

Intructions for Use of the Excel Spreadsheet

There are three tabs at the bottom of this worksheet

Instructions tab is the one you are reading

Title Tab

TITLE Tab is the front cover page of the Risk Assessment

Simply insert your Company Name, Date and Assessor name where indicated
Print the front cover once you have completed your Audit
Do not enter any data other than Company name, Date and Assessor - the data will copy from the risk assessment details

Audit Details Tab

Read each section and answer the questions
Enter Data ONLY in the white coloured boxes for each question
Enter a score for each question as indicated
If the question is not aplicable score it as max potential score
Enter comments in the comments box

Once complete simply print off both the Title Page and the Audit Details pages
Note you may need to change your printer settings
You have now completed your Health & Safety Risk Assessment

Health & Safety Control of Legionella Risk Assessment

Date	
------	--

Company	
---------	--

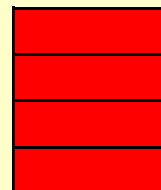
Assessor	
----------	--

High Risk Operations



If this field is **Red** seek urgent specialist advice unless you have written systems in place to control the risk

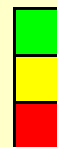
Other Water Systems Risk Assessment Review and Consultation Control Measures Monitoring & Records



Performance Acceptable - no action required

Performance marginal - ongoing action required

Performance not acceptable - urgent action required



Legionella Risk Assessment

Question	How to Score	Potential Score			Comments
		Potential Score	Score	% Performance	
High Risk Operations					
Do you have an Evaporating condenser on site	1 = Yes; 0 = No			0	
Has the Evaporating condenser been registered with the Local Authority	1 = Yes; 0 = No , N/A			0	
Do you have a Cooling Tower on site	1 = Yes; 0 = No			0	
Has the Cooling Tower been registered with the Local Authority	1 = Yes; 0 = No , N/A			0	
Total				0	
Other Plant and Hot & Cold Water systems					
Other water systems can include Domestic hot and cold supply, Fire sprinkler systems, any processes involving water, tanks and pumps etc.					
Do you have any humidifiers and/ or airwashes, showers etc on site which can create a spray of water droplets	1 = Yes; 0 = No	1		0	
Have samples been analysed for bacteria growth been taken from any of the above equipment	1 = Yes; 0 = No	1		0	
Are cold water storage tanks and pipes properly insulated to prevent stored cold water from rising above 10°C	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Is hot water that is stored in cylinders or circulating in pipes above 60°C?	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are all water tanks, vessels etc. regularly inspected to ensure foreign bodies, matter etc. are not present?	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
If fire sprinkler systems are installed, are water samples taken regularly for analysis?	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	

Legionella Risk Assessment

Question	How to Score	Potential Score			Score	% Performance	Comments
Are water samples regularly taken from hot and cold water systems for analysis?	0 = none 1 = marginal 2 = mostly 3 = fully	3			0		
In your water systems is the proliferation of legionella bacteria prevented by avoiding water temperatures between 20°C and 45°C - water temperature is a particularly important factor in controlling the risks;	0 = none 1 = marginal 2 = mostly 3 = fully	3			0		
In your water systems is the proliferation of legionella bacteria prevented by avoiding water stagnation, which may encourage the growth of biofilm;	0 = none 1 = marginal 2 = mostly 3 = fully	3			0		
In your water systems is the proliferation of legionella bacteria prevented by avoiding the use of materials in the system that can harbour or provide nutrients for bacteria and other organisms;	0 = none 1 = marginal 2 = mostly 3 = fully	3			0		
In your water systems is the proliferation of legionella bacteria prevented by keeping the system clean to avoid the build-up of sediments which may harbour bacteria (and also provide a nutrient source for them);	0 = none 1 = marginal 2 = mostly 3 = fully	3			0		
In your water systems is the proliferation of legionella bacteria prevented by the use of a suitable water treatment programme where it is appropriate and safe to do so;	0 = none 1 = marginal 2 = mostly 3 = fully	3			0		
In your water systems is the proliferation of legionella bacteria prevented by ensuring that the system operates safely and correctly and is well maintained.	0 = none 1 = marginal 2 = mostly 3 = fully	3			0		
Has a site survey of all the water systems been carried out and does this include an asset register of all associated plant, pumps, strainers and other relevant items.	0 = none 1 = marginal 2 = mostly 3 = fully	3			0		
Does the survey include an up-to-date drawing/diagram showing the layout of the plant or system, including parts temporarily out of use.	0 = none 1 = marginal 2 = mostly 3 = fully	3			0		

