



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

# **Holly Lodge Cottage**

## **Risk Assessment Review**

### **5<sup>th</sup> March 2018**



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

<b>Property Name &amp; Description</b> Holly Lodge Cottage Private Dwelling			<b>Review Date:</b> 5 <sup>th</sup> March 2018
<b>Responsible Person(s) Name &amp; SCC Appointment:</b> Ian Kingswell Resident			<b>Last Review:</b> 9 <sup>th</sup> March 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	Responsible person and deputy have still not been nominated in writing within section 2 of 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**

<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		
<b>Written Scheme</b>			
Are inspection & maintenance measures identified in the Risk Assessment being carried out?	YES		Monitoring is being carried out and is up to date as of February 2018
Have remedial works identified in the Risk Assessment & subsequent reviews to minimise foreseeable risks been completed?	NO		Deadleg pipe work still in place.
Are the records of water system temperature monitoring & flushing representative of control measures, & up-to-date?	YES		Monitoring is being carried out and is up to date as of February 2018.
<b>Property &amp; System Changes</b>			
Have changes to property occupancy resulted in fewer occupants, intermittent occupation, or partial closure?		NO	
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?		NO	
Are there any other aspects of the water system including its design, operation & maintenance that have increased foreseeable risks?	YES		Deadleg on mains water pipe wok in back bedroom cupboard space and capped off pipe work could still be live.



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

<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>
The responsible person and deputy for the lodge should be nominated in writing and recorded within the logbook documentation. High This has still not been completed. High		
Remove deadleg pipe work on the mains water system in the back bedroom if not used as heating quick fill. High This pipe work was still seen to be in place along with some capped off pipe work which could be live. High		
Flush infrequently used outside tap at least on a weekly basis. Medium No record of flushing seen. Medium		
Continue to clean and disinfect showerhead and hose on at least a quarterly basis or as required. Medium This is being carried out and was last carried out in January 2018. Medium		
Audit logbook at least on an annual basis. Medium No records were seen for any audits being carried out. Medium		



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

<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?	Responsible person and deputy have not been nominated in writing within section 2 of the logbook documentation.
Are responsible person(s)/deputies contact details available in the event of an emergency?	No roles and responsibilities of council and contractors involved in control and compliance measures were seen in writing within the log book documentation.
Are the roles & responsibilities of all Council staff, & contractors involved in control & compliance measures identified in writing?	No training records were seen for any staff or contractors. Refer to Southampton City Council
Have they all received appropriate training?	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?	Defects are phoned through to SCC.
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.



**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"> <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 YES  YES
Have changes to the system been recorded in the water system logbook?	No records seen 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.



## 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?	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?	N/A
Cold Water System	
Have low use outlets been installed upstream of high use outlets?	All outlets used regularly.
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 seen fitted.
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
<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?	Combination boiler achieves 50.0C or more at the outlets.
Is there a risk of scalding e.g. in buildings used by infants (under 5 years) the disabled or the elderly?	Private dwelling.
Have 'Very Hot' water labels been fitted to outlets used by the public including school children?	No Hot water warning labels are fitted.



**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 for any 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?	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?	No outlets appear to 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?	No records seen.
Are showers & other outlets being cleaned at least quarterly and records kept in the system logbook?	Records were seen within the logbook documentation that the showerhead is being cleaned and descaled on a quarterly basis; last carried out in January 2018.



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

<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 recorded in 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 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?	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