Oakfield Heating Ltd

LEGIONELLA WATER-SYSTEM RISK ASSESSMENT

RECORD NUMBER

Work date:

BLANK SAMPLE - NOT AN ISSUED CUSTOMER RECORD

ISSUING BUSINESS	CUSTOMER / INSTALLATION	ENGINEER / JOB DETAILS
Address: Company no.: Telephone: Email: Engineer:	Name: Address: Telephone: Email:	Engineer: Nation: Job reference: Competence:

Competence:

Nation: Job reference:

Linked record:

VISIT DETAILS

Question	Recorded answer
What work does this record cover?	

CLIENT CONTACT

Question	Recorded answer
Is there a separate client or managing agent for this job?	

PREMISES AND RESPONSIBILITY

Question	Recorded answer
Who controls the premises and holds responsibility for this water system?	
Who manages the controls day to day and how can the dutyholder contact them?	
What training, experience and authority support the assessor's role for this water system?	
Describe the premises, occupancy pattern and the hot and cold water systems under assessment.	
What system boundaries, inaccessible areas and specialist systems are outside this assessment?	
What plan or description identifies storage, distribution, sentinel points and outlets?	
Which guidance, local requirements and system-specific control criteria did you apply?	
Which temperature instrument was used, and how was its accuracy checked?	
When did the site assessment start?	
When was the site assessment completed?	

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Record of work and checks entered by the issuing engineer. Complete required manufacturer / scheme documents separately.

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EXPOSURE AND CONTROLS	
Question	**Recorded answer**
Which groups could be exposed and what makes them more susceptible? Record group-level information only.	
Where could people inhale droplets and how is that exposure controlled?	
Where could cold water warm up, hot water cool or water remain unused?	
How do the present temperature or alternative controls work, and what evidence supports their effectiveness?	
Susceptibility of exposed groups - how do you assess the risk?	
Susceptibility of exposed groups - record the evidence, site-specific risk or limitations.	
Exposure to airborne droplets - how do you assess the risk?	
Exposure to airborne droplets - record the evidence, site-specific risk or limitations.	
Exposure to airborne droplets - what action is required, who owns it and by when?	

HOT-WATER PLANT	
Question	**Recorded answer**
What storage or calorifier arrangement did you find?	

COLD-WATER STORAGE	
Question	**Recorded answer**
What cold-water storage did you find?	

OUTLET 1	
Question	**Recorded answer**
Include outlet 1 in this assessment?	
Which room, unit and outlet does this entry identify?	
What is this outlet used for?	
Identify the hot and cold supply sources, including mains, storage or point-of-use heating.	

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OUTLET 1 - CONTINUED

Question	Recorded answer
What mixer, thermostatic valve or shower arrangement is present, and where can the supply be measured?	
What cold-water temperature did you observe? (°C)	
When and where was the cold reading taken? If unavailable, record why.	
What hot-water temperature did you observe? (°C)	
When and where was the hot reading taken? Distinguish mixed outlet and supply readings, or explain why unavailable.	
What do the usage, flow and pipe layout indicate about stagnation or redundant branches?	
What spray, aerosol or other exposure did you identify at this outlet?	
What evidence of cleaning, descaling, disinfection or flushing is available for this outlet?	
Water source and supply route - how do you assess the risk?	
Water source and supply route - record the evidence, site-specific risk or limitations.	
Cold-water temperature control - how do you assess the risk?	
Cold-water temperature control - record the evidence, site-specific risk or limitations.	
Hot-water temperature control - how do you assess the risk?	
Hot-water temperature control - record the evidence, site-specific risk or limitations.	
Stagnation, dead legs or poor flow - how do you assess the risk?	
Stagnation, dead legs or poor flow - record the evidence, site-specific risk or limitations.	
Cleaning and disinfection - how do you assess the risk?	
Cleaning and disinfection - record the evidence, site-specific risk or limitations.	
Aerosol exposure - how do you assess the risk?	
Aerosol exposure - record the evidence, site-specific risk or limitations.	
Is there a bath or shower fitting to assess at this location?	

