



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

**Registrars Office**  
**Risk Assessment Review**  
**8<sup>th</sup> January 2018**



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<b>Property Name &amp; Description</b> Bugle Street Registrars Office			<b>Review Date:</b> 8 <sup>th</sup> January 2018
<b>Responsible Person(s) Name &amp; SCC Appointment:</b> Linda Francis (Responsible Person) Nicky Maynard (Deputy)			<b>Last Review:</b> 18 <sup>th</sup> January 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?		YES	Responsible person 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. Original registrars risk assessment was not seen within the logbook documentation.
Does the Risk Assessment include the measures & precautions to be taken to control foreseeable risks?		NO	Original registrars office risk assessment was not seen within the logbook documentation.
Written Scheme			
Are inspection & maintenance measures identified in the Risk Assessment being carried out?	YES		Monitoring is being carried out and was seen to be up to date as of January 2018
Have remedial works identified in the Risk Assessment & subsequent reviews to minimise foreseeable risks been completed?	YES		Deadleg pipe work has been removed from the outside toilet area.
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 January 2018.
Property & System Changes			
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?	YES		Possible deadleg pipe work still in place in the safe room area behind safes.
Are there any other aspects of the water system including its design, operation & maintenance that have increased foreseeable risks?	YES		Possible deadleg pipe work still in place in the safe room area behind safes.



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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>
Locate original registrars risk assessment and file within the logbook documentation. High This has not been carried out. High		
Investigate capped off pipe work in the old gents toilet in the office area and remove if found to be deadleg pipe work. High Capped off pipe work is still in place not known if this has been investigated. High		
Remove the deadleg pipe work in the outside toilet areas. High This has been carried out. Low		
Service and maintain TMV as recommended by the manufacturers. Medium No records seen to indicate this is being carried out. Medium		
Wall mounted air conditioning units within the registrar’s office should be serviced and maintained as part of a planned maintenance schedule. All condensate trays and traps where fitted should be cleaned and disinfected as part of the routine servicing of these units. Medium No records seen to indicate this is being carried out. Medium		



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<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>Consider removal of the shower in first floor toilet and all associated pipe work if no longer required; as it is no longer used creating deadleg pipe work. High            This is still in place but still not being used regularly. High</p>		
<p>Continue to clean and disinfect the showerhead at least on a quarterly basis or at the rate of fouling; continue to record in the logbook when carried out. Medium            The showerhead is cleaned and descaled on a quarterly basis. Medium</p>		
<p>If the shower remains then it should be flushed at least on a weekly basis and recorded when carried out in the logbook documentation. Medium            No up to date records were seen for weekly flushing of the first floor shower. Medium</p>		
<p>Continue to audit logbooks at least on an annual basis; consider archiving all old log sheets within the logbook documentation. Medium            Logbook was last audited in March 2016. Medium</p>		



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<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 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 Southampton City Council.
Do responsible person(s) keep a log of water system defects and follow up on progress?	All system defects are reported 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.



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<b>Risk Assessment, Written Scheme &amp; Property/System Change Checks</b>	<b>Reviewer notes</b>
Does the risk assessment include all water systems in the building(s) including e.g. fire hose reels, spray fountains, dehumidifiers etc?	The Registrars 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 and amended at the time of 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?	Deadleg removal has been recorded 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?	TMV fitted in baby change external toilet area only.
Cold Water System	
Have low use outlets been installed upstream of high use outlets?	All outlets appear to be used regularly with the exception of outside tap and first floor shower.
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 on pipe work.
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?	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?	All water heaters had good storage temperatures recorded 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?	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 were seen fitted in some areas.



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Operation & Maintenance	Reviewer notes
Are low use outlets flushed at least weekly and records kept in the Written Scheme logbook?	Flushing records were seen for the outside tap only; this appears to be being flushed every two to three weeks instead of weekly. No up to date records were seen for the weekly flushing of the first floor shower; I would recommend this be flushed weekly and recorded.
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 maintaining and servicing of the baby change TMV.
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?	Capped off pipe work seen in the safe room area.
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?	The first floor showerhead is being cleaned and descaled on a quarterly basis; this was last carried out in January 2018.



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<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 temperatures were seen recorded within 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?	Yes temperatures were seen recorded within the logbook documentation.
Is the temperature of the hot water supply to TMV's checked on a monthly basis and records kept in the system logbook?	Yes TMV temperatures were seen recorded within 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?	N/A.