



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

Holcroft House Care Home

Risk Assessment Review

29th August 2017



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Property Name & Description Holcroft House Care Home			Review Date: 29 th August 2017
Responsible Person(s) Name & SCC Appointment: Michelle Fellows (Home Manager) Tracey drew (Deputy)			Last Review: 1 st September 2015
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 been nominated in writing within section two of 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	Drawings have been updated at the time of this 2017 review. <u>The original risk assessment not seen within the logbook documentation.</u>
Does the Risk Assessment include the measures & precautions to be taken to control foreseeable risks?		NO	<u>The original risk assessment not seen within the logbook documentation.</u>
Written Scheme			
Are inspection & maintenance measures identified in the Risk Assessment being carried out?	YES		Monitoring is being carried out by contractors on a monthly basis and was seen to be up to date as of August 2017.
Have remedial works identified in the Risk Assessment & subsequent reviews to minimise foreseeable risks been completed?	YES		Deadleg pipe work removed in 2016. New deadleg pipe work has been created.
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 August 2017; flushing is being carried out and recorded in a separate logbook.
Property & System Changes			
Have changes to property occupancy resulted in fewer occupants, intermittent occupation, or partial closure?	YES		Occupancy is variable therefore empty rooms can occur.
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		TMVs have been fitted throughout in all rooms. Empty rooms result in infrequently used outlets; possible infrequently used showers. Deadleg pipework.
Are there any other aspects of the water system including its design, operation & maintenance that have increased foreseeable risks?	YES		Deadleg pipe work created in the old shower room; recommend removal.



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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
Remove any deadleg pipe work. High Deadleg pipe work was removed in 2016 but other deadleg pipe work has been created in the old shower room area. High		
Continue with current flushing regime of empty rooms and infrequently used outlets and continue to record in logbook. Medium Flushing is carried out; I would recommend twice weekly flushing be carried out in health care premises. Medium		
Continue to clean and descale all showerheads on a quarterly basis or as required; flush showers if not used at least on a weekly basis and record when carried out. Medium Showerheads are being cleaned and descale at least on a quarterly basis and recorded when carried out. Medium		
Purge all hot water calorifiers at least on an annual basis; record when carried out. Medium No records seen for calorifier purging. Medium		
Clean and disinfect cold water break tank in roof void annually if required; carry out internal inspection at least on an annual basis. Medium No records seen to indicate break tank has been cleaned and disinfected. Medium		



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

Remedial action to be taken	By Whom	By When
Ensure all tap outlets are kept clean and free of scale build up to maintain a good flow of water through systems and prevent aerosol creation. Medium Some scale build up was seen on some tap outlets. Medium		
Change inline strainers / filters on a regular basis as ideal area for bacteria proliferation. Medium No records seen to indicate this is being carried out. Medium		
Continue with current regime to service and adjust all TMVs on a six monthly basis. Medium TMVs are being serviced and adjusted on a six monthly basis;;last carried out in May 2017. Medium		
Audit logbook at least on an annual basis. Medium Last logbook audit was June 2016. Medium		
Archive old record sheets in water systems logbook to enable better access into logbook. Low Old record sheets have still not been archived. Low		



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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?	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 staff 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 Southampton City Council.
Do responsible person(s) keep a log of water system defects and follow up on progress?	Defects are assumed phoned through to SCC 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>The original risk assessment not seen within the logbook documentation at the time of this 2017 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 2017 review.
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?	Records for work carried out were seen filed 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?	Visual pipe work appeared to comply.
Do any of the materials used in pipe systems & fittings support bacterial growth or corrosion?	Pipe work has been replaced during the last major refurbishment and now appears to be copper pipe work.
If TMV's are fitted are they sited within 2m of the outlet(s) served?	All TMVs appeared to be within 2 meters of the outlets.
Cold Water System	
Have low use outlets been installed upstream of high use outlets?	There are infrequently used outlets within the home. Infrequently used outlets and empty rooms have flushing regimes in place.
Has cold water storage volumes been assessed for turnover (ideally 12 hours) & stagnation risk?	Small laundry break tank has been installed in roof void serving the laundry hot water calorifier and washing machines.
Is cold & hot water pipe work kept separated and adequately insulated?	Pipe work has been replaced within the roof voids and had good insulation fitted where seen.
Are cold water tanks fitted with covers & insect screens, located in a cool well-insulated space, & safely accessible?	Laundry break tank is fitted with a lid and poly fibre jacket for insulation; good access but ambient temperature within roof can be very high at times.
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?	Yes calorifiers are capable of maintaining 50.0c during maximum demand periods.												
Are multiple calorifiers connected in parallel?	Both boiler room calorifiers are linked in parallel												
Is the calorifier(s) fitted with the following: •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?	<table border="0"> <tr> <td>Boiler room</td> <td>Laundry roof void</td> </tr> <tr> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>Temperature gauge for storage on calorifier panel</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>No</td> <td>No</td> </tr> <tr> <td>Yes in boiler room</td> <td>Yes in roof void</td> </tr> </table>	Boiler room	Laundry roof void	Yes	Yes	Temperature gauge for storage on calorifier panel	No	Yes	No	No	No	Yes in boiler room	Yes in roof void
Boiler room	Laundry roof void												
Yes	Yes												
Temperature gauge for storage on calorifier panel	No												
Yes	No												
No	No												
Yes in boiler room	Yes in roof void												
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 elderly.												
Have 'Very Hot' water labels been fitted to outlets used by the public including school children?	Yes hot water warning labels are fitted within the home.												



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Operation & Maintenance	Reviewer notes
Are low use outlets flushed at least weekly and records kept in the Written Scheme logbook?	Flushing regimes are in place and is being recorded within a separate logbook.
What are the procedures for bringing stand-by equipment into service?	N/A
If TMV's are fitted, are they being maintained on a 6 monthly basis and records kept in the system logbook?	TMVs are being serviced and adjusted on a six monthly basis; this was last carried out in May 2017 and recorded within the logbook documentation.
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?	No record of laundry break tank being inspected.
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 purging seen within the logbook documentation.
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 was seen at the time of this 2017 review.
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?	Valve list seen in boiler room area.
Are showers & other outlets being cleaned at least quarterly and records kept in the system logbook?	Showerheads are being cleaned and descaled on a quarterly basis; this was last carried out in July 2015 and recorded within the logbook documentation.



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Monitoring	Reviewer notes
Do system users carry out daily temperature monitoring checks and place records in the system logbook?	Site staff temperature monitor outlets and record in a separate logbook.
Are the temperatures of sentinel hot & cold-water outlets checked on a monthly basis and records kept in the system logbook?	Yes this is being carried out and 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 this is being carried out and recorded within the logbook documentation.
Is the temperature of the hot water supply to TMV's checked on a monthly basis and records kept in the system logbook?	Yes this is being carried out and recorded within the logbook documentation.
Are calorifier flow & return temperatures checked on a monthly basis and records kept in the system logbook?	Yes this is being carried out and recorded 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?	This is not being carried out on the laundry break tank.