Legionella Risk Assessment

Question	How to Score	Potential Score	Score	% Performance	Comments
Has it been decided which parts of the water system, for example, which specific equipment and services, may pose a risk to those at work or other people.	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Is the source of system supply water from a mains supply or other source or a mixture;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Have possible sources of contamination been identified for the supply water within the premises before it reaches the cold water storage cistern, calorifier, cooling tower or any other system using water that may present a risk of exposure to legionella bacteria;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are normal plant operating characteristics known	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Have unusual, but reasonably foreseeable operating conditions, for example breakdowns been considered.	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
		56	0	0	
Risk Assessment Review and Consultation					
Have you consulted employees or their representatives on the identified risks of exposure to legionella bacteria and on the measures and actions taken to control the risks.	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are the effectiveness of the control measures monitored and decisions made on the frequency and manner of this monitoring.	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Is the risk assessment reviewed regularly (at least every two years) and, whenever there is reason to suspect that it is no longer valid.	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	

Legionella Risk Assessment

Question	How to Score	Potential Score	Score	% Performance	Comments
Is the Risk Assessment reviewed when there are changes to the water system or its use;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Is the Risk Assessment reviewed when there are changes to the use of the building in which the water system is installed;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Is the Risk Assessment reviewed when there are changes to the availability of new information about risks or control measures;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Is the Risk Assessment reviewed when there are changes to the results of checks indicating that control measures are no longer effective;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Is the risk assessment reviewed when a case of Legionnaires' disease/legionellosis is associated with the system.	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
		24	0	0	

Legionella Risk Assessment

Question	How to Score	Potential Score	Score	% Performance	Comments
Control Measures					
Have persons been appointed to take managerial responsibility and to provide supervision for the implementation of precautions.	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are those who are appointed to carry out the control measures and strategies suitably informed, instructed and trained and their suitability assessed.	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Is the implementation of the system control scheme regularly and frequently monitored and everyone involved in any related operational procedure properly supervised.	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are staff responsibilities and lines of communication properly defined and clearly documented.	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are arrangements made to ensure that appropriate staff levels are maintained during all hours that the water system is in operation.	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are call-out arrangements for people engaged in the management of water systems which operate automatically in place.	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are contact arrangements for call-out personnel clearly displayed at access points to all automatically or remotely controlled water systems.	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Where the assessment shows that there is a reasonably foreseeable risk, is the use of water systems, parts of water systems or systems of work that lead to exposure avoided so far as is reasonably practicable.	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	

Legionella Risk Assessment

Question	How to Score	Potential Score	Score	% Performance	Comments
Is there an up-to-date plan showing layout of the plant or system, including parts temporarily out of use	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Is there a description of the correct and safe operation of the system;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
is there a written list of the precautions to be taken;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
is there a written list of checks to be carried out to ensure efficacy of scheme and the frequency of such checks; and	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
is there a written list of remedial action to be taken in the event that the scheme is shown not to be effective.	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
The risk from exposure will normally be controlled by measures which do not allow the proliferation of legionella bacteria in the system and reduce exposure to water droplets and aerosol.	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Do precautions, where appropriate, include controlling the release of water spray;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Do precautions, where appropriate, include avoidance of water temperatures and conditions that favour the proliferation of legionella bacteria and other micro-organisms;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Do precautions, where appropriate, include avoidance of water stagnation;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	

