

ITEM	Guide CHECKLIST for Risk Assessments	yes	no	N/A
1	<p>Is there a detailed list of nominated authorities with names, job title and contact information?            To include:            Statutory duty holder            Nominated responsible person            Deputy nominated responsible person</p> <p>Does the risk assessment consider division of responsibilities?</p>			
2	<p>Are the scope/exclusions of the Risk Assessment defined?            Is the management of the site adequate?</p>			
<p><b>Does the Risk Assessment consider the risk factors in the causal chain?</b>  <i>Check each bullet point</i></p>				
3	<p><b>i) Potential of the system to become contaminated with legionella</b></p> <ul style="list-style-type: none"> <li>• Water source &amp; quality</li> <li>• Airborne contamination potential</li> </ul> <p><b>NB for most systems it should be assumed that the system will become contaminated with legionella, but there will be specific factors that may increase that likelihood.</b></p>			
4	<p><b>ii) Potential for legionella multiplication</b></p> <ul style="list-style-type: none"> <li>• Water temperature that promotes growth</li> <li>• Nutrient input</li> <li>• Stagnation / dead legs</li> <li>• Control measures and their appropriateness and effectiveness               <ul style="list-style-type: none"> <li>○ Chemical water treatment</li> <li>○ Temperature control</li> <li>○ Disinfection and cleaning regimes</li> <li>○ Flushing of little used outlets</li> </ul> </li> </ul>			

5	<b>iii) Potential for the release of aerosols</b> <ul style="list-style-type: none"> <li>• Spray, splash and bubbles escaping through water surface</li> <li>• Normal and abnormal use</li> <li>• Engineering control measures such as drift eliminators, enclosures etc.</li> </ul>			
6	<b>iv) Potential for exposure of people to aerosols</b> <ul style="list-style-type: none"> <li>• Location of equipment</li> <li>• Numbers of people likely to be exposed</li> <li>• Likely susceptibility of exposed population</li> </ul>			
7	<b>Does the risk assessment include references to sources of information: e.g. on-site assistance by site-familiar personnel.</b>			
8	<b>Does the risk assessment include an explanatory description of the system(s) being assessed? Including existing monitoring and water treatment provisions where applicable</b>			
9	<b>Does the risk assessment include comprehensive asset details of the plant and distribution services, and include</b> <ul style="list-style-type: none"> <li>• condition</li> <li>• water temperature</li> <li>• compliance with current guidelines.</li> <li>• areas of low or intermittent use</li> </ul>			
10	<b>Does the risk assessment identify risk factors and prioritise appropriate remedial actions?</b>			

11	<p>Does the risk assessment include/review records of monitoring data including those taken as part of the assessment process?</p> <ul style="list-style-type: none"> <li>• Temperature records (where applicable)</li> <li>• Microbiological analysis (not essential)</li> <li>• Photographs (not essential)</li> </ul>			
12	Does the risk assessment include schematic system diagrams or reference to as-installed drawings for new installations and their storage location. (copies of the as-installed drawings should be included where practicable)			
13	Does the risk assessment include recommendations for remedial actions and the ongoing programme for the control of legionella?			
14	Does the risk assessment consider other H&S issues such as chemical and manual handling and safe access for cleaning.			
15	Does the risk assessment ask about training and training records			
16	Does the Risk Assessment have a statement giving the due date for review?			
17	Does the Assessment indicate how the risk assessment can be invalidated?			
18	Does the risk assessment consider whether there are adequate emergency procedures in place?			
19	Does the risk assessment consider that there is an escalation procedure in place?			
20	Does the risk assessment confirm the validity of microbiological sampling? E.g. When were samples taken in relation to when the biocide was last dosed?			
18	Reference bibliography (if required)			

This framework for a Risk Assessment is intended to give guidance on what a suitable document should contain, it does not absolve the service provider from the responsibility for ensuring that his risk assessment is fit for purpose.