



ASSC

Supporting self-catering in Scotland

Legionella Risk Assessment Template

Address of property assessed:	
Name and position of person undertaking the assessment:	
Date of assessment:	

Use of property:	
Are any guests particularly susceptible to Legionella due to age, health or lifestyle?	
Describe type of cold-water system eg mains feed or from storage tank:	
Describe type of hot water system eg mains feed via combi boiler or from storage tank:	

Water outlet temperature

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: -

Is cold water temperature at outlets below 20°C?	Y/N
Is the hot water temperature above 50°C at outlets?	Y/N

Identify any defect/risks and related recommendations associated with this risk. If any action is required, identify responsible person:

Defect/Risk	
Recommendation	
Responsible person	

Cold water storage tanks

If any debris 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 a tight-fitting lid 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.

Is there a cold-water storage tank present?	Y/N
Location:	
Does it have a tight-fitting lid?	Y/N
Is the water in the tank clean and free from rust, debris, scale and organic matter?	Y/N
Is the temperature of the water in the tank below 20°C?	Y/N
Is the tank insulated?	Y/N

Defect/Risk	
Recommendation	
Responsible person	

Hot water

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

Note: If the temperature is set above 60°C it can cause scalding to users.

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?	Y/N
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Defect/Risk	
Recommendation	
Responsible person	

Little used outlets

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.

Are there any water outlets that are used less than once per week?	Y/N If yes, identify outlet and location
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Defect/Risk	
Recommendation	
Responsible person	

Shower heads

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

Are there showers in the property?	Y/N If yes, identify outlet and location
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Defect/Risk	
Recommendation	
Responsible person	

Little used outlets

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.

Are there any water outlets that are used less than once per week?	Y/N If yes, identify outlet and location
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Defect/Risk	
Recommendation	
Responsible person	

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.

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

Are there any dead legs known in the system? If so, please describe.

Are there any dead legs in the property?	Y/N If yes, identify outlet and location
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Defect/Risk	
Recommendation	
Responsible person	

Unoccupied properties

During periods of inoccupancy all outlets on hot and cold 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.

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?	Y/N
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Defect/Risk	
Recommendation	
Responsible person	

Signed	
Print name	
Date	

Legionella Risk Assessment Review

To be completed every year.

Address of property assessed:	
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Name and position of person undertaking the assessment:	
Date of assessment:	

If any of the following statements are true, tick the box on the right.

Since the original risk assessment was carried out:

Has there been a change to the water system or the way it is used by guests?	
Has there been a change to the use of the building where the system is installed?	
Is there new information available about risks or control measures?	
When testing the temperature of the water in the system, does hot water flow from any outlets at a temperature of below 50C?	
When testing the temperature of water in the system, does cold water flow from any outlets at a temperature of above 20C?	
Are your guests more susceptible due to their age, health or lifestyle?	
Has there been a case of Legionnaires Disease associated with the system?	

If you have ticked in response to any of the questions above, a new risk assessment should be carried out by a competent person.

Signed	
Print name	
Date	

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