNOWN	<p>I was informed that it is unknown if this is being carried out.</p>	
7	<p>I recommend that calorifier no. 1 is adjusted to store water at a minimum of 60°C at all times.</p>	YES		

8	I recommend that all TMV's are made accessible for servicing and adjustment. At the time of this review there were ten TMV's that although had been signed off as serviced, were also signed off as inaccessible.	YES	Records within the general maintenance folder for the site show that the TMV's were last serviced in November 2013.	
9	I recommend that cold temperature monitoring of outlets is restarted as soon as possible.	YES		
10	I recommend that the cold water storage tanks are inspected and temperatures taken and recorded on at least a six monthly basis.	NO		
11	I recommend that the maintenance operative is nominated in the water systems logbook as a competent person.	NO	The maintenance operative should technically be nominated as the Deputy Nominated Responsible Person and be trained accordingly.	
12	There is an inline scale reducer on the inlet pipe of the cold water booster pump set within the boiler room. This should be maintained and serviced in line with the manufacturer's recommendations. It is thought that this is not being carried out.	N/A	This could not be found and is thought to have been removed.	

13	<p>I recommend that the silver/copper ionisation unit is serviced and maintained as recommended by the manufacturers and recorded within the water systems logbook when carried out. At the time of this survey it appeared to be working correctly.</p>	NO	<p>The following should be carried out but I was informed they are not and no records were seen within the logbook:-</p> <p>Test copper levels within the water from the ionisation unit on a weekly basis and record.</p> <p>Service the Silver / Copper Ionisation Unit approximately every two months (due to the hardness of the local water supply).</p> <p>Take water samples on at least an annual basis for laboratory analysis to ascertain the level of silver within the water from the Silver / Copper Ionisation Unit.</p>	
14	<p>Ensure all pipe work is insulated to minimise temperature gains and losses.</p>	PARTIALLY		

15	Ensure that the current regime of cleaning the scale filters on TMV's, and Malibu baths inlets is continued. These were last done on 17 th July 2013.	YES	This was last carried out in January 2014 and is recorded on a loose page within the logbook.	
16	Clean and disinfect domestic cold water storage tank no. 1 and no. 2 within the near future and repeat annually if required.	YES	Both tanks were last cleaned and disinfected in February 2013. It is not known if they have been internally inspected since.	
17	I would recommend that further investigation be carried out to ascertain which outlets are served by mains cold water and which are served by boosted down water services. There are many outlets labelled "drinking water," it should be ensured that these are served by mains cold water.	NO		
18	Ensure all outlets are cleaned and descaled on a regular basis or as required. Outlets and showerheads observed during this survey were seen to be clean and free from scale.	YES	I was informed that this is carried out monthly but not recorded within the logbook.	

19	Fit extra insulation to the lid and inlet valve housing lids of the domestic cold water storage tanks if needed in hotter months.	NO		
20	Ensure the RPZ backflow protection valve to the central heating boilers is serviced / maintained in line with the manufacturer's recommendations.	NO		

ACoP L8 AUDIT ADDITIONAL COMMENTS/FINDINGS/RECOMMENDATIONS

REF	COMMENTS	PIC REF
1	<p>A water systems logbook has been put in place for 2014 and is in use.</p> <p>The maintenance operative on site undertook brief legionella training on the 11th April 2012. I would recommend that all staff involved with Legionella management be fully trained in Legionella management as soon as is practicable.</p> <p>Some of the remedial works have been carried out by Freeston Water Treatment Limited since the last Risk Assessment Review and this is an ongoing planned maintenance agreement between Freeston Water Treatment and Hampshire County Council.</p> <p>Completed remedial work carried at Copper Beeches OPH includes disinfection of pipework.</p> <p>Legionella management including temperature monitoring of outlets and calorifiers; flushing of infrequently used outlets and showerhead and hose descaling is being carried and recorded and is up to date.</p> <p>On non-sentinel outlets, where TMV's (Thermostatic Mixing Valves) are fitted, the temperature is only being taken from the blended water at the outlet. It should be ensured that it is taken from the hot pipe immediately before it enters the TMV.</p> <p>Purging of the calorifiers has not been carried out.</p>	

All Arjo / Malibu etc. type baths are serviced and maintained in line with the manufacturer's recommendations e.g. seals and hoses changed, filters cleaned and disinfected etc. This should all be recorded within a logbook when carried out. Records within the logbook show that this was carried out in January 2014.

The following should be carried out but I was informed they are not and no records were seen within the logbook:-

Test copper levels within the water from the ionisation unit on a **weekly** basis and record.

Service the Silver / Copper Ionisation Unit approximately every two months (due to the hardness of the local water supply).

Take water samples on at least an annual basis for laboratory analysis to ascertain the level of silver within the water from the Silver / Copper Ionisation Unit.

There is an ongoing problem with Legionella bacteria being detected within four areas. I was informed that Mr Mike Pitt of Hampshire County Council is aware of the situation and ongoing action was being carried out to rectify the problem.

I was informed by the maintenance operative on site that he is personally flushing the four affected areas every day for 3 minutes each.

A Written Scheme should be prepared to ensure that all necessary controls are maintained, monitored and remain effective.

	<p>BS8580 states – ‘Note - the Risk Assessment does not involve the preparation of the written scheme but rather provides information that is critical to the preparation’.</p> <p>Regulations and guidance regarding the Written Scheme can be found in ACoP L8 Paragraphs 52-76.</p>	
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