

Legionella Risk Assessment Checklist

Introduction

This legionella risk assessment checklist template is designed to help the legionella responsible person audit the arrangements in place to control legionella in the water systems in their premises.

The legionella responsible person

This audit provides a very useful check on the responsible persons knowledge of the systems. It also checks the knowledge of others who play a role in controlling the risks from the system, for example water treatment contractors, external consultants and product suppliers. There would be no value in asking a third party to complete this audit. As the responsible person, they should have been appointed because they have sufficient authority, competence and knowledge of the systems in their workplace.

Identifying the risk

This checklist template does not form a legionella risk assessment. It has been prepared on the basis that the responsible person has already identified a risk system or systems in their workplace and that they need to put in place (or review) measures to prevent or control the risks from exposure to legionella bacteria.

Legionella risk assessment checklist template

This risk assessment checklist takes you through the recommended measures in the Health & Safety Executives (HSE) Approved Code of Practice (ACOP) L8 on controlling legionella bacteria in water systems. It allows you to audit the arrangements you have in place or intend to put in place.

Note - A negative answer to any of the questions indicates that you need to review the arrangements you have in place.

How to achieve control over your water systems

The checklist does not give guidance on how to achieve control, you should consult the HSE's ACOP L8 and HSG274 guidance for detail on control measures and how they are put in place and monitored. Alternatively you can contact Legionella Control International on **0161 877 0586** or email info@legionellacontrol.com.

Auditing your legionella control systems

Using this legionella risk assessment checklist requires you to carry out both a physical inspection of the system as well as examining the management procedures and paperwork in place. You also need to talk to those who may have responsibilities for any aspects of the control regime.

Once complete, you should retain this checklist as a formal record of your audit.

Legionella Risk Assessment Checklist

Name of Auditor		
Date of Audit		
Date of Review (see Q.5)		
Action required (list)		Completed

1. Did you consider whether you could eliminate the risk?

YES

NO

Your primary duty under the Control of Substances Hazardous to Health Regulations (COSHH) is to prevent the risks from exposure. You may be able to do this by looking at the type of water system you need, for example you may not need a wet cooling system.

2. Did the person carrying out the legionella assessment have access to competent help and advice when carrying out the assessment?

3. If there are more than five employees in your organisation, did you record the significant findings of the assessment?

4. Did you consult employees about the legionella assessment and the control measures?

5. Have you identified the circumstances which would require a review of the assessment?

Your risk assessment should be reviewed regularly – we recommend a formal review is done at least every 2 years, or sooner if it is suspected it is no longer valid, for example if there is a significant change to the system, there is a change in key personnel, there are control issues with the system etc.

Managing the risks: Roles and responsibilities

6. Has a 'responsible person' been identified in writing? YES NO

If risks have been identified, there needs to be someone to take charge of managing the control regime.

7. Is there a nominated deputy responsible person?

8. Are contact details for these people readily available (in the event of an emergency)?

9. Are the roles and responsibilities of all the staff involved in the control regime clearly defined in writing?

10. Have they all received appropriate training?

11. If external contractors are used, are their roles and responsibilities clearly defined in writing?

The demarcation between contractor and occupier needs to be defined, i.e. who does what. But remember that using contractors does not absolve you of the responsibility for ensuring that the control regime is carried out.

12. Have you checked the competence of contractors?

For example, you should ask about experience and qualifications, how their staff are trained, and whether they are a member of a professional organisation/recognised trade body, for example the Legionella Control Association (www.legionellacontrol.org.uk). You can find out about the health and safety performance of companies checking HSE's enforcement databases www.hse.gov.uk/notices & www.hse.gov.uk/prosecutions.

13. Have you considered all other health and safety issues (e.g. COSHH assessments for handling of water treatment chemicals, working at height, working in confined spaces, electrical safety and ease of access to parts of the system)?

This Legionella risk assessment checklist is based on the Health & Safety Executives document "Control of legionella bacteria in water systems – Audit checklists".