

Legionella safety checklist



Quick workplace checks for employers and responsible persons

Use this checklist to review how Legionella risks are managed on your premises.



Risk assessment

- ☐ A competent specialist has carried out a risk assessment of all water systems
- ☐ Significant findings are recorded (five or more employees)
- ☐ It's reviewed regularly, and after any change to the system, building use or people at risk



Responsibilities

- ☐ A competent 'responsible person' manages day-to-day control
- ☐ Everyone carrying out checks is suitably trained
- ☐ A written control scheme sets out who does what, and when



Water temperatures

- ☐ Hot water is stored at 60°C or above
- ☐ Hot water reaches 50°C within one minute at outlets (55°C in healthcare)
- ☐ Cold water stays below 20°C
- ☐ Sentinel outlet temperatures are checked monthly



Water flow

- ☐ Little-used taps and showers are identified
- ☐ Infrequently used outlets are flushed weekly
- ☐ Unnecessary pipework is removed



System condition

- ☐ Showerheads are cleaned and descaled quarterly, or as your risk assessment states
- ☐ Water tanks are inspected at least annually
- ☐ Scale, sludge, rust and corrosion are checked for and dealt with



Records

- ☐ Monitoring, inspections and test results are recorded
- ☐ Records are kept for at least five years
- ☐ An up-to-date schematic diagram of the water system is kept



Cooling tower or evaporative condenser on site?

Notify your local authority and carry out routine testing at least quarterly.



Build your team's Legionella awareness

Our online course covers legal duties, typical risks, control measures and monitoring. It helps you understand your risk assessment and act on it, but doesn't qualify you to carry one out.

[Find out more](#)