



Legionella Risk Assessment Reviewer Guidance – Building Hot & Cold Water Systems
Reference: HSE Control of Legionella Bacteria in Water Systems: Audit Checklists C200

Nutfield Court Day Services

Risk Assessment Review

3rd June 2015



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Property Name & Description: Nutfield Court Day Services			Review Date 3rd June 2015
Responsible Person(s) Name & SCC Appointment: Alison Gilroy (Manager)			Last Review: 21st May 2013
Compliance & Control Measure Checks	Yes	No	Comments/Observations
Have there been changes (or being proposed) to the use of the property in which the water systems are installed?		NO	
Have there been changes (or being proposed) to the water systems or their use?		NO	
Is there new information about potential risks or control measures?		NO	
Do the results of monitoring indicate that control measures are no longer effective?		NO	
Are the roles & responsibilities of all staff involved in control measures clearly defined in writing including responsible persons(s) & contractors?		NO	Responsible person and deputy have still not been nominated in writing within the logbook documentation.
Have the persons nominated to carry out control measures including responsible person(s) received appropriate training?		NOT KNOWN	
Has there been a legionella bacteria incident associated with the water systems in the property?		NOT KNOWN	

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Risk Assessment, Written Scheme & Property/System Change Checks			
Risk Assessment	Yes	No	Comments/Observations
Does the Risk Assessment identify foreseeable risks & include an up to date schematic of the water systems?		NO	<u>Original risk assessment was not seen filed within the logbook documentation.</u> Drawings were updated at the time of this review 2015.
Does the Risk Assessment include the measures & precautions to be taken to control foreseeable risks?		NO	<u>Original risk assessment was not seen filed within the logbook documentation.</u>
Written Scheme			
Are inspection & maintenance measures identified in the Risk Assessment being carried out?		NO	<u>Original risk assessment was not seen filed within the logbook documentation.</u> Temperature Monitoring is being carried out.
Have remedial works identified in the Risk Assessment & subsequent reviews to minimise foreseeable risks been completed?			Water butts have had lids fitted.
Are the records of water system temperature monitoring & flushing representative of control measures, & up-to-date?	YES	NO	Temperature monitoring is up to date as of May 2015 No flushing records seen at the time of this review.
Property & System Changes			
Have changes to property occupancy resulted in fewer occupants, intermittent occupation, or partial closure?		NO	Occupancy Variable.
Have changes or modifications to the water systems resulted in low use outlets; dead legs; redundant service equipment or additional fittings e.g. TMV's?	YES		<u>Disabled toilet shower is still infrequently used.</u> TMVs fitted.
Are there any other aspects of the water system including its design, operation & maintenance that have increased foreseeable risks?	YES		<u>Watering spray nozzles should be included in the showerhead regime.</u> <u>Drain watering hoses daily to prevent possible stagnation occurring.</u> <u>Some outlets from TMVs exceed more than 2 meters.</u>



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Risk Was (Circle)	Insignificant	Low	Medium	High	Uncertain
Risk Now (Circle)	Insignificant	Low	Medium	High	Uncertain

Remedial action to be taken	By Whom	By When
<p>Introduce a proper cleaning and disinfection regime for the water butts. Ensure all water butts have proper fitting lids to reduce the ingress of contaminants. Ensure the water from the water butts is not used in anything that will produce aerosol creation when being used. High</p> <p>Water butt lids have been fitted but no cleaning regime is in place. High</p>		
<p>Continue to clean and disinfect showerhead on a quarterly basis or as required; <u>flush shower if not used at least on a weekly basis and record when carried out. Medium</u></p> <p>Shower is cleaned and descale quarterly; no flushing records seen. Medium</p>		
<p>Flush all infrequently used outlets weekly and record when carried out. Medium</p> <p>No records seen for any flushing. Medium</p>		
<p>Drain watering hoses and remove from taps at the end of each working day to help prevent any possible water stagnation within the hoses. Medium</p> <p>Hoses were seen attached to tap outlets at the time of this review. Medium</p>		
<p>Ensure watering lance spray heads are cleaned and descaled along with the showerhead regime. Medium</p> <p>This is not being carried out. Medium</p>		



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Risk Was (Circle)	Insignificant	Low	Medium	High	Uncertain
Risk Now (Circle)	Insignificant	Low	Medium	High	Uncertain

Remedial action to be taken	By Whom	By When
Continue to service and adjust TMVs as per manufacturer’s recommendations. Medium This is being carried out on a six monthly basis; last carried out in January 2015. Medium		
Audit logbook; I would recommend at least on an annual basis to determine all monitoring is being carried out correctly. Medium No records seen for any audits being carried out. Medium		



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Compliance & Control Checks	Reviewer notes
Have responsible person(s) considered whether foreseeable risks could be eliminated?	Refer to Southampton City Council.
Have the responsible person(s) & deputies been nominated in writing?	<u>Responsible person and deputy have still not been nominated in writing.</u>
Are responsible person(s)/deputies contact details available in the event of an emergency?	<u>No responsible person or deputies contact details were seen within the logbook documentation.</u>
Are the roles & responsibilities of all Council staff, & contractors involved in control & compliance measures identified in writing?	No roles and responsibilities of council and contractors involved in control and compliance measures were found in writing within the log book documentation.
Have they all received appropriate training?	No training records were seen for any staff or contractors. Refer to Southampton City Council
Has the competence of contractors been checked and appropriate documentation held on file?	Refer to Southampton City Council.
Have other Health & Safety issues been actioned e.g. COSHH/MHSWR assessments for treatment chemicals and flushing routines?	Refer to Contractors used by Southampton City Council.
Do responsible person(s) keep a log of water system defects and follow up on progress?	All system defects are phoned through to Southampton Property Services.
Do the responsible person(s) have a budget for remedial works and are they aware of the programme for completion?	Refer to Southampton City Council.



