FREE TOOL

Legionella risk assessment checklist

Our legionella risk assessment checklist is a tool to help the legionella responsible person manage their building's water system and control the spread of legionella bacteria.

Legionella risk assessment checklist

Please note that this checklist is intended as a guide; it is not designed as a technical manual. For technical instruction, you should review the Health and Safety Executive's guidance on legionella.

Additionally, to ensure the safety of the people in your building, you should consider contacting an experienced water management consultant.

Book a Legionella Risk Assessment

Identifying the risk of legionella

Before using this checklist, the building manager should designate an experienced individual or consultancy the task of identifying the risk of legionella in their building. There should also be systems in place to mitigate risks and methods of legionella bacteria control.

What is a legionella responsible person?

The legionella responsible person should have adequate knowledge and understanding of the water management systems in their building. They should also have sufficient authority to be able to act upon the findings of their audit. The legionella responsible person should be the individual who is ultimately responsible for this task and their complete responsibility.

Establishing a system to control legionella bacteria

A legionella risk assessment should be a two-pronged process. There should be a physical inspection and a consultation with everyone involved in controlling the bacteria, including the verification of management procedures and paperwork.

How often should you carry out a legionella risk assessment?

The general recommendation is for a risk assessment to always be up to date. In certain situations such as when the building's water system is significantly modified, a reinspection will be required.

Name of legionella responsible person	
Date of Audit	

Part 1 – physical check

1. Water outlet temperature

	Yes	No
Is the cold water below 20°C at the outlets?	☐	☐
Is the hot water above 50°C at the outlets?	☐	☐

Temperatures between 20–45°C are optimum for legionella bacteria growth.

Check water temperatures at outlets and note if any modifications are required.

Risk	
Action to be taken	

2. Hot water in storage tanks or boilers

	Yes	No
Is the hot water in the storage tank or boiler stored above 60°C?	☐	☐

Hot water in storage tanks or boilers should be stored above 60°C.

3. Cold water storage tanks

	Yes	No
Is there a cold water storage tank?	☐	☐

Where is it located?	

	Yes	No
Does the tank have a tight-fitting lid?	☐	☐
Is the water in the tank free from sludge, organic matter, algae, scale, rust, etc.	☐	☐
Is the temperature in the water tank below 20˚?	☐	☐
It the tank insulated?	☐	☐

Legionella bacteria is likely to grow in places where there is a ready source of nutrients (sludge, organic matter, algae, scale, rust, etc.) Cold water storage tanks should regularly be drained and cleaned, and you should make sure they have tight-fitting lids so it is harder for debris to enter. Insulating tanks to make sure the temperature does not exceed 20˚C is also useful.

4. Infrequently used outlets

	Yes	No
Is the hot water in the storage tank or boiler stored above 60˚C?	☐	☐

Infrequently used outlets should be flushed weekly.

If any risks were identified:

What is the risk	
Where is the risk located?	
What is the recommendation?	

5. Unoccupied buildings

There are risks associated with leaving buildings unoccupied for long periods of time. Both hot and cold water systems should be flushed through on a weekly basis if a building is left unoccupied for a long period of time.

	Yes	No
Is there a risk?		

What is the risk?	
What is the recommendation?	

6. Dead legs

Any sections of pipework through which no water follows are known as dead legs. This can lead to stagnating water. If there are dead legs, it is a good idea to remove them.

If there are dead legs:

What is the risk	
Where is the risk located?	
What is the recommendation?	

7. Shower heads

Shower heads should be cleaned regularly. If any risks were associated with shower heads:

What is the risk	
Where is the risk located?	
What is the recommendation?	

Part 2 – process check

	Yes	No

1. Did you consider if it was possible to eliminate the risk associated with legionella bacteria? ☐ ☐

2. Your primary duty under the <u>Control of Substances Hazardous to Health Regulations</u> (COSHH) is to prevent   risks from exposure to legionella bacteria.

3. When carrying out the assessment, was the auditor provided with experienced help and advice? ☐ ☐

4. Were the significant findings of the assessment recorded? ☐ ☐
Only for organisations with over five employees

5. Were employees consulted about the legionella assessment and control measures? ☐ ☐

6. Are there circumstances that warrant a review of the assessment? ☐ ☐

7. Has the presence of susceptible people been considered? ☐ ☐

8. Have you formally identified a legionella responsible person to manage? ☐ ☐

9. Can this person be easily contacted in the event of an emergency? ☐ ☐

10. Has every member of staff involved in the legionella safety programme received appropriate training? ☐ ☐

11. Are the roles and responsibilities clearly defined for every member of staff involved in the legionella safety programme? ☐ ☐

12. If you use external contractors, have you clearly defined and recorded their roles and responsibilities? ☐ ☐
Remember that using an external contractor does not free you of your responsibility to guarantee your control programme is implemented and successful.

13. Have you verified the external competence of contractors? ☐ ☐
Hiring an external contractor with the right experience and credentials is paramount. For example, they should be a member of professional organisations such as the <u>Legionella Control Association</u> and the <u>Institution of Occupational Safety and Health</u>, as well as a <u>Health and Safety Accreditation</u>.

14. Have you studied additional health and safety issues such as those regulated by the Control of Substances Hazardous to Health (<u>COSHH</u>)? ☐ ☐
Under the COSHH Regulations 2002, legally employers are responsible for the prevention, control and ongoing management of their employees' exposure to hazardous substances in the workplace.

WCS Group

Safe Efficient Compliance

MARLOWE Critical Services

If you are unsure as to the answers to any of the questions above, or what to do next after you've had a look at your water system, please contact WCS Group.

Contact us