



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

**32B Kentish Road**  
**Risk Assessment Review**  
**12<sup>th</sup> July 2018**



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| <b>Property Name &amp; Description: 32B Kentish Road</b>  |            |           | <b>Review Date: 12<sup>th</sup> July 2018</b>   |
|---|------------|-----------|---|
| <b>Responsible Person(s) Name &amp; SCC Appointment: Lisa Golde (Responsible Person)<br/>Pam Padwick (Deputy Responsible Person)</b>                  |            |           | <b>Last Review: 20<sup>th</sup> July 2016</b>   |
| <b>Compliance &amp; Control Measure Checks</b>  | <b>Yes</b> | <b>No</b> | <b>Comments/Observations</b>  |
| 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 within 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 for this building.<br>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?   |     | NO | No original risk assessment seen for this building.  |
| Written Scheme  |     |    |  |
| Are inspection & maintenance measures identified in the Risk Assessment being carried out?  | YES |    | Monitoring is being carried out on a monthly basis.  |
| Have remedial works identified in the Risk Assessment & subsequent reviews to minimise foreseeable risks been completed?                                  |     | NO | No remedial works appear to have been carried out since the last review.   |
| Are the records of water system temperature monitoring & flushing representative of control measures, & up-to-date?                                       | YES |    | Records are 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 | <u>Building is no longer being used.</u>   |
| 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 pipe work still in place in first floor bathroom and first floor store room cupboard.<br><u>Building is no longer being used creating deadleg pipe work in all areas</u> |
| Are there any other aspects of the water system including its design, operation & maintenance that have increased foreseeable risks?                      | YES |    | A single TMV is serving all hot water outlets; this is not satisfactory and should be removed. If TMVs are required then these should e fitted as close to outlets as possible.  |



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|                          |               |     |        |      |           |
|--------------------------|---------------|-----|--------|------|-----------|
| <b>Risk Was (Circle)</b> | Insignificant | Low | Medium | High | Uncertain |
| <b>Risk Now (Circle)</b> | Insignificant | Low | Medium | High | Uncertain |

| <b>Remedial action to be taken</b>   | <b>By Whom</b> | <b>By When</b> |
|--|----------------|----------------|
| Responsible persons and deputy should be nominated in writing and details written in section two of the logbook documentation. High<br>This has been recorded in the joint logbook for 32A and 32B. Medium   |                |                |
| Remove deadleg pipe work. High<br>This has not been carried out. High  |                |                |
| The TMV located in the ground floor toilet serves all outlets; this should be removed. If TMVs are required then fit as close to outlets as possible to prevent long pipe runs with reduced temperature water. High<br>This has not been carried out. High |                |                |
| TMVs should be serviced and maintained to manufacturer's recommendations. Medium<br>No record seen to indicate this has been carried out. Medium   |                |                |
| Continue with monthly temperature monitoring of the domestic hot and cold water systems and record in logbook. Medium<br>This is being carried out. Medium   |                |                |



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|                          |               |     |        |      |           |
|--------------------------|---------------|-----|--------|------|-----------|
| <b>Risk Was (Circle)</b> | Insignificant | Low | Medium | High | Uncertain |
| <b>Risk Now (Circle)</b> | Insignificant | Low | Medium | High | Uncertain |

| <b>Remedial action to be taken</b>   | <b>By Whom</b> | <b>By When</b> |
|--|----------------|----------------|
| Clean and descale tap outlets on a regular basis. Medium<br>Does not appear to be carried out. Medium  |                |                |
| Continue to flush all outlets at least on a weekly basis and record when carried out. Medium<br>No records of flushing seen now the building is no longer used. Medium       |                |                |
| Audit logbook at least on an annual basis; consider archiving old record sheets to obtain better access in logbook. Medium<br>This was last carried out in June 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?  | The responsible person and deputy have been nominated and recorded in the joint logbook.   |
| Are responsible person(s)/deputies contact details available in the event of an emergency?  | No contact details are recorded in 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?  | Not known.   |
| 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?  | The original risk assessment was not seen filed 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 2018 review.                       |
| Does the Written Scheme contain the following:<br><ul style="list-style-type: none"> <li>•System operating instructions?</li> <li>•Precautions to be taken when operating the system?</li> <li>•Details of the monitoring checks to be carried out on the system?</li> </ul> | NO<br>YES<br><br>YES  |
| Have changes to the system been recorded in the water system logbook?  | No records seen in 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?  | Pipe work appeared to be copper.  |
| If TMV's are fitted are they sited within 2m of the outlet(s) served?   | No<br><u>One TMV is located in the ground floor toilet; this appears to serve all hot water outlets which is not satisfactory; I would recommend removal.</u> |
| Cold Water System   |   |
| Have low use outlets been installed upstream of high use outlets?   | The whole building is now not being used creating deadleg areas and pipe work.  |
| 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?  | No insulation is 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   |





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| <b>System Design &amp; Construction</b>  | <b>Reviewer notes</b>                   |
|--|---|
| <b>Hot Water Systems</b>   |   |
| Is Calorifier storage capacity capable of maintaining a DHW distribution temperature of at least 50°C during maximum demand periods?   | Combination boiler achieves over 50.0C. |
| Are multiple calorifiers connected in parallel?  | N/A                                     |
| Is the calorifier(s) fitted with the following: <ul style="list-style-type: none"><li>•Functioning drain valve?</li><li>•Temperature gauges on the flow &amp; return?</li><li>•An access panel?</li><li>•A shunt pump and timer, timed to heat the calorifier to over 60°C for at least an hour a day?</li><li>•Adequate primary &amp; secondary pipe work insulation?</li></ul> | 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?  | No Hot water 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 any flushing being carried out.       |
| 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 record seen for servicing and maintenance.             |
| 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 appear to have been removed since last review. |
| 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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| <b>Monitoring</b>   | <b>Reviewer notes</b>  |
|---|--|
| 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 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?                            | Yes this was seen recorded within the logbook documentation. |
| 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  |