

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Maintenance Committee Meeting

18 March 2021

Item: MA121 20a)

Legionella Risk Assessment overview

Actions to take - Summary:

- Showers – regular cleaning and disinfection
- Weekly records of flushing infrequently used outlets
- Formal thermal control regime – needs to be in place especially due to school’s use
- Formal water hygiene regime – needs to be in place especially due to school’s use
- Records of cleaning and descaling - quarterly cleaning
- Disinfect HWSV on an annual basis
- Fit automatic flushing valves to expansion vessels OR flush regularly
- Hot water cylinders – water stored under 60c (should be at 60c)
- Service all TMVs on an annual basis
- Install insulation to pipework in the building where required

Recommendations for the risk assessment:

Drinking water – Current B (low/medium risk) these recommendation would take grading to A

RS.03 - Complete a monitoring regime on the domestic cold-water services outlets to include monthly monitoring of the ‘control method’ as a minimum. P1 (High priority. To be completed as soon as reasonably practicable)

RS.08 - Ensure that any scaled outlets are de-scaled and disinfected on a regular basis. P1

RS.13a - Install suitably approved insulation to the domestic mains cold water pipework throughout the building. P1

RS.05 - Consider the introduction of an annual water sample and analysis for the drinking water supply quality standard.P2 (moderate priority)

RS.01 - Fit automatic 3 port flushing valves to purge the potential dead leg caused by the unsatisfactory pipe work configuration and expansion vessel internal bladder. P1

Hot water storage – current level C (medium risk), could be A with recommendations. All recommendations P1

A formal hygiene monitoring regime is not in operation. Monthly Thermal Monitoring is not In Place. Shower heads to be cleaned and disinfected and flushing regimes.

RH.52 - Where no access/ inspection hatch is installed, disinfect the calorifier on an annual basis, and undertake water sampling and analysis for specific legionella bacteria annually

RH.63 - Ensure that all outlets and particularly showers are operated under a controlled and approved method on a minimum basis of weekly with record available in the site log book “Vacant Rooms”

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

RH.61 - Ensure appropriate operational and hygiene regime.

RH.64 - Ensure that all outlets are operated on a minimum basis of weekly including holiday periods with record available in the site log to prove flushing is undertaken.

RH.66 - Ensure that hot water is stored at a minimum temperature of 60°C and that return temperatures are at a minimum of 50°C.

RH.67 - Establish a monitoring regime where the hot water storage calorifier/s flow and return and 'sentinel' outlet temperatures are logged on a minimum of a monthly basis.

RH.79a - Service all TMV's annually taking account of any manufacturer's recommendations.

RH.78a - Install suitably approved insulation to the domestic hot water pipe work throughout building.

RH.58 - Remove centralised Thermostatic mixing valve (TMV) and install a single individual TMV to each area of use.

RH.53 - Consider the installation of an anti-stratification circulating pump and system to ensure tepid temperatures do not exist within the base of the vessel/s. Chemical cleaning / disinfection may be required prior to installation.

RH.50 - Investigate the low hot water temperature at the sentinel far point s supplied from the hot water system.

Combi boilers/water heaters – current level B (low/medium risk) would be A with recommendations (All P1)

RWH 81 - Establish a monitoring regime where the hot water heater/s temperatures are logged on a minimum of a monthly basis.

RWH 83 - Ensure appropriate operational and hygiene regime.

RWH 84 - Ensure that all outlets and particularly showers are operated under a controlled and approved method on a minimum basis of weekly with record available in the site log book.

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

HOT AND COLD-WATER SERVICES – RECOMMENDED TESTING & MAINTENANCE PROGRAMME

| SERVICE | TASK | FREQUENCY |
|---------------------|--|--------------|
| HOT WATER SERVICE | Arrange for samples to be taken from hot water calorifiers, in order to note conditions of drain water. | ANNUALLY |
| | Visual check on internal surfaces of calorifiers for scale or sludge. Check representative taps for temperatures as above on a rotational basis. | ANNUALLY |
| | Check temperatures in flow and return at calorifiers. | MONTHLY |
| | Check water temperatures up to one minute to see if it has reached 50°C at the sentinel taps. (55°C Healthcare) | MONTHLY |
| COLD WATER SERVICE | Visually inspect cold water storage tanks and carry out remedial work where necessary. Check representative taps for temperature as above on a rotational basis. | ANNUALLY |
| | Check tank water temperatures remote from ball valve and mains temperature at ball valve. Note maximum temperatures recorded by fixed max/min thermometers where fitted. | BI-ANNUAL |
| | Check that temperature is below 20°C after running the water for up to 2 minutes in sentinel taps. | MONTHLY |
| SHOWER HEADS | Dismantle, clean and descale shower heads and hoses. | AS NECESSARY |
| LITTLE-USED OUTLETS | Flush through and purge to drain, or purge to drain immediately before use, without release of aerosols. | WEEKLY |

