



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

Sure Start Thornhill
Risk Assessment Review
14th August 2017



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Property Name & Description: Sure Start Thornhill			Review Date: 14th August 2017
Responsible Person(s) Name & SCC Appointment: Mrs Vanessa Evans			Last Review: N/A
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 are not 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?	YES		Drawings were 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		Remedial works have been carried out since the 2015 risk assessment.
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
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?		NO	
Are there any other aspects of the water system including its design, operation & maintenance that have increased foreseeable risks?		NO	



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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
An ACoP L8 / BS8580 compliant water services logbook should be produced and all legionella management and documentation filed and recorded within it. High This has now been put in place. Medium		
The management structure should be listed with the names, contact details and responsibilities of the Statutory Duty Holder, the Responsible Person and Deputy Responsible Persons. A Deputy Responsible Person should be nominated to carry out Legionella Management during times of sickness and holiday periods. High This has not been carried out. High		
A Written Scheme should be prepared to ensure that all necessary controls and procedures are maintained, monitored and remain effective. High This has been put in place. Low		
Start monthly temperature monitoring within the sure start centre at the earliest opportunity and record findings in a water systems logbook. High Monthly monitoring is now being carried out. Medium		
Adjust hot water calorifier to store hot water at 60.0c and maintain 50.0c or more on the return. High The hot water calorifier has been storing hot water at 60.0C or more. Medium		
Remove deadleg pipe work. High This is not practicable to carry out so should be flushed on a regular basis. Medium		



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Risk Now (Circle)	Insignificant	Low	Medium	High	Uncertain

Remedial action to be taken	By Whom	By When
Investigate TMV in ceiling void above adult toilet serving disabled toilet TMV tap outlet; reduced water temperature serving a TMV encourages bacteria proliferation. Water should achieve 50.0°C or more prior to TMV tap outlet. High The ceiling TMV has now been removed and individual TMVs have been fitted at the toilet outlets. Medium		
Inline strainers are fitted on the rising main within the boiler room and TMV taps; these are ideal areas for bacteria proliferation and should be cleaned on a regular maintenance schedule. Medium No records seen to indicate this is being carried out. Medium		
All Thermostatic Mixing Valves (TMVs) should be serviced and maintained to the manufacturer’s recommendations; all TMVs should be made accessible for monitoring and maintenance. Medium The TMVs are being serviced on a six monthly basis; last carried out in July 2017. Medium		
Ensure all tap outlets within the centre are kept free of scale build up as this is an ideal nutrient for bacteria proliferation; clean on a regular basis. Medium Cleaner are maintaining good clean tap outlets. Medium		
Ensure all infrequently used outlets within the centre are flushed through at least on a weekly basis; record when carried out in a water systems logbook. No records were seen to indicate any flushing is being carried out. Medium		



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Remedial action to be taken	By Whom	By When
Domestic water pipe work beneath wash basins in pre-school and community toilet areas is not insulated; the pipe work is running close together I would therefore recommend it be insulated to help prevent heat gain / loss. Medium This has now been insulated. 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 not been nominated and recorded 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?	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?	Yes 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 all 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.
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?	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"> •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? 	Yes Yes 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?	Always a 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?	Yes records indicate TMVs were last serviced and adjusted in July 2017 and this is carried out on a six monthly basis.
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 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 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 are 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.