



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

# **Kingsland Community Centre**

## **Risk Assessment Review**

**10<sup>th</sup> September 2018**



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<b>Property Name &amp; Description</b> Kingsland Community Centre			<b>Review Date:</b> 10 <sup>th</sup> September 2018
<b>Responsible Person(s) Name &amp; SCC Appointment:</b> S. Zebadee (Responsible Person) V.Shahane (Deputy)			<b>Last Review:</b> 11 <sup>th</sup> February 2015
<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?	YES		Responsible persons and deputy have been nominated in writing within 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	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	<u>Original risk assessment was not seen within the logbook documentation.</u>
Written Scheme			
Are inspection & maintenance measures identified in the Risk Assessment being carried out?		NO	<u>No Legionella control monthly temperature monitoring is being carried out; this was stopped in March 2017.</u>
Have remedial works identified in the Risk Assessment & subsequent reviews to minimise foreseeable risks been completed?		NO	
Are the records of water system temperature monitoring & flushing representative of control measures, & up-to-date?		NO	<u>No Legionella control monthly temperature monitoring is being carried out; this was stopped in March 2017.</u>
Property & System Changes			
Have changes to property occupancy resulted in fewer occupants, intermittent occupation, or partial closure?	YES		It is assumed the occupancy is less now as the building is used four or five times a week.
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		TMV fitted in accessible toilet no hot water and poor water flow.
Are there any other aspects of the water system including its design, operation & maintenance that have increased foreseeable risks?	YES		Ladies toilet water heater has not been working since at least 2015. Poor water flow at outlet in accessible toilet and scaled up outlet. No hot water at TMV in accessible toilet.



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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>
<p>The responsible persons and deputies should be nominated and recorded in writing along with contact details within section two of the logbook documentation. Locate original risk assessment and file in logbook documentation. High</p> <p>The responsible person and deputy have been recorded; the risk assessment was still not filed in the logbook. High</p>		
<p>Remove deadleg pipe work. High</p> <p>The small deadleg was still seen in place. High</p>		
<p>Investigate correct operation of accessible toilet TMV as no hot water to or from the outlet. High</p> <p>Still no hot water at TMV and poor water flow. High</p>		
<p>Repair / replace local water heater within the ladies toilet; ensure it achieves 50.0c or more at the outlets. High</p> <p>The ladies toilet water heater is still not working and has been like this since at least 2015. High</p>		
<p>Flush all infrequently used outlets weekly and record when carried out. Medium</p> <p>No records were seen for any flushing of outlets. Medium</p>		



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

	By Whom	By When
<p>Insulate all domestic water pipe work to help prevent heat gain/ loss and possible freezing of pipe work. Medium                      The pipe work within the centre has not been insulated. Medium</p>		
<p>Ensure all tap outlets remain clean and free from scale build up to maintain a good flow of water through the systems and prevent aerosol creation. Medium                      The accessible toilet outlet was heavily scaled. Medium</p>		
<p>Maintain and service TMV (Blender Valve) as per manufacturer’s recommendations. Medium                      The accessible toilet TMV was last serviced in February 2017. Medium</p>		
<p>Audit logbook at least on an annual basis; consider archiving old log sheets which are filed in the logbook documentation. Medium                      The logbook has not been audited since June 2013 old record sheets have not been archived. 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?	The responsible person and deputy have been nominated in writing.
Are responsible person(s)/deputies contact details available in the event of an emergency?	No responsible person or deputies contact details were 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?	Original risk assessment was not seen within 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"> <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.



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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?	All pipe work appeared to be copper.
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?	TMV only fitted in the accessible toilet is within 2 metres of outlet.
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?	Domestic water pipe work where seen has no insulation 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





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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?	The roof void local water heater achieved 70.0c at the time of this 2018 review.  The Ladies toilet water heater is still not working and in need of repair / replacement.
Are multiple calorifiers connected in parallel?	No
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?	The Ladies toilet water heater is still not working and in need of repair / replacement.
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 community centre.



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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 of any flushing seen.
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?	TMV was last serviced and adjusted in February 2017.
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?	N/A



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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?	<u>No Legionella control monthly temperature monitoring is being carried out; this was stopped in March 2017.</u>
Are the hot & cold-water temperatures from all other water system outlets checked on an annual basis and records kept in the system logbook?	<u>No Legionella control monthly temperature monitoring is being carried out; this was stopped in March 2017.</u>
Is the temperature of the hot water supply to TMV's checked on a monthly basis and records kept in the system logbook?	<u>No Legionella control monthly temperature monitoring is being carried out; this was stopped in March 2017.</u>
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.