



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

**Woolston Community Centre
&
Pre-School
Risk Assessment Review
16th January 2017**



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

Property Name & Description Woolston Community Centre & Pre-School			Review Date: 16 th January 2017
Responsible Person(s) Name & SCC Appointment: Alison Gilroy & Gloria Kilshaw Community Centre; BG Wake & A Wavel Pre-School			Last Review: 21 st 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 for the pre-school and community centre 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	



Legionella Risk Assessment Reviewer Guidance – Building Hot & Cold Water Systems

Reference: HSE Control of Legionella Bacteria in Water Systems: Audit Checklists C200

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?			Drawings have been updated at the time of this review January 2017. <u>Original Risk Assessment for the community centre and pre-school were not seen at the time of this 2017review.</u>
Does the Risk Assessment include the measures & precautions to be taken to control foreseeable risks?			<u>Original Risk Assessment for the community centre and pre-school were not seen at the time of this 2017review.</u>
Written Scheme			
Are inspection & maintenance measures identified in the Risk Assessment being carried out?	YES		Temperature monitoring is being carried out in both the community centre and pre-school.
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 January 2017 for both the community centre and pre-school. No flushing records were 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 community centre and pre-school.
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; two small deadlegs in pre-school building beneath kitchen sink.
Are there any other aspects of the water system including its design, operation & maintenance that have increased foreseeable risks?	YES		<u>Art room in community centre has a sink and outlet not being used</u>



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

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>The water systems logbook within the pre-school should be updated and include all relevant record sheets, written scheme etc; the responsible persons and deputies for the pre-school should be nominated and recorded within the logbook documentation. The original risk assessment for the pre-school should be located and also filed within the logbook documentation. High</p> <p>The pre-school logbook has been updated and has all relevant sheets; the risk assessments were not seen in the logbook documentation. High</p>		
<p>Investigate the community centre calorifier return pump for correct operation as low temperature recorded at the time of this review. High</p> <p>The return pump and temperature were both satisfactory at the time of this 2017 review. Medium</p>		
<p>Ensure local water heaters are adjusted to store hot water at 50.0 - 60.0c. High</p> <p>One water heater was switched off and ne was satisfactory at the time of this 2017 review. Medium</p>		
<p>Flush any infrequently used outlets within the community centre and pre-school weekly and record when carried out. Medium</p> <p>No records were seen for any flushing being carried out. Medium</p>		



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

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
Ensure the spray head within the community centre main kitchen is cleaned and descaled quarterly or as required and recorded when carried out. Medium Last record seen for this was May 2013. Medium		
Maintain and service TMV (blender valves) in the community centre and pre-school as recommended by the manufacturers. Medium No records were seen to indicate this is being carried out. Medium		
Clean inline strainers fitted prior to TMV tap outlets. Medium No records were seen to indicate this is being carried out. Medium		
Audit community centre and pre-school logbooks at least on an annual basis; consider archiving old log sheets which are filed in the logbook documentation. Medium Both logbooks were last audited in April and June 2016. Medium		



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

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 within the community centre and pre-school logbook.
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 either 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.



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

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 for the community centre and pre-school were 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 for both the community centre and pre-school 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.



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

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?	All appear to be where visible.
Cold Water System	
Have low use outlets been installed upstream of high use outlets?	Flushing should be carried out weekly on infrequently used outlets; ie art room sink in community centre.
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?	Insulation was seen fitted to pipe work.
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



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

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 community centre calorifier is 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 Panel temperature only Not seen No Yes
Do electrically heated hot water heaters deliver water instantaneously at 50°C or above?	Refer to contractors monitoring.
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?	No hot water warning labels are fitted in either the community centre or pre-school.



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

Operation & Maintenance	Reviewer notes
Are low use outlets flushed at least weekly and records kept in the Written Scheme logbook?	No flushing records were seen at the tie of this 2017 review.
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 servicing and maintenance for either the community centre or pre-school TMVs.
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 seen for this for the community centre calorifier.
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 in the community centre or pre-school
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?	No showers fitted but there is a spray head fitted in the community centre kitchen; this was last cleaned and descale in May 2013



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

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 community centre and pre-school 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 are checked monthly in the community centre and pre-school buildings.
Is the temperature of the hot water supply to TMV's checked on a monthly basis and records kept in the system logbook?	Yes this was seen recorded within the community centre and pre-school logbook documentation.
Are calorifier flow & return temperatures checked on a monthly basis and records kept in the system logbook?	Yes this was seen recorded within the community centre 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
Are CWST inlet & outlet temperatures checked on a 6 monthly basis and records kept in the system logbook?	N/A.