



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

**St Denys Community Centre**  
**Risk Assessment Review**  
**15<sup>th</sup> January 2015**



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

| <b>Property Name &amp; Description</b> St Denys Community Centre  |            |           | <b>Review Date:</b> 15 <sup>th</sup> January 2015  |
|---|------------|-----------|--|
| <b>Responsible Person(s) Name &amp; SCC Appointment:</b><br>Claire Pickering / Gill Lweis-Lee   |            |           | <b>Last Review:</b> 17 <sup>th</sup> January 2013  |
| <b>Compliance &amp; Control Measure Checks</b>  | <b>Yes</b> | <b>No</b> | <b>Comments/Observations</b>   |
| 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 persons and deputy have not been nominated in writing within section 2 of the logbook. |
| 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 |  |

## Legionella Risk Assessment Reviewer Guidance – Building Hot & Cold Water Systems

**Reference: HSE Control of Legionella Bacteria in Water Systems: Audit Checklists C200**

| 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 | Drawings have been updated at the time of this review January 2015<br><u>Original risk assessment not seen at the time of this review.</u>            |
| Does the Risk Assessment include the measures & precautions to be taken to control foreseeable risks?   |     | NO | <u>Original risk assessment not seen at the time of this review.</u>  |
| Written Scheme  |     |    |   |
| Are inspection & maintenance measures identified in the Risk Assessment being carried out?  | YES |    | Temperature Monitoring is being carried out.  |
| Have remedial works identified in the Risk Assessment & subsequent reviews to minimise foreseeable risks been completed?                                  |     | NO |   |
| Are the records of water system temperature monitoring & flushing representative of control measures, & up-to-date?                                       | YES |    | Temperature monitoring is up to date as of December 2014.<br>No records seen for any flushing.  |
| Property & System Changes   |     |    |   |
| Have changes to property occupancy resulted in fewer occupants, intermittent occupation, or partial closure?  |     | NO | It is assumed the occupancy is 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 |    | Officials toilet area being used as store room and outlets not used.  |
| Are there any other aspects of the water system including its design, operation & maintenance that have increased foreseeable risks?                      | YES |    | Swan neck on calorifier flow pipe work acts as deadleg.<br>Deadleg pipe work in ceiling void above reception area doors.<br>No flushing records seen. |



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

|                          |               |     |        |      |           |
|--------------------------|---------------|-----|--------|------|-----------|
| <b>Risk Was (Circle)</b> | Insignificant | Low | Medium | High | Uncertain |
| <b>Risk Now (Circle)</b> | Insignificant | Low | Medium | High | Uncertain |

|  | By Whom | By When |
|--|---------|---------|
| Responsible persons and deputies should be filed within the logbook for this site. High<br>This has not been carried out. High   |         |         |
| Remove swan neck deadleg pipe work. High<br>This has not been carried out. High  |         |         |
| Ensure risk assessment is located and filed within the new water systems logbook. High<br>Original risk assessment not seen filed in logbook. High                           |         |         |
| Continue to clean and disinfect all showerheads on a quarterly basis or as required. Medium<br>This is being carried out quarterly; last carried out in October 2014. Medium |         |         |
| Clean inline strainers fitted in disabled toilet and disabled shower room on a regular basis. Medium<br>No records seen to indicate this is being carried out. Medium        |         |         |



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

|                          |               |     |        |      |           |
|--------------------------|---------------|-----|--------|------|-----------|
| <b>Risk Was (Circle)</b> | Insignificant | Low | Medium | High | Uncertain |
| <b>Risk Now (Circle)</b> | Insignificant | Low | Medium | High | Uncertain |

|   | By Whom | By When |
|---|---------|---------|
| <p>Flush all infrequently used outlets including showers weekly and record when carried out. Medium<br/>           No flushing records seen at the time of this review. Medium</p>  |         |         |
| <p>Air conditioning / handling units should be serviced and maintained as part of a maintenance schedule; traps and condense trays should be cleaned and disinfected. Medium<br/>           No records seen to indicate this is carried out. Medium</p> |         |         |
| <p>Maintain and service blender valves as per manufacturer's recommendations. Medium<br/>           TMVs were last serviced and adjusted in August 2014. Medium</p>   |         |         |
| <p>Continue to audit logbooks on a regular basis to determine all monitoring is being carried out correctly. Medium<br/>           Logbook was last audited in March 2013; recommend this is carried out annually. Medium</p>                           |         |         |



