



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

Maybush Local Housing Office

Risk Assessment Review

9th August 2018



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Property Name & Description Maybush Local Housing Office			Review Date: 9 th August 2018
Responsible Person(s) Name & SCC Appointment: Nick Bryant (Responsible Person) Cheryl Wilson (Deputy)			Last Review: 22 nd August 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		The responsible person and deputy have been nominated in writing and recorded in section two of 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?	YES		Drawings were updated at this 2018 review. The original risk assessment was not seen filed within the logbook documentation
Does the Risk Assessment include the measures & precautions to be taken to control foreseeable risks?			The original risk assessment was not seen filed within the logbook documentation
Written Scheme			
Are inspection & maintenance measures identified in the Risk Assessment being carried out?		NO	<u>No Legionella Monitoring has been carried out in this building since May 2017.</u>
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	No Legionella Monitoring has been carried out in this building since May 2017. Building is now not used and no flushing is being carried out on the water systems as they are still live.
Property & System Changes			
Have changes to property occupancy resulted in fewer occupants, intermittent occupation, or partial closure?	YES		The building is at present not being used and the water systems are still live with no monitoring being carried out.
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 building is at present not being used and the water systems are still live with no monitoring being carried out.
Are there any other aspects of the water system including its design, operation & maintenance that have increased foreseeable risks?	YES		Water heaters low storage temperatures, Deadleg Pipe work. The building is at present not being used and the water systems are still live with no monitoring being carried out.



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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
Locate original risk assessment and file within section nine of the logbook documentation. High This has not been carried out. High		
Ensure gent's toilet local water heater is adjusted to store hot water at 60.0°C. High Both the kitchen and gents toilet water heaters had low storage temperatures recorded. High		
Ensure all water heater header tanks are maintained in a good clean condition; clean and disinfect annually if required. Medium No records seen to indicate this is being carried out. Medium		
Ensure the air conditioning unit's condensate trays and traps where fitted are cleaned and disinfected on a regular basis or as part of a planned maintenance schedule. Medium No records seen to indicate this is being carried out. Medium		
Continue to audit the logbook documentation at least on an annual basis; record when carried out. Medium Last audit recorded was in May 2016. Medium		



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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?	Defects are assumed phoned through to SCC.
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 the logbook documentation
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 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 records were 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?	Visual pipe work appeared to comply.
Do any of the materials used in pipe systems & fittings support bacterial growth or corrosion?	Domestic 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 at present are not being used as building is not occupied.
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 has been insulated.
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
Hot Water Systems	
Is Calorifier storage capacity capable of maintaining a DHW distribution temperature of at least 50°C during maximum demand periods?	All three local water heaters are capable of maintaining at least 50.0C.
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?	The kitchen and gents toilet water heaters were found to have low storage temperatures 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?	Always a possible risk.
Have 'Very Hot' water labels been fitted to outlets used by the public including school children?	Hot water warning labels are fitted.



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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 seen to indicate flushing is being carried out.
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?	The water cooler has been removed and the live pipe work has been left in place.
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 Monitoring has been carried out in this building since May 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 Monitoring has been carried out in this building since May 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?	No TMVs are fitted in housing office.
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