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

HOT AND COLD-WATER SERVICES – TEMPERATURE CONTROL REGIME

| FREQUENCY | CHECK | ACQUIRED STANDARD | | NOTES |
|-----------|---|---|---|---|
| | | COLD | HOT | |
| MONTHLY | Sentinel Taps | The water temperature should be below 20°C after running the water for up to two minutes. | The water temperature should be at least 50°C within a minute of running the water. (55°C Healthcare) | This check makes sure that the supply and return temperatures on each loop are unchanged, i.e. the loop is functioning as required. |
| | If fitted, input to TMV's on sentinel basis. | | The water supply to the TMV temperature should be at least 50°C within a minute of running the water. (55°C Healthcare) | One way of measuring this is to use a surface temperature probe. |
| | Water leaving and returning to water heater/calorifier. | | Outgoing water should be at least 60°C and the return at least 50°C. | If fitted, the thermometer pockets at the top of the water heater/calorifiers and the return leg are useful points for accurate temperature measurements. If installed, these measurements could be carried out and logged by a building management system. |
| BI-ANNUAL | Incoming cold-water inlet (at least once in the winter and once in the summer). | The water should preferably be below 20°C at all times. | | The most convenient place to measure is usually at the ball valve inlet to the cold-water storage vessel. |
| ANNUALLY | Representative number of taps on a rotational basis. | The water temperature should be below 20°C after running the water for two minutes. | The water temperature should be at least 50°C within a minute of running the water. (55°C Healthcare) | This check makes sure that the whole system is reaching satisfactory temperatures for Legionella control. |

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

See page 12 of risk assessment below, which outlines areas where actions are needed.

| SUBJECTS REVIEWED | YES/NO | COMMENTS | DATE ACTIONED |
|--|----------------------|----------------------------------|-----------------|
| RISK ASSESSMENT | | | REVIEWED |
| Are the current system details correct? | New risk assessment | Available within this Assessment | 18/02/2021 |
| Is there a current up to date cold water cistem/tank survey? | No water tanks found | Available within this Assessment | |
| Is there a current photograph of the cistem/tank(s)? | n/a | Available within this Assessment | |
| Is there a current up to date hot water survey? | YES | Available within this Assessment | |
| Is there a current photograph of the calorifier/water heater(s)? | YES | Available within this Assessment | |
| Are the schematic drawing details correct? | YES | Available within this Assessment | |
| Does the assessment need up dating? | NO | Available within this Assessment | |
| LOG BOOK | | | |
| Is the maintenance schedule up to date? | NO | | |
| Are the Responsible Person details up to date? | YES | | |
| Is the training log up to date? | NO | | |
| Have any training requirements been identified? | YES | | |
| Is there an annual review of the system? | YES | | |
| Are the disinfection procedures being followed? | NO | | |
| Are all the log sheet entries up to date? | NO | | |
| Has any remedial works been identified and recorded? | YES | | |
| Has identified remedial work been rectified? | NO | | |
| Are outlets cleaned/disinfected on a minimum of annually and certified? | NO | | |
| Has the system been tested for legionella and certified? | YES | | |
| Has the annual mains water analysis been recorded and certified? | NO | | |
| SUMMARY OF COMPLIANCE WITH ACOP | | | |
| Has the system been adequately risk assessed? | YES | Available within this Assessment | |
| Is the scheme satisfactory for minimising the risk? | No scheme in place | | |
| Has the scheme been fully implemented? | NO | | |
| Are the records being kept up to date by all responsible/competent personal? | NO | | |
| Does the scheme effectively function in line with the requirements of the ACOP (L8)? | NO | | |

Client is to fill in actioned section to conform to current legislation.