

Legionnaires Disease Risk Assessment

Landlords in Scotland must ensure a legionnaires disease risk assessment has been completed to determine the level of risk, if any, of the water in their rental properties becoming contaminated with legionella. The assessment can be completed by anyone competent to do so, which could be the landlord. Most properties will be low risk, but landlords must ensure that the risk of exposure to their tenants is properly assessed and controlled.

This is a legal obligation enforced by The Health and Safety Executive (HSE). Please read the full information on the [HSE website](#) before completing this form.

Property address	
Date of assessment	
Assessment carried out by	

Describe property type	
Is there any tenant, resident or regular visitor particularly susceptible to Legionella due to age, health or lifestyle?	
Describe type of cold-water system e.g. mains feed or from storage tank	
Describe type of hot water system e.g. mains feed via combi boiler or from storage tank.	

Risk Categories

1. Water outlet temperature

Is cold water temperature at outlets below 20°C?	Yes/No	
Is the hot water temperature above 50°C at outlets?	Yes/No	

Cold water must flow from outlets at below 20°C and hot water above 50°C to minimise risk. If temperatures are too low/high then adjustments need to be made to the system such as lagging of pipework or adjustment of temperature settings for hot water.

Identify any defect/risks and related recommendations associated with water outlet temperature. If any action is required identify responsible person: -

Defect/Risk	
Recommendation	
Responsible person: Landlord/tenant/other	

2. Cold water storage tanks

Is there one present?	Yes/No	
Location		
Does it have a tight fitting lid?	Yes/No	

Is the water in the tank clean and free from rust, debris, scale and organic matter?	Yes/No	
Is the temperature of the water in the tank below 20°C?	Yes/No	
Is the tank insulated?		

If any debris etc. is present in the system it should be drained and thoroughly cleaned. If debris is from corrosion on the tank itself then the tank may need to be replaced. All cold water tanks should have tight fitting lids to prevent debris entering the system. The water in the tank should be below 20°C and the tank should be insulated to prevent the temperature rising above this level.

Identify any defect/risk and related recommendations associated with cold water storage. If any action is required identify responsible person: -

Defect/Risk	
Recommendation	
Responsible person: Landlord/tenant/other	

3. Hot water

Is the temperature setting on the boiler and/or hot water tank such that the hot water is heated to and stored at a temperature of 60°C?	Yes/No	
--	--------	--

NB: If the temperature is set at above 60°C this can cause scalding to users.

The temperature setting on the boiler and/or hot water tank should be set and maintained at 60°C.

Identify any defect/risk and related recommendations associated with hot water. If any action is required identify responsible person: -

Defect/Risk	
Recommendation	
Responsible person: Landlord/tenant/other	

4. Little used outlets

Are there any water outlets that are used less than once per week e.g. in guest bathrooms?	Yes/No? If yes, identify outlet & location
--	--

Any little used outlets should be flushed through weekly by running water through the outlet for at least 2 minutes. Aerosol production should be minimised during this process.

Identify any risks and related recommendations associated with little used outlets. If any action is required identify responsible person: -

Defect/Risk	
Recommendation	
Responsible person: Landlord/tenant/other	

5. Shower heads

Are there any showers in the property?	Yes/No?	If yes, identify location

All shower heads should be cleaned, disinfected and descaled at least once every 6 months. Aerosol production should be minimised during this process.

Identify any risks and related recommendations associated with shower heads. If any action is required identify responsible person: -

Defect/Risk	
Recommendation	
Responsible person: Landlord/tenant/other	

6. Dead legs and redundant pipework

Sections of pipework which are redundant or owing to the system design and have little/no through flow of water (known as “dead legs”) can allow water to stagnate in the system. Are there any dead legs known in the system? If so, please describe.

Are there any dead legs in the property?	Yes/No?	If yes, identify location:

Any dead legs in pipework should be removed or the system altered so that water flows through all pipework on a regular basis.

Identify any risks and related recommendations associated with dead legs. If any action is required identify responsible person: -

Defect/Risk	
Recommendation	
Responsible person: Landlord/tenant/other	

7. Unoccupied Properties

Is the property left unoccupied for periods of time, e.g. in the case of student lettings over the summer holiday or at Christmas/New Year?	Yes/No	
---	--------	--

During periods of inoccupancy all outlets on hot and cold water systems should be flushed through at least once a week for at least 2 minutes. For long periods consider draining the system. Make sure that the system is flushed through when it is re-occupied by running all outlets for at least 2 minutes. Aerosol production should be minimised during this process.

Identify any risks and related recommendations associated with inoccupancy. If any action is required identify responsible person: -

Defect/Risk	
Recommendation	
Responsible person: Landlord/tenant/other	

8. Advice to tenants

Has advice been given to the tenants as to the risks of Legionnaires Disease in a domestic setting and their responsibilities to minimise risk?	Yes/No	
---	--------	--

This can be done by giving the tenant/s the tenant advice sheet (attached at the end of this document).

The assessment is complete and should be reviewed regularly (at least once a year) and specifically when there is reason to suspect it is no longer valid. You should ensure that the recommendations above are implemented and any existing controls maintained.

Signed	Date:	
Print		

Tenants Legionnaires Advice Sheet

Domestic hot and cold water systems can provide an environment where Legionella bacteria can grow. This can cause Legionnaires' Disease which is a potentially fatal form of pneumonia caused by inhalation of small droplets of contaminated water containing Legionella bacteria. This advice sheet gives tips for residents of rented domestic accommodation such as houses, bungalows and flats in small blocks.

Most importantly, make sure that:

- Hot water in the system remains hot
- Cold water is kept cold
- The water is kept circulated

In particular, it is important that you –

- **Do not** interfere with the settings on your boiler or hot water system. The hot water should be set so that the water is heated up to 60°C.
 - The cold water is still running warm after you have initially run off any water which may have accumulated in the pipes. It should not be above 20°C.
 - There are any problems, debris or discolouration in the water.
 - The boiler or hot water tank are not working properly, particularly if the water is not coming out of the taps at a sufficiently high temperature. It should come out at a temperature of 50°C after it has run for a minute at the latest.

Where showers are fitted –

- If they are used only occasionally then flush them through by running them for at least two minutes every week. Keep out of the way whilst this is being done as far as possible.
- Clean the shower head periodically, descale and disinfect it. This should be done at least every six months.

Where a property is left vacant for any time, e.g. student accommodation over the summer holidays, make sure that when it is occupied again at the outset both hot and cold water systems are flushed through by running all outlets for at least 2 minutes.

Legally, it is your landlord's responsibility to take precautions to prevent Legionella being present in the hot or cold water system but tenants and residents also have an important part to play in taking these simple and practical precautions.