



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

**YMCA Sure Start Nursery  
Townhill Park  
Risk Assessment Review  
19<sup>th</sup> November 2018**



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<b>Property Name &amp; Description: YMCA Sure Start Nursery Townhill Park</b>			<b>Review Date: 19<sup>th</sup> November 2018</b>
<b>Responsible Person(s) Name &amp; SCC Appointment: Mrs Claire Baker (Manager)</b>			<b>Last Review: 1<sup>st</sup> December 2016</b>
<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?		NO	Responsible person and deputy were still not seen 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?	YES		Drawings were 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?		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 November 2018; no flushing records were seen.
Property & System Changes			
Have changes to property occupancy resulted in fewer occupants, intermittent occupation, or partial closure?		NO	Occupancy 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		Deadleg pipe work Cold water storage tank low turnover of water.
Are there any other aspects of the water system including its design, operation & maintenance that have increased foreseeable risks?	YES		Deadleg pipe work still seen in place. Cold water storage tank low turnover of water as it only serves a toilet flush.



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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>
Responsible person and deputy should be nominated in writing within the logbook documentation. High This has not been carried out. High		
Consider removal of the cold water storage tank located within the roof void along with all associated pipe work as it only appears to serve a single toilet flush; this will remove the risk of stored water. High The water storage tank is still in place but I was informed it will be removed in the Xmas 2018 holiday period. High		
Remove deadleg pipe work. High The deadleg pipe work is still in place but I was informed it will be removed in the Xmas 2018 holiday period. High		
Clean and disinfect cold water storage tank at earliest opportunity and then continue annually if required. Medium The water storage tank was last cleaned and disinfected in June 2018. Medium		
Flush all infrequently used outlets on a weekly basis; record when carried out. Medium No records were seen for flushing but I was informed it was being carried out weekly. 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>
Clean and descale all tap outlets on a regular basis to maintain a good flow of water through systems. Medium Assumed carried out by cleaners. Medium		
Continue to maintain and service TMVs as per manufacturer’s recommendations. Medium This was last carried out in January 2018. Medium		
Audit logbooks at least on an annual basis. Medium The last logbook audit was carried out in June 2018.		



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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 still not 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?	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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<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?	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: •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 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?	Pipe work appeared to be copper.
Do any of the materials used in pipe systems & fittings support bacterial growth or corrosion?	None seen at time of this review.
If TMV's are fitted are they sited within 2m of the outlet(s) served?	TMVs fitted appear to be within 2 meters of outlets with the exception of the play area sinks that appear to be served from the TMV located in the front kitchen.
Cold Water System	
Have low use outlets been installed upstream of high use outlets?	Flushing should be carried out weekly on infrequently used outlets and during holidays and shut down periods.
Has cold water storage volumes been assessed for turnover (ideally 12 hours) & stagnation risk?	Low water turnover from this storage tank.
Is cold & hot water pipe work kept separated and adequately insulated?	Insulation only fitted in roof void area.
Are cold water tanks fitted with covers & insect screens, located in a cool well-insulated space, & safely accessible?	Yes
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?	Combination boiler appears capable of maintaining 50.0c.
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?	Refer to monitoring records.
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?	I was informed flushing is being carried out but no records were seen for this.
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?	Yes records indicate TMVs were last serviced and adjusted where required in January 2018.
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 of inspection seen.
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?	Deadleg pipe work was still seen at the time of this 2018 review but was informed this is being removed over the Xmas holiday period 2018.
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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<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 these 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 additional outlets are being checked monthly.
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.
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 for this.