



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

Merry Oak Community Centre

Risk Assessment Review

9th January 2017



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Property Name & Description Merry Oak Community Centre			Review Date: 9th January 2017
Responsible Person(s) Name & SCC Appointment: Mrs Silvia Baker (Manager)			Last Review: 12th January 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 persons and deputy have 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	Drawings have been updated at the time of this 2017 review. <u>Original risk assessment was not seen at the time of this 2017 review.</u>
Does the Risk Assessment include the measures & precautions to be taken to control foreseeable risks?		NO	<u>Original risk assessment was not seen at the time of this 2017 review.</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 at the time of this 2017 review.</u>
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 January 2017. No records for flushing seen.
Property & System Changes			
Have changes to property occupancy resulted in fewer occupants, intermittent occupation, or partial closure?		NO	Variable amounts of people use the centre
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		TMV fitted ladies toilet
Are there any other aspects of the water system including its design, operation & maintenance that have increased foreseeable risks?	YES		No insulation fitted to any domestic hot water pipe work. Domestic water pipe work runs beneath heating radiator in ladies toilet. No hot water in toilets since September 2016 water heater not switched on.



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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>An upgraded water systems logbook should be put in place as soon as possible which includes the responsible persons and deputies nominated in writing; a written scheme should also be included. The original risk assessment should be located and also filed within the new water systems logbook. High</p> <p>The logbook has now been upgraded; the responsible person and deputy have not been nominated and recorded in the logbook; a written scheme is now in the logbook. High</p>		
<p>Remove deadleg pipe work. High</p> <p>This has been carried out. Low</p>		
<p>Ensure local water heater in the kitchen operate at 50.0 – 60.0c. High</p> <p>Switched off at time of review records indicate satisfactory. Medium</p>		
<p>Flush all infrequently used outlets weekly and record when carried out. Medium</p> <p>No records seen to indicate flushing is carried out. Medium</p>		
<p>Maintain and service TMV (blender valve) as per manufacturer's recommendations. Medium</p> <p>No records seen to indicate the TMV is serviced and maintained. 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
Insulate all domestic water pipe work within the centre to help prevent heat gain / loss. Medium The cold water pipe work has been insulated in the toilet areas the hot water pipe work has not ben insulated. Medium		
Audit logbook at least on an annual basis; consider archiving old log sheets which are filed in the logbook documentation. Medium Last audit was carried out in January 2015. 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?	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 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 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?	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 all copper.
Do any of the materials used in pipe systems & fittings support bacterial growth or corrosion?	No
If TMV's are fitted are they sited within 2m of the outlet(s) served?	Yes
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?	Only cold water pipe work insulated in toilet areas.
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?	The disabled toilet water heater serving the toilet areas has not been switched on since September 2016 according to records seen.
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 all areas.



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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 records of flushing was seen.
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?	No records were seen to indicate this is being carried out.
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 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?	N/A.



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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 these were seen recorded within the logbook documentation. No hot water temperatures from toilets as water heater has not been switched on.
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 monthly.
Is the temperature of the hot water supply to TMV's checked on a monthly basis and records kept in the system logbook?	Hot water has not been switched on serving the TMV.
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.