**LOG BOOK FOR LEGIONELLA MANAGEMENT AND CONTROL**

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| MANAGEMENT INFORMATION |
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| Property:  |  |  |
|  |
| Statutory duty holder: |  | Senior Manager oversees legionella management for the property  |
| Name:  | Email:  |  | Phone:  |
| Responsible person: |  | Fulfils the everyday requirements to manage and control legionella for the property – reports to the Senior Manager |
| Name: | Email: |  | Phone: |
| Operational person: |  | Supports the responsible person with every day requirements |
| Name: | Email: |  | Phone: |
| Operational person: |  | Supports the responsible person with every day requirements |
| Name: | Email: |  | Phone: |
| This log book provides a written scheme for controlling the legionella risk by implementing, managing and monitoring precautions and keeping records. This is in line with: HSE code of practise L8, Control of Legionella bacteria in water systems 2013; Health and Safety at Work etc Act 1974 sections 2, 3, 4; Control of Substances Hazardous to Health regulations 2002.  |
| Monitoring: property risk assessment (which includes legionella risk assessment) reviewed annually by property manager; external property audit completed annually which includes viewing of HSV: 119 log book for legionella management and control |
| All records to be kept for 7 years in line with the Control of Substances Hazardous to Health regulations 2002 |

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| ASSETS/ EQUIPMENT |
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|  | Cold water system | Hot water system |  |
| Ground floor | Source | Sentinel point | Source | Sentinel point | Condition | Insulated |
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| RISK ASSESSMENT |
| LEGIONNAIRE RISK ASSESSMENT  |
| Date:  | Risk assessment completed by: | Actions complete | By who |
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| Outstanding actions: |  |  |  |
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| LEGIONNIARE RISK ASSESSMENT REVIEW – 2021 |
| Date:  | Risk assessment reviewed by: | Actions complete | By who |
|  | * Risk assessment reviewed, outstanding actions highlighted, management system developed to ensure legionella management and control in the property
 |  |  |
| * All actions completed
 |  |  |
| * Log book developed in line with L8 the control of legionella bacteria in water systems
 |  |  |
| * Hazardous substance risk assessment for property updated to include legionella
 |  |  |
| * Where needed training for Managers on legionella
 |  |  |
| Review of legionella management and control will be part of the annual review of the property risk assessment |
|  |
| List specific circumstances that may affect the scheme for controlling legionella? | What action has been agreed to reduce likelihood of legionella spreading to the property |
| e.g. Water supply fed from a tank in a neighbouring property | It has been agreed with the landlord that they must inform the property manager if it is to be empty. |
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| LEGIONNIARE RISK ASSESSMENT REVIEW  |
| Record below when the annual review of the legionella section of the property risk assessment has been completed  |
| Date:  | Reviewed by: | Outstanding actions: | Actions complete  | By who: |
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| TRAINING RECORD |
| Legionella training for Managers, Volunteers as appropriate – copy of training package is in Appendix IV |
| Date:  | Trainer | Attendee |
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| WEEKLY MONITORING TASKS |
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| EXAMPLES MIGHT INCLUDE: |
| How often | Checking for? | Checking what? | How to complete the check | Required outcome |
| Weekly | Cold water temperature, water not lying unused | Infrequent used outlet/ bib taps/ dead legs to be drained | Flush tap for 3 minutes then take temperature | Less than 20oC |
| If required temperature is not achieved check Appendix III for contingency measures |
|  |
|  | Week | Temperature oC |
| Location | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
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| MONTHLY MONITORING TASKS |
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| EXAMPLES MIGHT INCLUDE: |
| How often | Checking for? | Checking what? | How to complete the check | Required outcome |
| Monthly | Hot water temperature | CB-1 combination boiler (sentinel outlet) | Flush water heater outlet for 1 minute and record temperature. | 50oC or more |
| Monthly | Cold water temperature  | Tanked and mains cold water taps in sink or hand basin | Flush each cold tap for 2 minutes then take temperature | Less than 20oC |
| If required temperature is not achieved check Appendix III for contingency measures |
|  |
|  |  | Temperature oC |
| Location | Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
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| SIX MONTHLY MONITORING TASKS |
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| EXAMPLES MIGHT INCLUDE: |
| How often | Checking for? | Checking what? | How to complete the check | Required outcome |
| 6 monthly | Descale | Cold taps in kitchen sink and toilet hand basin | Inspect and if required dismantle, clean and de-scale tap heads | No scale |
| If required temperature is not achieved check Appendix III for contingency measures |
|  |
|  | Hot and cold taps descaled |
|  | Check 1 | Check 2 |
| Location | Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
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| ANNUAL MONITORING TASKS |
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| EXAMPLES MIGHT INCLUDE: |
| How often | Checking for? | Checking what? | How to complete the check | Required outcome |
| Annually | General inspection | CB-1 combination boiler | Visually inspect hot water heaters, arrange for remedial work to be carried out | No faults |
|  |
|  | CB-1 combination boiler |
| Task | Year: | Year: | Year: | Year: | Year: |
| Capacity? |  |  |  |  |  |
| Unit ON/ OFF works satisfactorily? |  |  |  |  |  |
| If OFF, is it isolated locally creating a dead leg? |  |  |  |  |  |
| Is the unit in regular use? |  |  |  |  |  |
| General condition |  |  |  |  |  |
| Condition of associated pipework |  |  |  |  |  |
| Flow temperature at the furthest outlet from this unit |  |  |  |  |  |
| Signature: |  |  |  |  |  |
| Date: |  |  |  |  |  |