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

| <b>Compliance &amp; Control Checks</b>  | <b>Reviewer notes</b>  |
|---|--|
| 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?  | Responsible person and deputy have not been nominated in writing.  |
| Are responsible person(s)/deputies contact details available in the event of an emergency?  | No responsible person or deputies contact details were seen within the logbook documentation.  |
| 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 seen 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 assumed 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.   |



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

| 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 not seen at the time of this review.</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 January 2015.  |
| Does the Written Scheme contain the following:<br><ul style="list-style-type: none"> <li>●System operating instructions?</li> <li>●Precautions to be taken when operating the system?</li> <li>●Details of the monitoring checks to be carried out on the system?</li> </ul> | NO<br>YES<br><br>YES   |
| Have changes to the system been recorded in the water system logbook?  | No records seen within 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.                                   |



## Legionella Risk Assessment Reviewer Guidance – Building Hot & Cold Water Systems

Reference: HSE Control of Legionella Bacteria in Water Systems: Audit Checklists C200

| 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? | All pipe work appeared to be copper.  |
| Do any of the materials used in pipe systems & fittings support bacterial growth or corrosion?  | None seen   |
| If TMV's are fitted are they sited within 2m of the outlet(s) served?   | TMVs are fitted ladies and gents communal showers exceed more than 2 meters from TMV to last outlets. |
| Cold Water System   |   |
| Have low use outlets been installed upstream of high use outlets?   | Flushing should be carried out weekly on any 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?  | Pipe work was seen was to be well insulated within the ceiling voids.                                 |
| 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   |





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

| System Design & Construction   | Reviewer notes  |
|--|---|
| <b>Hot Water Systems</b>   |   |
| Is Calorifier storage capacity capable of maintaining a DHW distribution temperature of at least 50°C during maximum demand periods?   | 1 x Andrews calorifier appears capable of maintaining temperatures.                                   |
| Are multiple calorifiers connected in parallel?  | No  |
| Is the calorifier(s) fitted with the following: <ul style="list-style-type: none"> <li>•Functioning drain valve?</li> <li>•Temperature gauges on the flow &amp; return?</li> <li>•An access panel?</li> <li>•A shunt pump and timer, timed to heat the calorifier to over 60°C for at least an hour a day?</li> <li>•Adequate primary &amp; secondary pipe work insulation?</li> </ul> | Yes on return pipe work<br>Flow pipe work only<br>Yes<br>No<br>Yes plant room distribution pipe work. |
| Do electrically heated hot water heaters deliver water instantaneously at 50°C or above?   | N/A   |
| 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?  | No Hot water labels are fitted.   |



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

| Operation & Maintenance  | Reviewer notes   |
|--|--|
| Are low use outlets flushed at least weekly and records kept in the Written Scheme logbook?  | I was informed officials shower is flushed. No record of flushing seen.                              |
| 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?                                    | Records indicate this was last carried out in August 2014.   |
| 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?    | No records of calorifier drain purging seen.   |
| How is calorifier internal condition assessed and what is the periodicity of internal inspection?  | No records seen Refer to Southampton City Council.   |
| 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?   | Showers are cleaned and disinfected on a quarterly basis; this was last carried out in October 2014. |



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

| <b>Monitoring</b>   | <b>Reviewer notes</b>   |
|---|---|
| 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 in 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?      | Additional outlets checked.   |
| 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?                                      | Yes records of the hot water flow and return temperatures are being recorded within the logbook.      |
| Are calorifier temperatures checked at the base mid-level and top to check for primary heating efficiency and records kept in the system logbook? | Not Known no indication given in logbook. Refer to Contractors carrying out monitoring.               |
| Are CWST inlet & outlet temperatures checked on a 6 monthly basis and records kept in the system logbook?   | N/A.  |