



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

City Depot Building
Risk Assessment Review
30th April 2018



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| Property Name & Description City Depot | | | Review Date: 30 th April 2018 |
|---|------------|-----------|--|
| Responsible Person(s) Name & SCC Appointment: Mitch Sanders (Responsible Person) Paul Wheeler (Deputy) | | | Last Review: 19 th April 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? | YES | | Responsible persons and deputy have been nominated in writing and recorded 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 2018 review. The 2012 risk assessment was not seen filed in the logbook documentation. |
| Does the Risk Assessment include the measures & precautions to be taken to control foreseeable risks? | | NO | The 2012 risk assessment was not seen filed in the logbook documentation. |

Written Scheme

| | | | |
|--|-----|--|---|
| Are inspection & maintenance measures identified in the Risk Assessment being carried out? | YES | | Temperature Monitoring is being carried out. |
| Have remedial works identified in the Risk Assessment & subsequent reviews to minimise foreseeable risks been completed? | YES | | Deadleg pipe work still seen at height in th external ground floor plant room. |
| 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 April 2018. Flushing records were seen recorded in the lorry wash logbook. |

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 pipe work seen. TMVs fitted. Garage hose reel possibly infrequently used. |
| Are there any other aspects of the water system including its design, operation & maintenance that | | 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 |
|--|----------------|----------------|
| Remove all deadleg pipe work. High Deadlg pipe work was still seen in place at the time of this 2018 review. High | | |
| Ensure all showerheads are being cleaned and descaled at least on a quarterly basis or at the rate of fouling; ensure this is record in the logbook documentation when carried out. High Showerheads are being cleaned and descaled at least on a quarterly basis. Medium | | |
| Investigate cleaner’s room hot water taps for correct operation on the first and second floors to prevent deadleg areas. High The first floor cleaners hot tap was working but the second floor cleaners hot tap is still isolated creating deadleg pipe work. High | | |
| Continue to clean and disinfect the cold water storage tank and continue annually if required. Medium The water storage tank is being cleaned and disinfected annually; last carried out in March 2018. Medium | | |
| Flush all infrequently used outlets including showers if not used on a weekly basis and record when carried out. Medium This is being carried out but is recorded in the Lorry Wash logbook instead of the domestic system logbook. 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 |
|---|----------------|----------------|
| <p>Ensure all tap outlets are kept clean and free from scale build up to maintain a good flow of water through the systems. Medium</p> <p>Assumed carried out by cleaners. Medium</p> | | |
| <p>Purge hot water calorifier to drain at least on an annual basis and record when carried out. Medium</p> <p>No records seen to indicate this s being carried out. Medium</p> | | |
| <p>Maintain and service all TMVs (Blender Valves) as per manufacturer’s recommendations; record in logbook documentation when carried out. Medium</p> <p>No records seen to indicate this s being carried out. Medium</p> | | |
| <p>Audit logbook at least on an annual basis; consider archiving old log sheets remove from the logbook documentation. Medium</p> <p>The logbook was last audited in January 2018. 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 and recorded in writing within section 2 of the logbook documentation. |
| Are responsible person(s)/deputies contact details available in the event of an emergency? | Responsible person or deputies contact details were not 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 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? | The original risk assessment was not seen filed within section nine of the logbook documentation at the time of this 2018 review. |
| 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 YES YES |
| Have changes to the system been recorded in the water system logbook? | No changes appear to have been made. |
| 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? | None Seen |
| If TMV's are fitted are they sited within 2m of the outlet(s) served? | TMVs all appear to be within 2 metres of the outlets. |
| Cold Water System | |
| Have low use outlets been installed upstream of high use outlets? | Flushing is carried out weekly on any infrequently used outlets within the building including showers. |
| 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? | All pipe work appeared to be well insulated within the building. |
| Are cold water tanks fitted with covers & insect screens, located in a cool well-insulated space, & safely accessible? | 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? | Yes good storage and return temperatures were recorded at the time of this 2018 review. |
| 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 Not fitted Beneath outer metal casing Not Fitted Good insulation fitted |
| Do electrically heated hot water heaters deliver water instantaneously at 50°C or above? | Not Fitted in main building; highways store water heater was above 70.0c at the time of this 2018 review. |
| 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 within the building. |



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| Operation & Maintenance | Reviewer notes |
|--|---|
| Are low use outlets flushed at least weekly and records kept in the Written Scheme logbook? | Low use outlets and showers are being flushed weekly by contractors Freeston Water Treatment Ltd. |
| 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 at the time of this 2018 review for the service and maintenance of TMVs within the building. |
| 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? | Inspected at annual clean only. |
| Are calorifier drains checked on a monthly basis for operation and drained water conditions checked and records kept in the system logbook? | No records were seen for calorifier purging being carried out. |
| 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? | Deadleg pipe work was still seen at the time of this 2018 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? | Valve charts were seen in the roof plant room areas. |
| Are showers & other outlets being cleaned at least quarterly and records kept in the system logbook? | Showerheads are being cleaned and descaled at least quarterly; this was 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 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? | Additional outlets are monitored monthly and recorded. |
| Is the temperature of the hot water supply to TMV's checked on a monthly basis and records kept in the system logbook? | Yes records of temperature monitoring of the TMVs was seen within the logbook documentation. |
| Are calorifier flow & return temperatures checked on a monthly basis and records kept in the system logbook? | Yes the hot water calorifier flow and return temperatures were seen recorded within the 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? | Not known refer to contractor carrying out monitoring. |
| Are CWST inlet & outlet temperatures checked on a 6 monthly basis and records kept in the system logbook? | No records were seen for this recorded within the logbook documentation. |