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OUTLET 1 - CONTINUED	
Question	**Recorded answer**
For each issue at this location, record the evidence, your risk judgement and any remaining uncertainty.	
For each issue, record the work or monitoring needed, owner and timescale, or why existing controls are sufficient.	

OUTLET 2	
Question	**Recorded answer**
Include outlet 2 in this assessment?	
Which room, unit and outlet does this entry identify?	
What is this outlet used for?	
Identify the hot and cold supply sources, including mains, storage or point-of-use heating.	
What mixer, thermostatic valve or shower arrangement is present, and where can the supply be measured?	
When and where was the cold reading taken? If unavailable, record why.	
What hot-water temperature did you observe? (°C)	
When and where was the hot reading taken? Distinguish mixed outlet and supply readings, or explain why unavailable.	
What do the usage, flow and pipe layout indicate about stagnation or redundant branches?	
What spray, aerosol or other exposure did you identify at this outlet?	
What evidence of cleaning, descaling, disinfection or flushing is available for this outlet?	
Water source and supply route - how do you assess the risk?	
Water source and supply route - record the evidence, site-specific risk or limitations.	
Cold-water temperature control - how do you assess the risk?	
Cold-water temperature control - record the evidence, site-specific risk or limitations.	
Cold-water temperature control - what action is required, who owns it and by when?	
Hot-water temperature control - how do you assess the risk?	

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OUTLET 2 - CONTINUED

Question	Recorded answer
Hot-water temperature control - record the evidence, site-specific risk or limitations.	
Hot-water temperature control - what action is required, who owns it and by when?	
Stagnation, dead legs or poor flow - how do you assess the risk?	
Stagnation, dead legs or poor flow - record the evidence, site-specific risk or limitations.	
Stagnation, dead legs or poor flow - what action is required, who owns it and by when?	
Cleaning and disinfection - how do you assess the risk?	
Cleaning and disinfection - record the evidence, site-specific risk or limitations.	
Cleaning and disinfection - what action is required, who owns it and by when?	
Aerosol exposure - how do you assess the risk?	
Aerosol exposure - record the evidence, site-specific risk or limitations.	
Aerosol exposure - what action is required, who owns it and by when?	
Is there a bath or shower fitting to assess at this location?	
What type of bath or shower mixer is installed and what evidence identifies it?	
How is the shower heated or mixed? Identify an electric, thermostatic or other arrangement, or record bath only.	
Where does the fitting get its water? Identify direct mains, stored or other supplies.	
Bath or shower mixer - how do you assess the risk?	
Bath or shower mixer - record the evidence, site-specific risk or limitations.	
Shower operating arrangement - how do you assess the risk?	
Shower operating arrangement - record the evidence, site-specific risk or limitations.	
Source serving the shower or bath - how do you assess the risk?	
Source serving the shower or bath - record the evidence, site-specific risk or limitations.	

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OUTLET 2 - CONTINUED	
Question	**Recorded answer**
For each issue at this location, record the evidence, your risk judgement and any remaining uncertainty.	
For each issue, record the work or monitoring needed, owner and timescale, or why existing controls are sufficient.	

ASSESSMENT AND ACTION PLAN	
Question	**Recorded answer**
Where can the dutyholder find the outlet evidence for this assessment?	
Which monitoring records or previous assessments did you review? Record any sampling reference and interpretation only if relevant.	
Which actions have already been carried out, when, and by whom?	
What overall risk classification do you assign using your stated assessment method?	
Explain the assessment, the evidence for current control and the residual risk.	
List each outstanding action, its priority, responsible person, target date and how completion will be verified.	
What monitoring, reporting, contingency and management arrangements did you agree with the dutyholder?	
When will this assessment be reviewed, what changes should trigger an earlier review, and who owns the review?	
Who received the findings, limitations, action plan and any supporting schedules?	
How should the dutyholder interpret this assessment?	

COMPLETION	
Question	**Recorded answer**
What defects or limitations were identified?	
What action was taken or remains outstanding?	
What is your recorded work outcome?	
Who is the engineer completing this record?	

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COMPLETION - CONTINUED	
Question	**Recorded answer**
How was receipt of the record acknowledged?	
Who received the record?	

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