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| DEFECT LOG |
|  |
|  |  |  | Fault acknowledged | Fault repaired |
| Asset/ location | Fault identified | Remedial work required | Date | Signature | Date | Signature |
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| CONTRACTOR/ CONSULTANT/ VISITOR LOG |
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| Date | Name | Company/ organisation | Reason for visit | Signature |
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**APPENDIX I: RISK RATING**

**Example shown below:**

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| OVERALL RISK SCORE |
|  |
|  | Risk score allocation | Domestic cold water system | Domestic hot water system |
| Legionella Hazards | Year (20...) | 18 | 21 | 22 | 23 | 24 | 18 | 21 | 22 | 23 | 24 | 18 | 21 | 22 | 23 | 24 |
| Contamination |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. Legionella contamination | 1-5 | 1 |  |  |  |  | 1 |  |  |  |  |
| 4. Bacterial contamination |
| 3. Untreated primary supply |
| 2. Fire systems sharing supply |
| 1. Treated water (e.g. town mains)
 |
| Amplification |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Poor temperature and/ or biocide levels | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Poor plant and/ or system conditions | 1 |  |  |  |  |  |  |  |  |  |   |  |  |  |  |
| Non WRAS/ undesirable materials used | 1 |  |  |  |  | 1 |  |  |  |  | 1 |  |  |  |  |
| Stagnation (little used outlets) | 1 |  |  |  |  | 1 |  |  |  |  |  |  |  |  |  |
| Poor system design | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Management and PPM processes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inadequate allocation of responsibilities | 1 |  |  |  |  | 1 |  |  |  |  | 1 |  |  |  |  |
| Inadequate management documentation | 1 |  |  |  |  | 1 |  |  |  |  | 1 |  |  |  |  |
| Inadequate PPM | 1 |  |  |  |  | 1 |  |  |  |  | 1 |  |  |  |  |
| Inadequate record keeping | 1 |  |  |  |  | 1 |  |  |  |  | 1 |  |  |  |  |
| Lack of suitable training | 1 |  |  |  |  | 1 |  |  |  |  | 1 |  |  |  |  |
| HAZARD TOTAL | 0 – 15 | 8 |  |  |  |  | 7 |  |  |  |  |
| Likelihood of legionella |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Transmission |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. No domestic water present
 | 0 – 5 | 2 |  |  |  |  | 2 |  |  |  |  |
| 1. Bib taps
 |
| 1. Sinks/ hand basins/ WC
 |
| 1. Emergency shower, swimming pool
 |
| 1. Irrigation, dental
 |
| 1. Adiabatic coolers, spray taps, showers, cooling towers, spa baths, ornamental fountains, dust suppression, vehicle wash etc.
 |
| Exposure – likelihood aerosols inhaled |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Unoccupied
 | 0 – 5 | 2 |  |  |  |  | 2 |  |  |  |  |
| 1. Aerosols contained/ removed
 |
| 1. Aerosols possibly released
 |
| 1. Aerosols uncontained but little exposure
 |
| 1. Aerosols uncontained
 |
| 1. High risk aerosols not contained
 |
| Occupancy susceptibility |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Low
 | 1 – 5 | 2 |  |  |  |  | 2 |  |  |  |  |
| 1. Moderate
 |
| 1. High
 |
| 1. Very high
 |
| 1. Extremely high
 |
| LIKELIHOOD TOTAL | 1 – 15 | 6 |  |  |  |  | 6 |  |  |  |  |
| OVERALL RISK RATING | 1 – 225 | 48 |  |  |  |  | 42 |  |  |  |  |
| RISK RATING RANGE | Low 1- 44 | Moderate 45 – 89 | High 90 -170 | Urgent 180 - 225 |

**Risk score to be updated following annual audit**

**APPENDIX II: SCHEMATIC DRAWING**

**Example shown below:**





**APPENDIX III: CONTINGENCY MEASURES**

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| HOT AND COLD WATER TEMPERATURES  |
|  |
| If required temperature is not achieved check below for contingency measures |
| Task | Expected outcome | Possible contingency action if expected results not obtained |
| Checking cold water outlet temperature | Less than 20oC within 2 minutes of flushing | Flush outlet until temperature is reached, record time it takes to reach less than 20oC |
| If tank supply, check tank temperature including mains inlet |
| Check usage of outlet and add to infrequently used list for regular flushing |
| Check insulation on pipe work – repair or replace if in poor condition |
| Check if cold pipes are running above hot pipes adjacent heating system |
| Undertake legionella sampling if persistently above 20oC |
| Review risk assessment if problem persists |
| Checking Low volume point of use water heater <15 litres outlet temperature | Deliver 50oC within 1 minute | Increase thermostat/ control setting to achieve required temperature. |
| Specialist to inspect the equipment and carry out repairs or replace if required |

**APPENDIX IV: LEGIONNAIRE TRAINING PACKAGE**

**APPENDIX V: SPECIALIST SERVICE AND VISIT REPORTS**

**APPENDIX VI: HSV: 124 - INCIDENT REPORT FOR CASE OR OUTBREAK OF LEGIONELLA**