

**City of Westminster**  
**LEGIONELLOSIS QUESTIONNAIRE**

You have been asked to complete this form by an inspector appointed under the provisions of Section 19 of the Health and Safety at Work etc Act 1974. Inspectors appointed under this Act are entitled to ask people questions if they believe they can help them in their investigations. It is an offence to knowingly or recklessly give a false answer to an inspector's question.

Please fully complete this form. Tick the box that corresponds to the correct answer, or write in the information requested. If you do not know the answer to a question, please write, "not known" against the question. The inspector will carry out investigations to verify some of your answers.

Your name and position/post .....

Premises Name and Address .....

.....

.....

Your signature ..... Date .....

**SECTION 1 – TYPES OF SYSTEMS**

Type of hot water system: (tick relevant box)

Gravity       Recirculating       Both types of system

Approximate volume of hot water system: .....

Approximate number of: Baths .....

   Showers or shower fittings to baths .....

   Spray taps .....

Please list any other fittings and water features liable to produce many aerosols e.g. spa baths, pressure jet washers, watering hoses, spray mist bottles, fountains etc (do not include flushing cisterns or wash hand basins without spray taps)

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Approximate number of people potentially exposed to aerosols in any one day? .....

**SECTION 2 - RISK ASSESSMENT**

Has the risk of legionellosis from the hot and cold water system been assessed?

Yes  No

Go straight to Section 3 if the risk has NOT been assessed

When was the assessment carried out? (date) .....

Have the significant findings of the assessment been recorded?

Yes  No

Has the assessment been reviewed and if so when was it last reviewed? (Date of review) .....

Yes  No

Have the significant findings of the review been recorded? Not reviewed

Yes  No

Did the assessment or last review identify that additional action was needed to control the risk?

No  Yes

Go straight to Section 3 if no additional action was needed

If yes, have all those actions been completed?

Yes  No

If they have not been completed, do you intend to carry out the additional measures, and if yes,

Yes  No

By what date do you anticipate that the last of those measures will be completed? Date .....

**SECTION 3 - DESIGN & LAYOUT OF THE HOT & COLD WATER SYSTEMS**

Has the hot and cold-water pipework been traced to identify the design of the system and the existence of dead legs and blind ends?

Yes  No

Have any dead legs been identified (i.e. lengths of pipe longer than two meters through which water does not flow unless a tap or other water fitting is turned on)?

No  Yes

Have any blind ends been identified (i.e. lengths of pipe still charged with water through which water does not flow, e.g. where water fittings have been removed and the pipework was left behind)?

No  Yes

Is there a schematic of the hot and cold water system?

Yes  No

Are any parts of the system routinely isolated from the rest of the system (e.g. standby calorifiers)?

No  Yes

Go straight to Section 4 if parts of the system are not routinely isolated

If yes, do you have documented procedures to control the risk of legionellosis when they are brought back on line?

Yes  No

**SECTION 4 - COLD WATER SYSTEM**

Are the cold-water storage tanks

Fitted with close fitting lids?

Yes  No

Fitted with insect screens on their overflows?

Yes  No

Insulated

Yes  No

Have you checked that there is no excessive temperature gain in the cold-water storage tanks during the summer months?

Yes  No

If you have checked the temperatures, what were they?

.....

Do your cold-water storage tank(s) hold less water than you typically use in 24 hours?

Yes  No

If they hold more water than that, approximately how many days of water do they store?

Do you examine inside of the cold-water storage tanks at least once every year?

Yes  No

Do you measure the temperature of the cold-water storage tank during the summer months?

Yes  No

Do you check the temperature of the nearest and furthest cold water outlets from the cold water storage tank?

Yes  No

If you check these temperatures, how frequently do you do this?.....

If you do not check these temperatures, do you check the temperature of any other cold water outlets, and if so, which ones and how frequently do you do this?

Yes  No

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During the last 12 months, have your checks shown that the temperature of the cold-water system is always less than 20 Celsius after one minute of running the tap/outlet?

Not checked  Yes  No

**SECTION 5 - HOT WATER SYSTEM**

Is hot water stored in cylinder more than 1.5 meters from it's base to it's top? No  Yes

If it is over 1.5 meters, how do you ensure that the temperature at the base reaches 60 Celsius, or alternatively, what additional controls do you use to reduce the risk of people being affected by legionella organisms that may grow in the base of the cylinder?

