



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

Westgate Hall

Risk Assessment Review

6th March 2017



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Property Name & Description Westgate Hall			Review Date: 6 th March 2017
Responsible Person(s) Name & SCC Appointment: Steve Newell (Responsible Person) Hannah James (Deputy)			Last Review: 12 th March 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 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>The Original risk assessment was not seen filed 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 was not seen filed within the logbook documentation.</u>
Written Scheme			
Are inspection & maintenance measures identified in the Risk Assessment being carried out?	YES		Monthly temperature monitoring 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		Monitoring is up to date as of February 2017 Weekly flushing is carried out and recorded on the compliance record sheets and then sent to SCC info exchange.
Property & System Changes			
Have changes to property occupancy resulted in fewer occupants, intermittent occupation, or partial closure?	YES		Intermittent occupation during the winter months.
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		Infrequently used outlets in the winter months but weekly flushing is carried out.
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
<p>Ensure the responsible persons and deputies are nominated in writing and recorded within the logbook documentation; locate original risk assessment and file within logbook. High</p> <p>The responsible person and deputy have now been nominated and recorded in the logbook; the original risk assessment is still not filled in the logbook. High</p>		
<p>Continue to flush all infrequently used outlets weekly and record in logbook when carried out. Medium</p> <p>Weekly flushing is carried out and recorded on the compliance record sheets and forwarded to SCC info exchange. Medium</p>		
<p>Maintain and service TMV tap (Blender valves) as per manufacturer's recommendations; clean inline strainers fitted prior to the tap on a regular basis. Medium</p> <p>No record seen to indicate this is being carried out. Medium</p>		
<p>Ensure all domestic water pipe work be insulated to help prevent heat gain / loss; low level pipe work has no insulation fitted in some areas. Medium</p> <p>Insulation was still seen to be missing in some low lying areas. Medium</p>		
<p>Continue to audit logbook at least on an annual basis; consider archiving old log sheets which are filed in the logbook documentation. Medium</p> <p>The logbook was last audited in July 2015. Medium</p>		



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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 and recorded in section 2 of the logbook.
Are responsible person(s)/deputies contact details available in the event of an emergency?	Responsible person and deputy contact details are not recorded 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.
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?	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?	<u>The Original risk assessment was not seen filed within the logbook documentation.</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 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?	One TMV tap outlet fitted in accessible toilet.
Cold Water System	
Have low use outlets been installed upstream of high use outlets?	Flushing should continue to 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?	Some domestic water pipe work was seen to be insulated mainly in the roof void of the building only.
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?	One local water heater located within the roof void appeared capable of maintaining 50.0c or more.
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?	N/A
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 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?	Weekly flushing is recorded on the compliance record sheet and is then forwarded to the info exchange.
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 service and maintenance 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?	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 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 sentinel temperatures were 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?	All 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?	This is being recorded monthly.
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.