



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

Wyndham Court Parking Services

Risk Assessment Review

10th October 2018



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

Property Name & Description Wyndham Court Parking Services			Review Date: 10 th October 2018
Responsible Person(s) Name & SCC Appointment: Richard Alderson (Responsible Person) Steve Hind (Deputy)			Last Review: 13 th 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	

Legionella Risk Assessment Reviewer Guidance – Building Hot & Cold Water Systems

Reference: HSE Control of Legionella Bacteria in Water Systems: Audit Checklists C200

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		Temperature Monitoring is being carried out.
Have remedial works identified in the Risk Assessment & subsequent reviews to minimise foreseeable risks been completed?	SOME		
Are the records of water system temperature monitoring & flushing representative of control measures, & up-to-date?	YES		Temperature Monitoring is being carried out and up to date as of October 2018
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		TMV tap fitted.
Are there any other aspects of the water system including its design, operation & maintenance that have increased foreseeable risks?	YES		Stored water can be reduced by installing mains fed local water heaters and removing cold water tank and calorifier.



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

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. High This has now been recorded in the logbook. Low		
Remove all deadleg pipe work. High The deadleg pipe work has now been removed. Low		
Consider creating an air flow within the first floor plant room area to help reduce the ambient air temperature as elevated cold water temperatures were again recorded within the water storage tank. High This appears to be the same. High		
Clean and disinfect cold water storage tank annually if required. Medium No records were seen to indicate when this tank was last cleaned and disinfected. Medium		
Flush any infrequently used outlets weekly and record when carried out. Medium No flushing records seen at the time of this review. Medium		



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

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 all tap outlets are kept clean and free from scale build up to maintain a good flow of water through the systems. Medium Assumed carried out by cleaners; some scale was seen on tap outlets. Medium		
Consider the removal of the cold water storage tank and calorifier and install local water heaters supplied directly from the mains water service to reduce the risk of stored water. Medium The same set up is still in place. Medium		
Maintain and service TMV tap (Blender Valves) in the ground floor accessible toilet as per manufacturer’s recommendations. Medium No records were seen to indicate this is being carried out. 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 audited in August 2017. Medium		



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

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 documentation.
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 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.



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

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? 	NO YES YES
Have changes to the system been recorded in the water system logbook?	No
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.



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

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?	TMV tap is fitted on the wash basin in the accessible toilet.
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?	Refer to Southampton City Council
Is cold & hot water pipe work kept separated and adequately insulated?	Insulation missing in some areas.
Are cold water tanks fitted with covers & insect screens, located in a cool well-insulated space, & safely accessible?	Cold water storage tank is located at height above the calorifier and in close proximity to the boiler; no air flow within boiler room can create elevated water temperatures in the summer months.
Are multiple CWST's configured in duty/stand-by mode and not operated in parallel?	N/A



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

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?	Calorifier appears capable of maintaining 50.0c in peak demand.
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?	On cold feed No No No Insulation fitted on primary heating pipe work only.
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?	No Hot water warning labels are fitted.



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

Operation & Maintenance	Reviewer notes
Are low use outlets flushed at least weekly and records kept in the Written Scheme logbook?	No records for flushing seen at the time of this 2018 review.
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 the TMV tap at the time of this 2018 review.
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 were seen for this being carried out at the time of this 2018 review.
Are calorifier drains checked on a monthly basis for operation and drained water conditions checked and records kept in the system logbook?	No records seen for this being carried out.
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?	No outlets 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



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

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 this was 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 outlets are monitored monthly.
Is the temperature of the hot water supply to TMV's checked on a monthly basis and records kept in the system logbook?	The supply temperature is not recorded.
Are calorifier flow & return temperatures checked on a monthly basis and records kept in the system logbook?	The calorifier flow temperature is monitored monthly; no return system is fitted.
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?	No records were seen to indicate this is being carried out.