



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

**City Depot**  
**Lorry Wash System**  
**Risk Assessment Review**  
**27<sup>th</sup> July 2018**



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<b>Property Name &amp; Description</b> City Depot Lorry Wash System			<b>Review Date:</b> 27 <sup>th</sup> July 2018
<b>Responsible Person(s) Name &amp; SCC Appointment:</b> David Tyrie			<b>Last Review:</b> 5 <sup>th</sup> August 2016
<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 duty holder and responsible person have not been nominated and recorded within the logbook documentation.
Have the persons nominated to carry out control measures including responsible person(s) received appropriate training?		YES	Freeston Water Treatment Ltd carry out monitoring of the lorry wash system.
Has there been a legionella bacteria incident associated with the water systems in the property?		NOT KNOWN	



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<b>Risk Assessment, Written Scheme &amp; Property/System Change Checks</b>			
<b>Risk Assessment</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
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		Original risk assessment not seen filed in the logbook documentation.
<b>Written Scheme</b>			
Are inspection & maintenance measures identified in the Risk Assessment being carried out?	YES		Monitoring is being carried out on the lorry wash system on a weekly and monthly basis.
Have remedial works identified in the Risk Assessment & subsequent reviews to minimise foreseeable risks been completed?	MOST		
Are the records of water system temperature monitoring & flushing representative of control measures, & up-to-date?		NO	Dipslide monitoring up to date as of 15 <sup>th</sup> June 2018 Water sampling test results up to date as of March 2018.
<b>Property &amp; System Changes</b>			
Have changes to property occupancy resulted in fewer occupants, intermittent occupation, or partial closure?		N/A	
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		The compound tap is deadleg pipe work on the system and should be removed if not used.
Are there any other aspects of the water system including its design, operation & maintenance that have increased foreseeable risks?	YES		Ensure the system water tank areas including underground areas are cleaned at least annually or more frequently if inspection proves necessary.



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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>
Continue with current Legionella control programme for the lorry wash system. High The Legionella control monitoring of the wash system is being carried out. Medium		
Nominate and record the duty holder and responsible persons for the lorry wash system in the logbook documentation. High This has not been carried out. High		
Continue to treat lorry wash system with BC60 biocide and Sodium Hypochlorite to help prevent Legionella and bacterial growth within the system. High The lorry wash system is still being treated. Medium		
Continue with monthly Legionella and bacteriological water sampling to ensure the lorry wash system remains under control. High Monthly water sampling is being carried out. Medium		



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<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>
<p>Remove outside tap and all associated deadleg pipe work from the system if no longer required or used. High            This has not been carried out. High</p>					
<p>I would recommend that all sump and storage tank areas be cleaned and disinfected at least on an annual basis or more frequently if inspection proves necessary. Medium            No records were seen to indicate this has been carried out. High</p>					
<p>Flush outside compound tap weekly if not removed and any other infrequently used areas of the system; record when carried out. Medium            Not included on the weekly flushing carried out by Freeston Water Treatment. Medium</p>					
<p>Audit lorry wash logbook documentation at least on a six monthly basis due to the nature of the system; record in logbook when carried out. Medium            No records seen to indicate the logbook has ever been audited. Medium</p>					



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<b>Compliance &amp; Control Checks</b>	<b>Reviewer notes</b>
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?	<u>The Duty Holder and Responsible person have not been nominated and recorded in writing within the logbook documentation.</u>
Are responsible person(s)/deputies contact details available in the event of an emergency?	<u>The Duty Holder and Responsible person contact details were not seen within the logbook documentation.</u>
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?	Contractors Freeston Water Treatment Ltd have the appropriate training.
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 Freeston Water Treatment Ltd.
Do responsible person(s) keep a log of water system defects and follow up on progress?	Refer 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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<b>Risk Assessment, Written Scheme &amp; Property/System Change Checks</b>	<b>Reviewer notes</b>
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 for the Lorry Wash System was not seen filed in the logbook 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?	The lorry wash drawing has been updated at the time of this 2018 review.
Does the Written Scheme contain the following: •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 to the wash system 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?	Assumed yes.
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 Lorry Wash System
Cold Water System	
Have low use outlets been installed upstream of high use outlets?	N/A Lorry Wash System
Has cold water storage volumes been assessed for turnover (ideally 12 hours) & stagnation risk?	N/A. Lorry Wash System
Is cold & hot water pipe work kept separated and adequately insulated?	N/A Lorry Wash System
Are cold water tanks fitted with covers & insect screens, located in a cool well-insulated space, & safely accessible?	N/A Lorry Wash System
Are multiple CWST's configured in duty/stand-by mode and not operated in parallel?	N/A Lorry Wash System



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System Design & Construction	Reviewer notes
<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?	N/A
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?	N/A
Have 'Very Hot' water labels been fitted to outlets used by the public including school children?	N/A



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Operation & Maintenance	Reviewer notes
Are low use outlets flushed at least weekly and records kept in the Written Scheme logbook?	Infrequently used compound tap is not being flushed.
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?	N/A
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?	N/A
Are the temperatures of sentinel hot & cold-water outlets checked on a monthly basis and records kept in the system logbook?	N/A
Are the hot & cold-water temperatures from all other water system outlets checked on an annual basis and records kept in the system logbook?	N/A
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.