This checklist must be read in conjunction with at least the following documents and is aimed at simple water systems where you should already have suitable controls in place:

Chartered Institute of Environmental Health ‘Legionnaires’ disease: lockdown risks and reopening safely

HSE Legionella and Legionnaires’ Disease Advice (see [www.hse.gov.uk](http://www.hse.gov.uk))

HSG274 Part 2 – The Control of Legionella Bacteria in Hot and Cold Water Systems (see [www.hse.gov.uk](http://www.hse.gov.uk) )

Please note that for premises with large water systems and those with specialist systems, such as swimming pools and spas, we recommend that you seek the advice of a specialist water treatment contractor. We also advise this if your water system has been subject to poor or no control, or where there have been problems with Legionella, temperatures or biocide levels, as this guidance may not be sufficient to safely reopen. For example, it may be necessary to consider carrying out a full system disinfection prior to reopening.

|  |  |
| --- | --- |
| **Business Name and Address** |  |
| Name (completed by) |  |
| Date: |  |
| Do you have any of the following? |  |
| Wash Hand Basins | Yes/No/NA How many? |
| Toilets | Yes/No/NA How many? |
| Sinks | Yes/No/NA How many? |
| Showers | Yes/No/NA How many? |
| Hoses internally and externally | Yes/No/NA How many? |
| Outside taps | Yes/No/NA How many? |
| Cold water tanks | Yes/No/NA How many? |
| Hot water tanks | Yes/No/NA How many? |
| **What types of water system do you have?**  Mains cold water mains gravity feed (storage tank)  Mains cold water feed no storage  Private water supply  Instantaneous hot water system (combination boiler)  Stored hot water system (immersion tank) | Yes/No  Yes/No  Yes/No  Yes/No  Yes/No |
| Do you have a current risk assessment for legionella control? | Yes/No |
| If yes, has it been updated to reflect the current situation of closure/low occupancy? | Yes/No |
| **Since you have been closed have you:** |  |
| Ensured the turnover of water stored in tanks every 24 hours? | Yes/No |
| |  | | --- | | Flushed the hot and cold water systems to ensure movement of water through the pipes and outlets at least weekly to prevent it from becoming stagnant?  Been checking the temperature of water at outlets to ensure that cold water is consistently less than 20°C and hot water consistently above 50°C? | | Yes/No  Yes/No |
| If no, then before you reopen have you a plan to start up the water system? Do not flush until you are happy that all risks have been reduced and included in your plan.  See the enclosed ‘CIEH Legionnaires’ disease: lockdown risks and reopening safely’ guidance for more information on what to do. | Yes/No |
| What PPE do you require?  It is recommended that face masks are used if the system needs flushing to minimise water droplet and aerosol contact.  Appropriate hand coverings may be needed to prevent scalding. |  |
| What other equipment do you need?  Temperature probe/thermometer for checking water temperatures.  Tools for easing seized valves etc.  Do you know where the incoming water supply isolation valve is in case of emergency? | Yes/No |
| **Minimise aerosol and water droplets by**:  Reducing the flow velocity at outlets by not turning fully on.  Placing shower heads into a container of water ensuring the head is fully submerged in the water to prevent spray, or place a plastic bag over the head if it is fixed, and cutting a corner out to allow to drain. |  |
| **HOT WATER SYSTEM** |  |
| Have you increased the hot water temperature to above 60°C (this kills legionella over time) and then run the hot water system through all outlets? This includes:  Wash hand basins,  All sinks,  Hose connections,  Shower heads  Extra care is required to prevent scalding. When completed you can reduce the temperature again, but must ensure that the hot water temperature at outlets such as taps is at least 50°C within 1 minute, or use thermostatic mixing devices set at 43°C (the latter is more important in settings such  as care homes, day centres, nurseries etc).  After flushing have you reduced the water temperature to prevent scalding when open for business? | Yes/No  Yes/No/NA  Yes/No/NA  Yes/No/NA  Yes/No/NA |
| **COLD WATER SYSTEM** |  |
| Is there a cold water storage tank?  Is it sealed or covered?  If no, is the tank water clear and no foreign bodies, insects, rodents or birds within it? | Yes/No  Yes/No  Yes/No |
| If there is a storage tank, you will need to run the cold water system until this has been completely flushed through (this may take several minutes). This will allow chlorinated water from the mains to refill the tank.  If you are on a private water supply is the incoming water disinfected? Check with supplier (usually land owner/landlord)  If no, then you will need to look at how the tank and its contents are disinfected. We recommend you use a specialist contractor. | Yes/No |
| **Urgent Action Required** | **Completed** |