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Do you drain and inspect your calorifiers every year? Yes  No

Do you check the temperature of the water at the following locations?

- (a) The nearest and furthest hot water outlets from the hot water cylinder / water heater Yes  No
- (b) The nearest and furthest cold water outlets from the cold water storage tank? Yes  No
- (c) Towards the top of, or the draw off from, the hot water cylinder / water heater Yes  No
- (d) The base of the hot water cylinder / water heater Yes  No

If you check the temperatures so, how frequently do you do check them at:

Location (a).....  
 Location (b).....  
 Location (c).....  
 Location (d).....

Do you record these temperature checks? Yes  No

During the last 3 months, have all hot water outlet temperatures been above 50 Celsius when you have checked them? No  Yes

If water has been in the range of 21-49 Celsius, what action, if any have you taken? .....

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 .....  
 .....

**SECTION 6 - RECORDS**

Do you keep records of:

Temperature checks ..... Yes  No

Flushing of any dead legs & infrequently used water fittings No flushing done  Yes  No

Inspection and cleaning of:

Cold water storage tanks..... Yes  No

Hot water cylinders..... Yes  No

Do you have written details of the precautions you should take to control the risk of legionellosis (i.e. a written scheme of control)? Yes  No

**SECTION 7 - MANAGEMENT**

Has anyone been appointed to take responsibility for controlling the risk of legionellosis? Yes  No

Has anyone been appointed to provide cover for that person when he or she is away? Yes  No

Have all staff who carry out routine inspections and tests and those who monitor them been trained in:

How to do those tasks Yes  No

Why they do the tasks Yes  No

What to do in the event that checks, inspections or tests show that the water system is operating outside of its control parameters. Yes  No

Are you aware of the Approved Code of Practice (ACoP) and guidance - Legionnaires' disease: The control of legionella bacteria in water systems (L8)?

Do you have a copy of the Approved Code of Practice (ACoP) and guidance

**Thank you for completing this questionnaire.**

The inspector's investigations are designed to identify if there is a great difference between the standard of control of legionellosis required by law and the way that your hot and cold water systems are operated. They will not identify if you are fully complying with the requirements of the Health and Safety at Work etc Act 1974. Detailed guidance on control can be found in the Approved Code of Practice (ACoP) and guidance – "Legionnaires' disease: The control of legionella bacteria in water systems" (L8), published by HSE Books. HSE Books publications may be ordered on-line, at [www.hsebooks.co.uk](http://www.hsebooks.co.uk), by telephone (01787 881165), or from good booksellers.

**City of Westminster  
Legionellosis Inspection Report**

**Attach questionnaire and this report  
to the planned inspection report**

Officer's Initials

Premises name & 1<sup>st</sup> line of address

Visit Date:

Is there a risk assessment?

Yes  No

Unless the premises is a residential care home, homeless persons hostel or has similar risk groups, where there is no assessment, assume that all answers given are correct & that no further investigation is required. Tick one of the following enforcement decisions:

- Risk assessment will not be required – risk is insignificant
- Require assessment – but no follow up enforcement on requirement as risk is small.
- Require assessment – follow up enforcement at next P.I.
- Require assessment – follow up enforcement at revisit.
- Improvement Notice to be served

Do the risk assessment/review dates tie up with the answers given?

Yes  No

Does the assessment/review appear to be satisfactory

Yes  No

(unless the premises is a residential care home, homeless persons hostel or has similar risk groups, or a notice is to be served requiring re-assessment, make a judgment by skimming through the assessment)

During your visit, did you notice any unidentified:

Blind ends? Yes  No

Dead legs Yes  No

Are there any recommendations in the assessment?

No  Yes

If there are and the duty holder has said that they were completed, or claimed that no recommendations were made, where reasonably practicable, verify that at least two of the recommendations were carried out and record these. If the duty holder has accepted that some recommendations are outstanding, no verification is needed.

Recommendations checked

Were those recommendations completed satisfactorily?

Not applicable  No  Yes

Where it is claimed that records are kept of temperature checks, are they recorded?

Not applicable  Yes  No

Does the schematic appear to be satisfactory?

No schematic  Yes  No

**City of Westminster  
Legionellosis Inspection Report**

Did you discuss any matters arising from the questionnaire with the employer /employer's staff / employer's representative

Yes

No

I discussed the following matters arising from questionnaire/other matters with