



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

Swaythling Community Centre

Risk Assessment Review

1st February 2017



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Property Name & Description Swaythling Community Centre			Review Date: 1 st February 2017
Responsible Person(s) Name & SCC Appointment: Margaret Kelsey (People named in logbook need updating to correct personnel)			Last Review: 4 th February 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 nominated in logbook require updating to the correct personnel.
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. Only part of original risk assessment seen within the logbook documentation.
Does the Risk Assessment include the measures & precautions to be taken to control foreseeable risks?			Only part of original risk assessment seen within the logbook documentation.
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		Most remedial works have been carried out with the exception of insulation.
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 flushing records seen for infrequently used outlets.
Property & System Changes			
Have changes to property occupancy resulted in fewer occupants, intermittent occupation, or partial closure?		NO	It is assumed the occupancy is 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?	YES		Domestic water pipe work running with / above heating pipe work and not insulated to prevent heat gain in ground floor ladies and gents toilets. Calorifier slightly low storage temperature at the time of this 2017 review.



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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
Responsible persons and deputies names and details should be recorded within section 2 of the logbook documentation. High The people nominated are not correct and this should be updated to the correct personnel. High		
Remove all deadleg pipe work. High Deadleg pipe work has now been removed. Low		
Investigate poor water flow in both ground and first floor ladies toilet areas. High The water flow has now been addressed and is now good. Low		
Adjust TMV temperatures in the ground floor ladies and gents toilets as temperatures to high from outlets at the time of this review; outlets should not exceed 43.0c. High Temperatures taken at the time of this 2017 review and records seen are good. Low		
Consider removal of garage and room 4 store room area sinks along with all associated pipe work as not used and creating deadleg areas. High This has been carried out and pipe work has been disconnected from the live services. Low		



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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
Continue to clean and disinfect cold water storage tank on an annual basis if required. Medium This was last carried out in July 2016. Medium		
Flush all infrequently used outlets weekly and record when carried out. Medium No flushing is carried out as informed all outlets are well used. Medium		
Re-route returning open vent pipe work from cold water storage tank to a drain via a tundish. Medium This has not been carried out. Medium		
Re-route or at least insulate domestic water pipe work running with or above heating pipe work in ground floor ladies and gents toilets to prevent heat gain. Medium This has not been carried out. Medium		
Maintain and service TMVs (Blender Valves) as per manufacturer's recommendations. Medium No records seen to indicate this is being carried out. Medium		
Audit logbook at least on an annual basis; consider archiving old log sheets which are filed in the logbook documentation. Medium No record of logbook audit since April 2013. 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 details require updating to the relevant personnel.
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?	Only part of original risk assessment was seen within the logbook documentation.
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 recorded 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?	All pipe work appeared to be mainly copper but some areas could also be galvanised metal.
Do any of the materials used in pipe systems & fittings support bacterial growth or corrosion?	Galvanised metal would harbour corrosion.
If TMV's are fitted are they sited within 2m of the outlet(s) served?	Outlets in ground floor ladies toilet cubicles still exceed more than 2 meters from TMV this was reported in previous reviews.
Cold Water System	
Have low use outlets been installed upstream of high use outlets?	Flushing should be carried out weekly on any infrequently used outlets.
Has cold water storage volumes been assessed for turnover (ideally 12 hours) & stagnation risk?	Refer to Southampton City Council
Is cold & hot water pipe work kept separated and adequately insulated?	Pipe work where seen had no insulation fitted; domestic water pipe work was seen to run with heating pipe work in the ground floor toilet areas and should be re-routed or at least insulated.
Are cold water tanks fitted with covers & insect screens, located in a cool well-insulated space, & safely accessible?	Yes
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?	1 x Horizontal type calorifier appears capable of maintaining temperatures.
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 Return pipe work only Not visible No plant room distribution and return pipe work did have some insulation missing.
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?	Yes Hot water warning labels are fitted in some 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 flushing is being carried out within the community centre; reported all outlets are well used.
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 for maintenance or servicing of TMVs within the logbook documentation at the time of this 2017 review.
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?	Carried out during clean and disinfection annually.
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 now been removed and pipe work has been cut back.
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 sentinel outlet temperatures 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?	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 the hot water calorifier flow and return temperatures are being 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?	No records seen within the logbook documentation.