



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

Sure Start Little Berries
Risk Assessment Review
8th June 2017



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Property Name & Description: Sure Start Little Berries			Review Date: 8th June 2017
Responsible Person(s) Name & SCC Appointment: Mary Elia (Manager)			Last Review: 16th June 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 still not been nominated in writing and recorded within the Solwat 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?	YES		Drawings have been updated at the time of this 2017 review.
Does the Risk Assessment include the measures & precautions to be taken to control foreseeable risks?	YES		
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?	YES		
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 2017
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		TMVs fitted Infrequently used outside tap Disabled toilet not used due to WC broken creates deadleg pipe work.
Are there any other aspects of the water system including its design, operation & maintenance that have increased foreseeable risks?	YES		Disabled toilet not used due to WC broken creates deadleg pipe work.



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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
Adjust hot water calorifier to store hot water at 60.0c and maintain 50.0c or more at all times on the return at the earliest opportunity. High The hot water calorifier had good storage temperatures recorded but the return temperatures have been recorded low although was good at the time of this review. Medium		
If TMV above calorifier is set to reduce water temperatures then I would recommend removal at the earliest opportunity to prevent long pipe runs with low temperature water. High The TMV is set to pass hot water through it preventing long pipe runs with reduced water temperature. Low		
Duty holder, responsible person and deputies for the building should be nominated in writing along with contact details and recorded within the logbook documentation. High The duty holder, responsible person and deputy have still not been recorded in the logbook documentation. High		
Record temperatures to sentinel TMVs and record in logbook documentation. Medium Hot water temperatures to sentinel TMVs is still not being carried out. High		
Flush all infrequently used outlets weekly and record when carried out. Continue during shut down periods and holiday periods. Medium I was informed the cleaner flushed the disabled toilet area as it is not in use and all other outlets are well used. Medium		



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Risk Now (Circle)	Insignificant	Low	Medium	High	Uncertain
Remedial action to be taken			By Whom		By When
Clean and descale all tap outlets on a regular basis to maintain a good flow of water through systems and prevent aerosol creation. Medium Assumed taps are cleaned by the cleaners. medium					
Maintain and service all TMVs and TMV taps as per manufacturer's recommendations. Medium This was last carried out in April 2017 by contractors Solwat. Medium					
Audit logbook at least on an annual basis and record when carried out. Medium There was no records seen in the logbook to indicate it has been audited. 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 recorded 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 seen in writing within the log book documentation.
Have they all received appropriate training?	Some certification was seen for contractors Solwat in the logbook.
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?	Yes
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 NO 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?	None seen at time of this 2017 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 where seen and in the 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
Hot Water Systems	
Is Calorifier storage capacity capable of maintaining a DHW distribution temperature of at least 50°C during maximum demand periods?	The calorifier storage temperatures appear to be good but the return monitoring records indicate that the return has been low all year; this should have been reported to Southampton City Council for investigation.
Are multiple calorifiers connected in parallel?	No
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? 	Not seen 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 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 records were seen for weekly flushing.
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?	Records seen indicate TMVs servicing and maintenance is carried out on an annual basis; this was last carried out in April 2017.
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?	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?	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 only outlet temperatures recorded and not the hot water temperature to the TMV which should be recorded.
Are the hot & cold-water temperatures from all other water system outlets checked on an annual basis and records kept in the system logbook?	No additional outlets appear to be 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?	This does not appear to be carried out as no records were seen for monitoring hot water to TMVs.
Are calorifier flow & return temperatures checked on a monthly basis and records kept in the system logbook?	Calorifier storage and return temperatures are being monitored but the return temperature records indicate this has been low all year which should have been reported to Southampton City Council for investigation.
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.