



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

**Northam Community
Start Point & Youth Centres
Risk Assessment Review
18th April 2018**



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Property Name & Description Northam Youth & Community & Start Point Centre			Review Date: 18th April 2018
Responsible Person(s) Name & SCC Appointment: Margaret Hunt (Responsible Person)			Last Review:31st January 2017 Community Centre 20th January 2016 Start Point Centre
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	The deputy was not nominated in writing 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?		NO	Drawings have been updated at the time of this 2018 review. The original risk assessment was not seen at the time of this 2018 review within the logbook documentation.
Does the Risk Assessment include the measures & precautions to be taken to control foreseeable risks?		NO	The original risk assessment was not seen at the time of this 2018 review within the logbook documentation.
Written Scheme			
Are inspection & maintenance measures identified in the Risk Assessment being carried out?	YES		Temperature Monitoring is being carried out in the Community Centre only; start monitoring the Start Point and Youth Centre.
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?	YES		Temperature monitoring is up to date as of March 2018 in the Community Centre only. No flushing records were seen.
Property & System Changes			
Have changes to property occupancy resulted in fewer occupants, intermittent occupation, or partial closure?		NO	Variable occupation
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		Deadleg pipe work was still seen in place. TMVs fitted
Are there any other aspects of the water system including its design, operation & maintenance that have increased foreseeable risks?	YES		Deadleg pipe work was still seen within the old baby change toilet. Deadleg beneath sink in Start Point Accessible toilet in the Youth Centre is being used for storage.



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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
<p>The deputy for the community centre should be nominated and recorded in writing within section 2 of the logbook documentation. Locate original risk assessment and file in logbook documentation. High</p> <p>The deputy has still not been nominated and recorded in the logbook documentation. High</p>		
<p>Remove any deadleg pipe work. High</p> <p>The deadleg pipe work highlighted was still seen to be in place. High</p>		
<p>Investigate the hot water calorifier return pump for correct operational flow as it appears to be fitted the wrong way round. High</p> <p>The pump is still the same way around but appears to be working satisfactory. medium</p>		
<p>A heavy build up of scale was seen on some tap outlets; clean and descale all tap outlets on a regular basis to maintain a good water flow through the systems and prevent aerosol creation. Medium</p> <p>Scale build up still seen on some tap outlets. Medium</p>		
<p>Flush all infrequently used outlets weekly and record when carried out. Medium</p> <p>No flushing is being carried out in the Community Centre, Start Point or Youth Centre. Medium</p>		



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<p>Re-route or at least insulate domestic water pipe work where running beneath or above heating pipe work to help prevent heat gain. Medium Domestic water pipe work is still running with heating pipe work in the Community Centre and has still not been insulated. Medium</p>		
<p>Maintain and service TMVs (Blender Valves) as per manufacturer’s recommendations; this includes the Youth Centre. Medium Records seen in the logbook indicated this was last carried out in August 2016. 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 still not been audited since February 2015. Medium</p>		



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Risk Now (Circle)	Insignificant	Low	Medium	High	Uncertain

Remedial action to be taken	By Whom	By When
A new water systems logbook should be put in place for the Start Point building or monitoring should be recorded in the Community Centre logbook so it can all be classed as one building. The responsible person and deputy should be nominated in writing and recorded within the logbook documentation. High I was informed the Start Point monitoring is recorded in the Community Centre logbook but this was not seen. High		
Start Legionella Control monitoring monthly within the Start Point area of the building and record in logbook documentation. High I was informed the Start Point monitoring is being recorded in the Community Centre logbook but this was not seen. High		
Clean and descale tap outlets on a regular basis to maintain a good water flow through the systems. Medium The taps in the Start Point appeared to be in a good condition scale wise. Medium		
Continue to service and maintain the TMV (Blender Valve) as per manufacturer's recommendations. Medium Records seen in the logbook indicated this was last carried out in August 2016. Medium		
Audit logbook when issued at least on an annual basis to determine all monitoring is being carried. Medium The single logbook in use has not been audited since February 2015. 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 only has been nominated in writing 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 not 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?	The original risk assessment was not seen at the time of this 2018 review 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 for the Community Centre, Start Point and Youth Centre 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 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?	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?	All TMVs seen appeared to be within 2 meters of the outlets with the exception of the Start Point toilet area to the last wash basin.
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 in the Community Centre, Start Point and Youth Centre.
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?	Some pipe run areas within the community centre run with heating pipe work and should be insulated or re-routed.
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?	1 x Andrews calorifier appears capable of maintaining temperatures. Youth Centre combination boiler achieved 50.0C or more at the time of this 2018 review.
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? 	Yes Flow pipe work only Not visible No Yes plant room distribution pipe work.
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 fitted in areas which are not blended.



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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 were seen at the time of this 2018 review to indicate this 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?	No servicing records were seen since August 2016 in the logbook; this is assumed also for the Start Point and Youth Centre TMVs.
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?	No records of calorifier drain purging seen.
How is calorifier internal condition assessed and what is the periodicity of internal inspection?	Refer to Southampton City Council.
Have outlets that are no longer required been cut back to the nearest main pipe branch?	Deadleg pipe work / areas were still seen in the Community Centre, Start Point and Youth Centre.
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 these are being recorded within the logbook documentation for the Community Centre only. <u>Appears to be no monthly monitoring being carried out in the Start Point and Youth Centre.</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?	Additional outlets checked monthly in the Community Centre only.
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 within the logbook documentation; this is for the Community Centre only.
Are calorifier flow & return temperatures checked on a monthly basis and records kept in the system logbook?	Yes records of the hot water flow and return temperatures are being recorded within the logbook documentation.
Are calorifier temperatures checked at the base mid-level and top to check for primary heating efficiency and records kept in the system logbook?	Refer to Contractors carrying out monitoring.
Are CWST inlet & outlet temperatures checked on a 6 monthly basis and records kept in the system logbook?	N/A.