



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

Mayfield Park Bowling Club

Risk Assessment Review

18th June 2018



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Property Name & Description Mayfield Park Bowling Club			Review Date: 18 th June 2018
Responsible Person(s) Name & SCC Appointment: Martin Wilcox (Responsible Person) David Vowles (Deputy)			Last Review: 22 nd June 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?		NO	Responsible persons 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	



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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 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		
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?	YES		Temperature Monitoring is being carried out within the pavilion.
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 are fitted.
Are there any other aspects of the water system including its design, operation & maintenance that have increased foreseeable risks?	YES		No Legionella water sampling carried out on the irrigation water system.



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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
Ensure the responsible person and deputy are nominated in writing along with all contact details; replace written scheme and the 2012 risk assessment within the logbook documentation. High The responsible person and deputy have now been nominated; the paperwork for sections 3 & 4 have not been replaced in the logbook. Medium		
Start cleaning and disinfecting irrigation cold water storage tank prior to the start of each season when the system is filled. High The water irrigation storage tank was last cleaned and disinfected in July 2017. Medium		
Carry out Legionella water sample on irrigation cold water storage tank when in use at least quarterly. High No records seen to indicate this is being carried out. High		
As irrigation system is not being used regularly it should be set to run at least once a week for at least one hour to create a flow of water through the system to help prevent stagnation in the tank and pipe runs. High At present the system is being run daily. Medium		
Continue to run irrigation system in the early hours when people are not in the vicinity of the green and gardens. High The irrigation system is still set to run in the early hours when people are not in the vicinity. Medium		



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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
Continue monthly temperature monitoring of the hot and cold water systems and record in water systems logbook. Medium Monthly monitoring is still being carried out and recorded. Medium		
Flush any infrequently used outlets within the pavilion weekly and record when carried out. Medium No records seen for any flushing assumed all outlets are being used. Medium		
Ensure all tap outlets are kept clean and free from scale build up to maintain a good flow of water through the systems. Medium The wallgate wash systems in the public toilet areas nozzles were seen to be heavily scaled. High		
Ensure bowling green spray nozzles are kept clean and free form scale build up. Medium I was informed no maintenance carried out unless a fault occurs. Medium		



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Remedial action to be taken	By Whom	By When
Maintain and service TMV taps (Blender Valves) as per manufacturer’s recommendations. Medium No records were seen to indicate TMVs are being serviced and maintained since 2011. Medium		
Audit logbook documentation at least on an annual basis; remove old record sheets from logbook and archive to enable better access in logbook. Medium The logbook was last seen to have been audited in July 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?	Responsible person and deputy have been nominated within the logbook.
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.
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 no logbook in place.
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?	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?	<u>No written scheme or checks carried out list are filed within sections 3 & 4 of the logbook documentation.</u>
Have changes to the system been recorded in the water system logbook?	No changes to system.
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?	Pipe work appeared to be copper within the building.
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?	TMVs are fitted in toilet areas are within 2 metres of 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?	Irrigation cold water storage tank only.
Is cold & hot water pipe work kept separated and adequately insulated?	Pipe work well insulated in roof void.
Are cold water tanks fitted with covers & insect screens, located in a cool well-insulated space, & safely accessible?	Irrigation cold water storage tank only external to building.
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 hot water is by the combination boiler; appears capable of maintaining 50.0c.
Are multiple calorifiers connected in parallel?	No
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?	N/A
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?	Hot water warning labels are not 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 flushing records 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?	No records were seen for the service and maintenance of TMVs since July 2011.
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?	No records seen for any irrigation tank inspections being carried out in the logbook documentation.
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?	Yes seen 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?	Additional outlets checked.
Is the temperature of the hot water supply to TMV's checked on a monthly basis and records kept in the system logbook?	Yes seen recorded in 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?	No records seen within the logbook documentation.