



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

**Sure Start Weston**

**Risk Assessment Review**

**14<sup>th</sup> May 2015**



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<b>Property Name &amp; Description: Sure Start Weston</b>			<b>Review Date: 14<sup>th</sup> May 2015</b>
<b>Responsible Person(s) Name &amp; SCC Appointment:</b> Kate Hilton / Lorraine Torode			<b>Last Review: 17<sup>th</sup> May 2013</b>
<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?	YES		Responsible person and deputy are nominated in writing and recorded in 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	

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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	Drawings were updated at the time of this review 2015. <u>Original Risk Assessment was not seen filed within the logbook.</u>
Does the Risk Assessment include the measures & precautions to be taken to control foreseeable risks?		NO	<u>Original Risk Assessment was not seen filed in the logbook documentation.</u>
Written Scheme			
Are inspection & maintenance measures identified in the Risk Assessment being carried out?	YES		Temperature Monitoring is being carried out. <u>Original Risk Assessment was not seen filed within the logbook.</u>
Have remedial works identified in the Risk Assessment & subsequent reviews to minimise foreseeable risks been completed?	YES		Deadleg pipe work and shower removed.
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 May 2015
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		Boiler room tap not used on a regular basis.
Are there any other aspects of the water system including its design, operation & maintenance that have increased foreseeable risks?	YES		Community room sink cold tap not working creating deadleg pipe work.



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

<b>Remedial action to be taken</b>	<b>By Whom</b>	<b>By When</b>
Issue a new logbook which conforms to the requirements of the ACoP L8 as soon as possible; locate the original risk assessment and file within the new logbook when issued. High A new logbook has been put in place; the original risk assessment is still not filed within the logbook documentation. High		
Ensure hot water calorifier is maintained at 60.0c at all times. High This has been carried out. Medium		
Remove any deadleg pipe work. High This has been carried out. Low		
Continue to clean and disinfect showerhead at least on a quarterly basis or as required record when carried out. Medium The crèche shower has now been removed. Low		
Flush all infrequently used outlets weekly including crèche area shower and record when carried out. Continue during shut down periods and holiday periods. Medium No records seen for flushing of infrequently used outlets. Medium		



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

<b>Remedial action to be taken</b>	<b>By Whom</b>	<b>By When</b>
Clean and descale all tap outlets on a regular basis to maintain a good flow of water through systems and prevent aerosol creation. Medium No records seen to indicate this is being carried out. Medium		
Continue to maintain and service TMVs as per manufacturer's recommendations. Medium This is being carried out on a six monthly basis; last carried out in December 2014. Medium		
Audit logbooks at least on an annual basis to determine all monitoring is being carried out correctly. Medium Logbook was last audited in January 2015. Medium		



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<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 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.



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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 this review 2015.
Does the Written Scheme contain the following: <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 NO YES
Have changes to the system been recorded in the water system logbook?	No records seen within the logbook.
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 all copper.
Do any of the materials used in pipe systems & fittings support bacterial growth or corrosion?	None seen at time of this review.
If TMV's are fitted are they sited within 2m of the outlet(s) served?	TMVs where fitted appear to be within 2 meters of outlets.
Cold Water System	
Have low use outlets been installed upstream of high use outlets?	Flushing should be carried out weekly on infrequently used outlets and during holidays and shut down periods.
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?	All pipe work appears to be well insulated within the building ceiling voids and boiler room.
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
<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?	Calorifier appears capable of maintaining temperatures; records indicated this and were seen to be satisfactory.
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 None fitted Not Visible No Good insulation fitted.
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?	Hot water warning labels are fitted in most areas.



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<b>Operation &amp; Maintenance</b>	<b>Reviewer notes</b>
Are low use outlets flushed at least weekly and records kept in the Written Scheme logbook?	No records were seen for weekly flushing.
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?	Yes records indicate TMVs were last serviced and adjusted where required in December 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?	Refer to Southampton City Council.
Have outlets that are no longer required been cut back to the nearest main pipe branch?	Deadleg pipe work has 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?	Shower has now been removed.



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<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 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?	Yes additional 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 within the logbook documentation.
Are calorifier flow & return temperatures checked on a monthly basis and records kept in the system logbook?	Yes records of temperature monitoring of the Calorifier flow and return were seen within the logbook documentation.
Are calorifier temperatures checked at the base mid-level and top to check for primary heating efficiency and records kept in the system 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.