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Risk Assessment, Written Scheme & Property/System Change Checks	Reviewer notes
Does the risk assessment include all water systems in the building(s) including e.g. fire hose reels, spray fountains, dehumidifiers etc?	<u>Original risk assessment was not seen filed within the logbook documentation.</u>
Does the water system schematic show and identify all equipment & outlets including water softeners, TMV's, pumps, principal valves, stand-by equipment, showers, washbasins, water supply origin & systems out of use etc?	Drawings have been updated at the time of this review 2015.
Does the Written Scheme contain the following: <ul style="list-style-type: none"> •System operating instructions? •Precautions to be taken when operating the system? •Details of the monitoring checks to be carried out on the system? 	NO YES YES
Have changes to the system been recorded in the water system logbook?	No records were seen within the logbook documentation.
How are changes to the system managed & approved including approval by the responsible person(s)?	Refer to Southampton City Council.
How are remedial works co-ordinated, funded and approved including programme priorities?	Refer to Southampton City Council.



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System Design & Construction	Reviewer notes
Are the water systems designed in accordance with BS6700: 1997 & the Water Supply (Water Fittings) Regulations 1999 as amended by latest WRAS guidance?	Pipe work appeared to be copper.
Do any of the materials used in pipe systems & fittings support bacterial growth or corrosion?	Non visible.
If TMV's are fitted are they sited within 2m of the outlet(s) served?	<u>Mess room toilet area outlets still exceed more than 2 meters.</u> <u>Art room disabled toilet outlet still exceeds more than 2 meters.</u>
Cold Water System	
Have low use outlets been installed upstream of high use outlets?	Flushing should be carried out weekly on infrequently used outlets.
Has cold water storage volumes been assessed for turnover (ideally 12 hours) & stagnation risk?	N/A.
Is cold & hot water pipe work kept separated and adequately insulated?	Domestic water pipe work was only insulated in the workshop area.
Are cold water tanks fitted with covers & insect screens, located in a cool well-insulated space, & safely accessible?	N/A
Are multiple CWST's configured in duty/stand-by mode and not operated in parallel?	N/A



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System Design & Construction	Reviewer notes
Hot Water Systems	
Is Calorifier storage capacity capable of maintaining a DHW distribution temperature of at least 50°C during maximum demand periods?	N/A
Are multiple calorifiers connected in parallel?	N/A
Is the calorifier(s) fitted with the following: <ul style="list-style-type: none"> •Functioning drain valve? •Temperature gauges on the flow & return? •An access panel? •A shunt pump and timer, timed to heat the calorifier to over 60°C for at least an hour a day? •Adequate primary & secondary pipe work insulation? 	N/A
Do electrically heated hot water heaters deliver water instantaneously at 50°C or above?	At the time of this review all water heaters achieved in excess of 50.0c.
Is there a risk of scalding e.g. in buildings used by infants (under 5 years) the disabled or the elderly?	Possible risk to young children.
Have 'Very Hot' water labels been fitted to outlets used by the public including school children?	Hot water warning labels are not fitted.



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Operation & Maintenance	Reviewer notes
Are low use outlets flushed at least weekly and records kept in the Written Scheme logbook?	No flushing records were seen at the time of this review.
What are the procedures for bringing stand-by equipment into service?	No standby equipment.
If TMV's are fitted, are they being maintained on a 6 monthly basis and records kept in the system logbook?	Last service and adjustment was carried out in January 2015.
Are CWST's inspected at least annually to include a check that there is cross flow of water and records kept in the system logbook?	N/A.
Are calorifier drains checked on a monthly basis for operation and drained water conditions checked and records kept in the system logbook?	N/A
How is calorifier internal condition assessed and what is the periodicity of internal inspection?	N/A.
Have outlets that are no longer required been cut back to the nearest main pipe branch?	No outlets appear to have been removed.
Are up-to-date O&M manuals for the water system plant held including system valve lists, and pre-start, running, and stopping check off lists?	No records seen.
Are showers & other outlets being cleaned at least quarterly and records kept in the system logbook?	Showerhead is being cleaned and descaled at least on a quarterly basis; last carried out April 2015 <u>I would again recommend the watering hose nozzle heads be included in this regime.</u>



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Monitoring	Reviewer notes
Do system users carry out daily temperature monitoring checks and place records in the system logbook?	No
Are the temperatures of sentinel hot & cold-water outlets checked on a monthly basis and records kept in the system logbook?	Yes seen recorded within the logbook documentation.
Are the hot & cold-water temperatures from all other water system outlets checked on an annual basis and records kept in the system logbook?	all outlets checked monthly.
Is the temperature of the hot water supply to TMV's checked on a monthly basis and records kept in the system logbook?	Yes records of temperature monitoring of the TMVs was seen recorded within the logbook documentation.
Are calorifier flow & return temperatures checked on a monthly basis and records kept in the system logbook?	N/A
Are calorifier temperatures checked at the base mid-level and top to check for primary heating efficiency and records kept in the system logbook?	N/A
Are CWST inlet & outlet temperatures checked on a 6 monthly basis and records kept in the system logbook?	N/A.