

Legionella Risk Assessment

Property Address: 123 Sample Street, Sample City, Sampleshire, AB1 2CD



Compiled on: 19 February 2021

Clerk ID: CC

Compiled on behalf of the Landlord C/O Example Inventories Ltd

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Notes

Legionella and landlords' responsibilities

Legionnaires' disease is a potentially fatal form of pneumonia caused by the inhalation of small droplets of contaminated water containing Legionella. All man-made hot and cold water systems are likely to provide an environment where Legionella can grow.

The law is clear that Landlords are under a legal duty of care to ensure that the risk of exposure to Legionella for tenants, residents and visitors to their property is adequately assessed and controlled. Specifically, landlords are obligated to have a risk assessment conducted on the properties followed by reviews.

Smartlet inventory clerks are not experts on Legionnaires disease and water quality testing and therefore can not issue advise or be held accountable with regard to the subject of Legionnaires disease, including any Landlord responsibilities or required action as a result of the Smartlet inventory clerks observations.

The Smartlet inventory clerk will however complete what is know as a competent person assessment. These observations should not be assumed as a guaranteed that the property visited is free of risk. The landlord or their managing agent will always be responsible along with the tenant for residents and visitor's health and safety.

PLEASE READ CAREFULLY

The Risk Assessment conducted by the Smartlet clerk will note any findings to items within the property which may or may not pose a risk to the health and safety of tenants or visitors. If an item does not appear to meet safety standards laid out in current health and safety regulations and guidance the Smartlet inventory clerk will note this on the report.

The inventory clerk will note within the report whether the cold-water tank has been seen, the number of water outlets within the property both hot and cold and check that the temperature of these outlets falls within the safe range. They will also record the condition of the shower heads, visibility of the water and finally whether any dead legs (unused pipework connected to water system) have been seen to the property.

The report will include photographic evidence to accompany temperature recordings, evidence of any cold-water tanks seen, shower heads and dead legs. Photographs accompanying this report will be shown next to the relevant item they depict. Photographs can be enlarged and downloaded at your discretion.

Due to health and safety regulations clerks are unable to access Loft spaces/eaves storage. Smartlet will ask that any ladders that provide access to these areas are ready for access prior to our clerks visit to the property. Clerks will be able to view any loft spaces/eaves storage from the ladders only and will take photographic evidence from this point.

Additional Recommendations

Spa Pools/ Jacuzzi's:

Spa pools need cleaning and flushing on a weekly basis.

The full system should be treated with a cleanser and flushed through the system on a weekly basis or if inactive before the next use.

Ornamental Water Features/Hosepipes:

Scrub and clean feature with cleaning solution every 3 months.

Disclaimers

In order to compile an accurate assessment the property should be ready to let i.e. clean and with all necessary repairs/ redecoration completed. Should the property be found upon arrival by the Clerk, not to be in a ready condition, the Clerk will contact the Agent to take further instruction. If the Clerk is instructed at this point to continue it must be considered that visibility will have been hindered and thus the accuracy of the report itself may have been compromised.

Due to health and safety regulations clerks are unable to access Loft spaces/eaves storage. Smartlet will ask that any ladders that provide access to these areas are ready for access prior to our clerks visit to the property. Clerks will be able to view any loft spaces/eaves storage from the ladders only and will take photographic evidence from this point.

If an area is to be included which is not obviously connected to the property, it is the responsibility of the Agent to inform the Company of the area and its whereabouts in relation to the property at the point of booking in order that it may be included. (e.g. a garage in a compound near to, but not attached to, the property)

Instructions/Conditions

SmartLet can accept an instruction via email, telephone or post. Once an instruction has been received an Agreement is deemed to exist between the Agent/Landlord and SmartLet under these Terms and Conditions. Instructions will be confirmed by email or telephone. Confirmation will define the instruction to which SmartLet and any assigned Clerk will work. Any errors contained within any confirmation not corrected by the Agent/Landlord upon receipt will be the liability of the Agent/Landlord.

All bookings should be made with at least 48 hours notice to SmartLet. SmartLet's normal office hours are 9.00 – 17.30 Monday to Friday, 9.00 – 15.00 on Saturdays. Once an instruction is completed SmartLet will endeavour to upload the report to the Agent/Landlord's online account the next working day.

Copies of all reports will be held on the Client's online account. Should SmartLet cease to receive instruction from the Agent/Landlord after a period of 3 months this account will be archived and subsequent copies of reports thereafter will be available only upon request and may be subject to additional charge.

Cancellation/Aborted visits

SmartLet reserves the right to charge a nominal fee (starting at £25.00 + vat and increasing with property size) should the instruction be aborted without 24 hours notice or for any reason upon arrival at the property including mis-instruction, if the property is deemed unfit or unsafe for entry, if a Tenant is not in a position to vacate the property at an appointed time for Check-out, or if an occupier Landlord has not as yet vacated.

Where a Clerk is required to wait for the arrival of a Tenant or Landlord in order to carry out an instruction, thus affecting the Clerk's following appointments for the day, a nominal charge may be levied.

