



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

315 Coxford Road Centre
Risk Assessment Review
19th June 2018



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Property Name & Description 315 Coxford Road Centre			Review Date: 19 th June 2018
Responsible Person(s) Name & SCC Appointment: Dan Clark (Responsible Person) Sarah Noss (Deputy)			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 persons and deputy have been nominated in writing and recorded within section 2 of 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?		YES	



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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 2018 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		
Have remedial works identified in the Risk Assessment & subsequent reviews to minimise foreseeable risks been completed?		NO	Deadleg pipe work has not been removed
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 June 2018
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?	YES		Deadleg and possible deadleg pipe work.
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 person and deputy for the centre are nominated and recorded in section two of the logbook documentation. High</p> <p>The responsible person and deputy have now been nominated and record in the logbook. Medium</p>					
<p>Continue with monthly temperature monitoring as recommended in the ACoP L8 & HSG 274 and continue to record the findings. High</p> <p>Monthly monitoring is being carried out by contractors Sealy Technical Services. Medium</p>					
<p>Remove deadleg pipe work. High</p> <p>The deadleg pipe work highlighted was still seen to be in place. High</p>					
<p>If possible adjust instantaneous water heaters to achieve 50.0°C at the outlets. High</p> <p>Th instantaneous water heaters were below 50.0C; risk is reduced as there is no water storage and are supplied directly from the mains water service and get regular usage. Medium</p>					



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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 any infrequently used outlets within the centre including the shower and outside taps are flushed through at least on a weekly basis; record when carried out in the water systems logbook. Medium</p> <p>No records were seen for any flushing at the time of this 2018 review. Medium</p>		
<p>Fit insulation to mains water pipe work where seen running beneath heating pipe work in room 17 & 35 first floor ladies toilets to help prevent heat gain. Medium</p> <p>This has not been carried out. Medium</p>		
<p>Legionella water samples should be taken if the domestic water temperatures constantly fall out of the acceptable limits within the centre. Medium</p> <p>No record of this being carried out. Medium</p>		
<p>It should be ensured that all staff involved with the Legionella control within the centre has adequate training; all training records or copies should be filed within the logbook documentation. Medium</p> <p>No training records were seen at the time of this 2018 review. 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.
Are responsible person(s)/deputies contact details available in the event of an emergency?	No responsible person or deputies contact details 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 no logbook in place.
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 2018 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? 	YES NO NO
Have changes to the system been recorded in the water system logbook?	Nothing seen recorded in 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 copper within the building.
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?	N/A
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?	N/A.
Is cold & hot water pipe work kept separated and adequately insulated?	The main pipe runs running at height on the ground floor were seen to be well insulated.
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?	N/A
Are multiple calorifiers connected in parallel?	N/A
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?	Monitoring records seen indicate the local water heater temperatures are normally satisfactory.
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.



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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 seen for 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?	N/A
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?	Deadleg pipe work seen.
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?	The shower is being cleaned and descaled at least on a quarterly basis; last carried out in April 2018.



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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 this was seen recorded in 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 this was seen recorded in the logbook documentation.
Is the temperature of the hot water supply to TMV's checked on a monthly basis and records kept in the system logbook?	N/A
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.