

Legionella Risk Assessment Checklist

The key points of your legionella risk assessment checklist should include:

- Management responsibilities, including the name of the competent person and a description of your system
- Competence and training of key personnel
- Identified potential risk sources
- Any means of preventing the risk
- Controls in place to manage risks
- Monitoring, inspection and maintenance procedures
- Records of the monitoring results, inspections and checks carried out
- Provision to review the risk assessment regularly
- Whether any of your employees, residents, visitors etc are more susceptible to infection due to age, illness, or a weakened immune system
- Keep all the necessary records on file

Summary

Prevention

First, you should try to prevent the risk of legionella by looking at the type of water system you need. Your water system should be designed to operate under conditions that prevent or adequately control the growth and multiplication of legionella.

If you identify a risk that you are unable to prevent, you must have a strategy to help you manage the risk from legionella by implementing effective controls.

Keeping records

If you have five or more employees you must keep records. If you have less than five employees, you do not need to keep records although it is recommended to do so.

Records should be kept for at least 2 years and should include details of:

- Person or persons responsible for conducting the risk assessment, managing, and implementing the written scheme
- Significant findings of the risk assessment
- Written control scheme and details of its implementation
- The state of operation of the system, i.e. in use/not in use
- Any employees identified as being particularly at risk
- Results of any monitoring inspection, test or check carried out, and the dates (and keep these for 5 years).

Schematic diagram

Develop a schematic diagram of your system to help you understand it.

Responsible person

Identify who is responsible for carrying out the assessment and managing it. If you wish to use an external contractor, ensure that they have all the appropriate qualifications in order to carry out the assessment.

Correct operation

Ensure the safe and correct operation of your system.

Control methods

Be aware of what control methods and precautions you will be using.

Checks

Know what checks will be carried out, how often these are exercised and ensure the controls remain effective.

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