Legionella Risk Assessment

Question	How to Score	Potential Score	Score	% Performance	Comments
Do precautions, where appropriate, include avoidance of the use of materials that harbour bacteria and other micro-organisms, or provide nutrients for microbial growth;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Do precautions, where appropriate, include maintenance of the cleanliness of the system and the water in it;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Do precautions, where appropriate, include the use of water treatment techniques; and	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Do precautions, where appropriate, include action to ensure the correct and safe operation and maintenance of the water system.	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Is a written scheme prepared for preventing or controlling the risk from legionella bacteria. In particular such information about the system as is necessary to control the risk from exposure.	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Does the written scheme give details on how to use the physical treatment programme - for example, the use of temperature control for hot and cold water systems;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Does the written scheme give details on how to use the chemical treatment programme, including a description of the manufacturer's data on effectiveness, the concentrations and contact time required;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Does the written scheme give details on how to use health and safety information for storage, handling, use and disposal of chemicals;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	

Legionella Risk Assessment

Question	How to Score	Potential Score			Comments
		Potential Score	Score	% Performance	
Does the written scheme give details on how to use system control parameters (together with allowable tolerances); physical, chemical and biological parameters, together with measurement methods and sampling locations, test frequencies and procedures for maintaining consistency;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Does the written scheme give details on how to use remedial measures to be taken in case the control limits are exceeded, including lines of communication; and	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Does the written scheme give details on how to use cleaning and disinfection procedures.	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Does the written scheme give details on how to use commissioning and recommissioning procedures;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Does the written scheme give details on how to use shutdown procedures;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Does the written scheme give details on how to use checks of warning systems and diagnostic systems in case of the system malfunctions;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Does the written scheme give details on how to use maintenance requirements and frequencies; and	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Does the written scheme give details on how to use operating cycles - including when the system plant is in use or idle.	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
		99	0	0	
Monitoring and Routine inspection & Records					

Legionella Risk Assessment

Question	How to Score	Potential Score			Comments
		Potential Score	Score	% Performance	
<i>Is there a process for checking</i> the performance of the system and its component parts;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
<i>Is there a process for inspecting</i> the accessible parts of the system for damage and signs of contamination; and	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
<i>Is there a process for monitoring</i> to ensure that the treatment regime continues to control to the required standard.	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are records kept of the significant findings of the risk assessment;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are records kept of the written scheme required and details of its implementation; and	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are records kept of the results of any monitoring, inspection, test or check carried out, and the dates. This should include details of the state of operation of the system, ie in use/not in use.	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are records kept and retained throughout the period for which they remain current and for at least two years after that period. .	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are records kept of the names and position of people responsible for carrying out the various tasks under the written scheme;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are records kept of the risk assessment and a written scheme of actions and control measures;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	

Legionella Risk Assessment

Question	How to Score	Potential Score			Comments
		Potential Score	Score	% Performance	
Are records kept of the plans or schematic drawings of the systems;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are records kept of the details of precautionary measures that have been carried out, including sufficient detail to show that they were carried out correctly and the dates on which they were carried out;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are records kept of the remedial work required and carried out, and the date of completion;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are records kept of the log detailing visits by contractors, consultants and other personnel;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are records kept of the cleaning and disinfection procedures and associated reports and certificates;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are records kept of the results of the chemical analysis of the water;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are records kept of the information on other hazards, eg treatment chemicals;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are records kept of the cooling tower notification;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are records kept of the training records of personnel;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	

Legionella Risk Assessment

Question	How to Score	Potential Score			Comments
		Potential Score	Score	% Performance	
Are records kept of the name and position of the people or persons who have responsibilities for implementing the scheme, their respective responsibilities and their lines of communication;	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are records kept of the records showing the current state of operation of the system, eg when the system or plant is in use and, if not in use, whether it is drained down; and	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
Are records kept of the the signature of the person carrying out the work, or other form of authentication where appropriate.	0 = none 1 = marginal 2 = mostly 3 = fully	3		0	
		63	0	0	