SITE survey. APP

SITE SURVEY REPORT

Legionella Risk Assessment

Prepared for	Bridgeview Estates Ltd
Date	17 Sep 2026
Site	Bridgeview Offices, Preston
Prepared by	H. Malik

FORM

Legionella Risk Assessment

1. Premises and people

Project	Bridgeview Offices, Preston: legionella risk assessment (completed example)
Customer	Bridgeview Estates Ltd
Site	Bridgeview Offices
Site address	Bridgeview Offices, 12 Mill Lane, Preston
Date of assessment	17 Sep 2026
Assessor	H. Malik, water hygiene consultant
Type of premises	Office
Duty holder	Bridgeview Estates Ltd (R. Shah, director)
Person appointed to manage the risk day to day	C. Quinn, facilities manager
Has the appointed person had legionella awareness or control training?	Yes
Are any users more at risk?	No
Date of the previous assessment	12 Sep 2024
Is there a written scheme for controlling the risk?	Yes
Is there an up-to-date schematic diagram of the water system?	Yes
Are monitoring records kept?	Yes

> HSE guidance says the duty holder must assess the risk from legionella and keep records of the checks. If you have 5 or more employees you have to record any significant findings, including the people identified as being particularly at risk and the steps taken to prevent or control the risks. Sources: HSE Approved Code of Practice L8, Legionnaires' disease: The control of legionella bacteria in water systems (4th edition, 2013); the Control of Substances Hazardous to Health Regulations 2002 (COSHH), regulation 6 (risk assessment); and HSE technical guidance HSG274 Part 2 (hot and cold water systems).

2. The water system

Water supply	Mains
Is there a cold water storage tank?	Yes

Close-fitting lid and insect screens fitted?	Yes
Clean inside, with no sediment, scale or debris?	No
Tank and pipework insulated?	Yes
Temperature of the stored cold water (°C)	19
Tank length (m)	3

Tank length (m): measuring photo



Tank width (m)	2
Depth of water in the tank (m)	1.6
Water stored (litres)	9600
Estimated cold water use per day (litres)	1400
Days of use the tank holds	6.9

> The tank holds more than a day's use. Water that stands for days can warm up and lose its disinfectant: note whether the tank is oversized for how the building is used now.

Photos of the tank, inside and out



How is hot water made?	A mix
Stored hot water temperature (°C)	61
Calorifier return temperature (°C)	55
Are thermostatic mixing valves fitted?	Yes
Are there showers, spray taps or other outlets that make a spray?	Yes
Are there little-used outlets?	Yes
How are they flushed, how often, and who records it?	Basement cyclist showers flushed weekly by the cleaning team and signed on the flushing sheet. Two weeks missed in August.
Any dead legs or redundant pipework?	Yes

3. Outlet temperatures

> HSE guidance on legionella is to store hot water at 60 °C or more, to reach 50 °C at the outlets within 1 minute (55 °C in healthcare premises) and to keep cold water below 20 °C. This is guidance: the written scheme sets what is checked and how often.

Outlets tested 1: Ground floor WC, basin

Location	Ground floor WC, basin
Outlet	Tap
Hot, after 1 minute (°C)	56
Cold, after 2 minutes (°C)	16
Condition	Clean

Temperatures in range	Yes

Outlets tested 2: First floor kitchen, sink

Location	First floor kitchen, sink
Outlet	Tap
Hot, after 1 minute (°C)	53
Cold, after 2 minutes (°C)	18
Condition	Clean
Temperatures in range	Yes

Outlets tested 3: Ground floor cleaner's cupboard, sink fed by the point of use heater

Location	Ground floor cleaner's cupboard, sink fed by the point of use heater
Outlet	Tap
Hot, after 1 minute (°C)	48
Cold, after 2 minutes (°C)	17

> Hot water below 50 °C at the outlet after 1 minute.

Condition	Scale or dirt on the outlet
Temperatures in range	No

Outlets tested 4: Second floor tea point, sink

Location	Second floor tea point, sink
Outlet	Tap
Hot, after 1 minute (°C)	52
Cold, after 2 minutes (°C)	21

> Cold water above 20 °C.

Condition	Clean
Temperatures in range	No
Outlets tested	4
Hot below 50 °C	1

Cold above 20 °C	1
Outlets in range	2
Outlets in range (%)	50

4. Risk and actions

Overall risk	Medium
Why?	Hot water is generally well controlled and records are kept. Risk raised by sediment in the cold water tank, a sectional tank that holds about 7 days of use now that the second floor is let as storage, missed flushes of the basement showers, a dead leg in the basement, a low hot temperature at the cleaner's cupboard and cold water above 20 °C at the second floor tea point.
Is any action needed?	Yes

Actions 1: Basement showers: two weekly flushes missed in August

Issue	Basement showers: two weekly flushes missed in August
What needs doing?	Name a stand-in for the weekly flush when the usual cleaner is away. C. Quinn to check the flushing sheet each month.
Priority	Within a month
Who	C. Quinn
By when	9 Oct 2026

Actions 2: Sediment on the floor of the cold water storage tank

Issue	Sediment on the floor of the cold water storage tank
What needs doing?	Clean and disinfect the tank, then record it in the log book.
Priority	Within a month
Who	C. Quinn, to book the water treatment contractor
By when	15 Oct 2026

Actions 3: Cleaner's cupboard heater: hot water reaches only 48 °C

Issue	Cleaner's cupboard heater: hot water reaches only 48 °C
What needs doing?	Check the heater thermostat and raise the setting so the outlet reaches at least 50 °C within a minute. Descale the tap.
Priority	Within a month

Who	Facilities maintenance team
By when	16 Oct 2026

Photos



Actions 4: Dead leg to a removed basin, basement corridor

Issue	Dead leg to a removed basin, basement corridor
What needs doing?	Cut the redundant pipework back to the main run.
Priority	Within three months
Who	Plumbing contractor, via C. Quinn
By when	18 Dec 2026

Actions 5: Cold water at 21 °C at the second floor tea point

Issue	Cold water at 21 °C at the second floor tea point
What needs doing?	Check where the cold pipe runs through the riser next to the heating pipes and insulate it.
Priority	Within three months
Who	C. Quinn
By when	18 Dec 2026

Actions 6: Cold water tank size: holds more than a day's use

Issue	Cold water tank size: holds more than a day's use

What needs doing?	Ask the water treatment contractor whether the tank can run at a lower water level, or be replaced with a smaller one, to match the building's use now.
Priority	Within three months
Who	C. Quinn
By when	17 Dec 2026
Actions	6
To do now	0
Within a month	3

5. Review and sign-off

Review date	17 Sep 2027
Days to the review	365

> HSE says to review the assessment regularly, and whenever something changes in the system or the way the building is used.

Assessor name	H. Malik, water hygiene consultant
Assessor signature	
Signed for the duty holder by	R. Shah
Signature for the duty holder	