



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

32 Kentish Road
Risk Assessment Review
8th October 2018



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Property Name & Description: 32 Kentish Road			Review Date: 8th October 2018
Responsible Person(s) Name & SCC Appointment: Lisa Golde (Responsible Person) Pam Sadwick (Deputy)			Last Review: 19th July 2016
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	The responsible person and deputy have been nominated in writing in section two 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?		NO	No original risk assessment was seen in the logbook documentation. Drawings updated at the time of this 2018 review.
Does the Risk Assessment include the measures & precautions to be taken to control foreseeable risks?		NO	No original risk assessment was seen in the logbook documentation.
Are inspection & maintenance measures identified in the Risk Assessment being carried out?	YES		Monitoring is 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		Temperature monitoring is only up to date as of August 2018; records of flushing seen within the office logbook.
Property & System Changes			
Have changes to property occupancy resulted in fewer occupants, intermittent occupation, or partial closure?		NO	The levels of 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		Some bedroom areas not being used. TMVs fitted
Are there any other aspects of the water system including its design, operation & maintenance that have increased foreseeable risks?	YES		No.1 calorifier low storage and the return pumps only one in use and one isolated creating deadleg pipe work. Deadleg pipe work first floor laundry area. Water storage tank not being cleaned and disinfected.



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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
Ensure both hot water calorifiers are adjusted to store hot water at 60.0C at the earliest opportunity. High This has not been carried out as No.1 calorifier still low storage recorded. High		
Some elevated cold water temperatures were recorded; ensure to continue weekly flushing of outlets. Ensure good insulation is fitted to domestic water pipe work especially long pipe runs. High Weekly flushing is being carried out and recorded. Medium		
Clean and disinfect laundry cold water storage tank at earliest opportunity and continue annually if required. High This has not been carried out. High		
Continue to clean and descale all showerheads at least on a quarterly basis and record when carried out. Medium This is being carried out on a quarterly basis. Medium		
Carry out laundry water storage tank inspections on an annual basis (Summer Time) and record in logbook documentation. Medium This is not being carried out. Medium		
Purge hot water calorifiers to drain at least on an annual basis; record when carried out. Medium No records seen to indicate this is being carried out. Medium		



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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 service and maintain TMVs six monthly or to manufacturer’s recommendations. Medium This was last carried out in June 2018. Medium		
Carry out Legionella water sampling if temperature monitoring falls outside the recommended parameters. Medium No water sampling results seen. Medium		
Clean and descale tap outlets on a regular basis to help prevent scale build up. Medium Assumed carried out by cleaners. Medium		
Continue to flush all infrequently used outlets weekly and record when carried out. Medium Weekly flushing is being carried out by site staff and recorded. medium		
Continue to audit logbook at least on an annual basis; archive old log sheets to enable better access in logbook. Medium The logbook was last audited in July 2017. 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 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 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 reported to Southampton City Council.
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?	No original risk assessment was seen in 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 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? 	NO NO YES
Have changes to the system been recorded in the water system logbook?	No changes have been 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?	Visual pipe work appeared to comply.
Do any of the materials used in pipe systems & fittings support bacterial growth or corrosion?	All pipe work appeared to be copper or polyurethane.
If TMV's are fitted are they sited within 2m of the outlet(s) served?	All TMVs appear to be within 2 metres of outlets.
Cold Water System	
Have low use outlets been installed upstream of high use outlets?	There are possible infrequently used outlets within the building all should be put on weekly flushing regimes.
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?	Most pipe work is hidden from visual inspection.
Are cold water tanks fitted with covers & insect screens, located in a cool well-insulated space, & safely accessible?	Laundry Tank 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?	Both calorifiers appear capable of maintaining 50.0c. No.1 calorifier still has low storage temperature and the return system needs investigation only one return pump in use.
Are multiple calorifiers connected in parallel?	2 x Calorifiers linked in parallel.
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? 	Both Calorifiers. Yes No No No Good insulation fitted on pipe work in the boiler-room area.
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 were seen 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 carried out by site staff and recorded in the office logbook.
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?	TMVs are being serviced and maintained and recorded in the logbook documentation. This was last carried out in June 2018.
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?	<u>No Records were seen within the logbook documentation for laundry storage tank inspections.</u>
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 within the logbook documentation.
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?	Washing machine removed first floor laundry pipe work has not been cut right 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?	Showerheads are being cleaned and descaled quarterly ; records seen indicate this was last carried out in July 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 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 are monitored 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 seen recorded within the logbook documentation.
Are calorifier flow & return temperatures checked on a monthly basis and records kept in the system logbook?	Both hot water calorifiers are being monitored monthly for flow but the return has not been monitored since April 2018.
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?	<u>No record for the laundry cold water storage tank.</u>