

Legionella Risk Assessment

Legionella risk assessment for a hot and cold water system: who is responsible, tanks and heaters, outlet temperatures, little-used outlets, findings and actions.

1. Premises and people

Who is responsible and who is at risk.

Project

Filled in from the project in SiteSurvey.

Customer

Site *

Site address

Date of assessment *

Assessor

Type of premises (choose one)

- ☐ Office
- ☐ Rented home
- ☐ Block of flats: communal systems
- ☐ School or nursery
- ☐ Care home or healthcare
- ☐ Hotel or leisure
- ☐ Factory or warehouse
- ☐ Shop
- ☐ Other: _____

Duty holder

The employer, or the person in control of the premises, such as the landlord.

Person appointed to manage the risk day to day

Are any users more at risk?

For example older people, people who are ill or have a weakened immune system.

☐ Yes ☐ No

Date of the previous assessment

Is there a written scheme for controlling the risk?

☐ Yes ☐ No

Are monitoring records kept?

☐ Yes ☐ No

HSE guidance says the duty holder must assess the risk from legionella and keep records of the checks. If you have 5 or more employees you have to record any significant findings, including the people identified as being particularly at risk and the steps taken to prevent or control the risks.

If applicable: HSE says records should be retained for as long as they remain current and for at least 2 years after that. Records of monitoring, inspection and tests should be kept for at least 5 years.

2. The water system

Follow the water from where it comes in to where it comes out.

Water supply (choose one)

☐ Mains ☐ Private supply ☐ Both

Is there a cold water storage tank?

☐ Yes ☐ No

Close-fitting lid and insect screens fitted? (if applicable)

☐ Yes ☐ No

Clean inside, with no sediment, scale or debris? (if applicable)

☐ Yes ☐ No

Tank and pipework insulated? (if applicable)

☐ Yes ☐ No

Temperature of the stored cold water (°C) (if applicable)

If applicable: Above 20 °C. HSE guidance is to keep cold water below 20 °C. Check insulation, turnover and nearby heat sources.

Photos of the tank, inside and out (if applicable; photos: attach, or note the file names)

How is hot water made? (choose one)

- ☐ Stored: cylinder or calorifier
☐ Combination boiler, no storage
☐ Instant point of use heaters
☐ A mix
☐ Other: _____

Stored hot water temperature (°C) (if applicable)

If applicable: Below 60 °C. HSE guidance is to store hot water at 60 °C or more.

Are thermostatic mixing valves fitted?

☐ Yes ☐ No

Are there showers, spray taps or other outlets that make a spray?

☐ Yes ☐ No

Are there little-used outlets?

Spare rooms, empty flats, outside taps, a shower nobody uses.

☐ Yes ☐ No

How are they flushed, how often, and who records it? (if applicable)

Any dead legs or redundant pipework?

☐ Yes ☐ No

Other systems on site (tick all that apply)

☐ Cooling tower or evaporative condenser

☐ Spa pool or hot tub

☐ Humidifier

☐ Water feature or fountain

☐ Vehicle wash

☐ Irrigation or misting

☐ Other: _____

If applicable: Cooling towers and evaporative condensers. The Notification of Cooling Towers and Evaporative Condensers Regulations 1992 require the person in control of the premises to notify the local authority in writing of these devices. This form does not cover them: they need their own assessment.

3. Outlet temperatures

The nearest and furthest outlets on each system, and any others you choose.

HSE guidance on legionella is to store hot water at 60 °C or more, to reach 50 °C at the outlets within 1 minute (55 °C in healthcare premises) and to keep cold water below 20 °C. This is guidance: the written scheme sets what is checked and how often.

Outlets tested (copy this block for each one)

Location *

Outlet (choose one)

☐ Tap

☐ Shower

☐ Mixer tap with mixing valve

☐ Outside tap

☐ Other: _____

Hot, after 1 minute (°C)

Cold, after 2 minutes (°C)

If applicable: Hot water below 50 °C at the outlet after 1 minute.

If applicable: Cold water above 20 °C.

Condition (choose one)

☐ Clean ☐ Scale or dirt on the outlet ☐ Not working

Outlets tested (worked out automatically in the app)

Hot below 50 °C (worked out automatically in the app)

Cold above 20 °C (worked out automatically in the app)

4. Risk and actions

What needs doing, by whom and by when.

Overall risk * (choose one)

☐ High ☐ Medium ☐ Low

Why?

Is any action needed?

☐ Yes ☐ No

Actions (copy this block for each one; if applicable)

Issue *

What needs doing?

Priority (choose one)

☐ Now ☐ Within a month ☐ Within three months ☐ At the next review

Who

By when

Photos (photos: attach, or note the file names)

Actions (if applicable; worked out automatically in the app)

5. Review and sign-off

When it will be looked at again.

Review date

HSE says to review the assessment regularly, and whenever something changes in the system or the way the building is used.

Assessor name

Assessor signature

Signed for the duty holder by

Signature for the duty holder