



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

**Harefield Pre-School (Hoppers)
& Sure Start
Risk Assessment Review
4th September 2018**



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

Property Name & Description Harefield Hoppers Sure Start			Review Date: 4 th September 2018
Responsible Person(s) Name & SCC Appointment: Simon Dennison (Responsible Person) Tracey Downey (Deputy)			Last Review: 6 th September 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 person 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	



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

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		Temperature 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?		NO	Temperature monitoring is up to date as of July 2018 due to the building being shut for the school summer holidays. No records seen for flushing recorded in the 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		TMVs fitted in the Pre-school and Springwell areas; two TMVs have been isolated in the Springwell hall area creating deadleg pipe work..
Are there any other aspects of the water system including its design, operation & maintenance that have increased foreseeable risks?	YES		Isolated TMVs in the Springwell area create deadleg pipe work and areas.



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

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>The deputy for the pre-school / sure start building should be nominated in writing and recorded within section 2 of the logbook documentation along with contact details. High</p> <p>This has now been carried out. Low</p>		
<p>Ensure all water heaters are monitored in both Pre-School and Sure Start areas to ensure correct storage temperatures. High</p> <p>Water heater temperatures appeared to be satisfactory where accessible. Medium</p>		
<p>Flush any infrequently used outlets weekly and record when carried out. Medium</p> <p>Flushing is carried out but not on a weekly basis and is not being recorded in the logbook documentation. Medium</p>		
<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>		



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

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>Maintain and service TMVs (Blender Valves) as per manufacturer’s recommendations; I would recommend that when TMVs are serviced that the hot water temperatures to and from them be recorded to indicate that they are satisfactory and record that the strainers have been cleaned. Medium</p> <p>The TMVs are being serviced and adjusted on a six monthly basis; this was last carried out in March 2018. Medium</p>		
<p>Audit logbook at least on an annual basis and record when carried out. Medium</p> <p>The logbook documentation was last audited in November 2017. Medium</p>		



Legionella Risk Assessment Reviewer Guidance – Building Hot & Cold Water Systems

Reference: HSE Control of Legionella Bacteria in Water Systems: Audit Checklists C200

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 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 recorded 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.



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

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? 	NO YES YES
Have changes to the system been recorded in the water system logbook?	No changes appear to have been made within the building.
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.



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

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?	Not 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 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?	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?	N/A
Are multiple CWST's configured in duty/stand-by mode and not operated in parallel?	N/A



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

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?	Random water heaters checked at the time of this 2018 review were found to be satisfactory. Monthly monitoring records show water heater temperatures as 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 in the building.



Legionella Risk Assessment Reviewer Guidance – Building Hot & Cold Water Systems

Reference: HSE Control of Legionella Bacteria in Water Systems: Audit Checklists C200

Operation & Maintenance	Reviewer notes
Are low use outlets flushed at least weekly and records kept in the Written Scheme logbook?	No records seen recorded in the logbook documentation at the time of this 2018 review for any weekly 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?	Records seen at the time of this 2018 review indicate that the TMVs are serviced and adjusted on a six monthly basis which was last carried out in March 2018; due again in September.
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 have been removed.
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?	Not seen
Are showers & other outlets being cleaned at least quarterly and records kept in the system logbook?	N/A



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

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 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 being 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 records of temperature monitoring of the TMVs 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