**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 | | | | | | |
|  | | | | | | |
|  | 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 | | | | | | |
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|  |  |  | 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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**APPENDIX I: RISK RATING**

**Example shown below:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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**

|  |  |  |
| --- | --- | --- |
| 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**