Access/Safety and Security

Where the SmartLet Clerk requires access to an occupied property, the Tenants will be provided with reasonable notice in writing. All properties will be left with the same measures of security as in place when entered by the Clerk. It is understood by SmartLet and the Clerk that the Property related to any Instruction is of sound and safe condition, is in no way infested, and places no risk to the health or safety of the assigned Clerk. A risk-assessment will be carried out by the Clerk upon arrival to determine this.

It is understood by SmartLet and the Clerk that we will be advised of any potential issues which may arise with Tenants/ Landlords who are in any way considered dangerous to the Clerk, this includes violence and health and safety issues. Should the Clerk at any time feel threatened whilst carrying out an instruction he/she will immediately leave the property and abort the inspection. The inspection will then be resumed at a time agreed with the Agent/Landlord without the Tenant/Landlord present.

Price and Payment terms

It is assumed that the size and furnishings of a property shall be proportionate in relation to the information given to SmartLet by the Agent/Landlord upon booking an instruction. SmartLet reserves the right to deviate from the standard price list by negotiation with the Agent/Landlord should the property be found not to be of reasonable proportions.

The parties may at any time mutually agree upon and execute new service specifications. Any such agreement shall reflect the changed services and fees and any other terms agreed between the parties. Payment for an instruction is to be made within 30 days of completion/receipt of invoice. Late payment may be subject to the addition of interest.

Insurance

The Company and all Clerks carry appropriate Public Liability Insurance. The Company carries appropriate Professional Indemnity Insurance.

Complaints

The Agent/Landlord is responsible for checking a report provided by SmartLet and raising any queries regarding its content. Complaints must be raised with SmartLet within 7 days of receipt of the report. It is understood that if deemed necessary by arrangement SmartLet will re-visit the property in order to rectify such a complaint. After 7 days of receipt of the report SmartLet will consider the report accurate and accepted by the Agent/Landlord and no further liability will be accepted by SmartLet. SmartLet operates a complaints procedure. This procedure can be provided upon request.

Intellectual property rights & Copyright

All Instructions commissioned from SmartLet and delivered by electronic means shall remain the property of SmartLet. Requested hard copies may be printed, copied or retained but may not be electronically copied or altered. Re-makes or re-types of a SmartLet report without the company's permission is strictly forbidden.

Confidentiality and non-competition

As per the Data Protection Act all information held by the Company on behalf of a Client will be dealt with confidentially and, after use, destroyed responsibly. SmartLet will not pass any Clients information to any organisation without the Clients express permission. Each party must treat all information received from the other marked "confidential" or reasonably obvious to be confidential, as it would treat its own confidential information.

It is understood that any Client of SmartLet will not approach any SmartLet Inventory Clerk or sub-contractor in order to procure their services independently from the company, within 12 months of the Clients final instruction to the company, or indefinitely whilst the Clerk is employed by SmartLet.

Force Majeure The Company or Clerk is not liable for delays in performance (including the delivery of documentation and adverse weather conditions affecting appointed bookings) caused by circumstances beyond its reasonable control.



1. Loft Inspection

Question	Answer	Comments
<p>The Smartlet Clerk Will Record If A Cold Water Tank Has Been Sited And Its Location. As Well As Indicating Whether It Is Sealed From Outside Contamination. If A Clerk Is Unable To Locate Tank Or The Tank Is Inaccessible This Will Also Be Highlighted On The Report. Please Note: Clerks Are Unable To Access Loft Spaces/Eaves Storage And All Recordings Will Have Been Taken From Ladders. It Is The Responsibility Of The Landlord To Ensure The Ladder Has Been Left Ready For The Clerks Use.</p>		
1.1 Does The Property Have Any Cold Water Storage Tanks?	No	Location:
1.2 If Yes, Do The Tanks Have Fitted Lids?	N/A	
1.3 Is There Any Debris In The Tank?	N/A	
1.4 Is The Tank Insulated?	N/A	
1.5 Notes		

2. Water Temperatures

Question	Answer	Comments
The Smartlet Clerk Will Record All Water Outlets Seen At The Property.		
2.1 Number Of Cold Water Outlets (Taps/ Showers) :	4	
2.2 Number Of Hot Water Outlets (Taps/ Showers) :	4	

3. Cold Water Outlets

Question	Answer	Comments
<p>Cold Water Temperatures Must Be No More The 20°C Having Run The Water For A Minimum Of 1 Minute. If The Temperature Is Indicated As Higher Than 20°C Remedial Work Will Need To Be Taken To Ensure Water Is Below 20°C. The Clerk Will Record Whether The Reading Is Within A Safe Range And Supply Photos As Evidence.</p>		
<p>3.1 Outlet 1</p>	<p>I can confirm the temperature has been measured as 20°C or lower, which indicates, the water is within the safe temperature range.</p>	<p>Location: Kitchen Sink Photo: Yes</p>
 <p>Ref # 3.1</p>		
<p>3.2 Outlet 2</p>	<p>I can confirm the temperature has been measured as 20°C or lower, which indicates, the water is within the safe temperature range.</p>	<p>Location: Bathroom Sink Photo: Yes</p>
 <p>Ref # 3.2</p>		

3. Cold Water Outlets (Cont.)

3.3 Outlet 3	I can confirm the temperature has been measured as 20°C or lower, which indicates, the water is within the safe temperature range.	Location: Bath Photo: Yes
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Ref # 3.3

3.4 Outlet 4	I can confirm the temperature has been measured as 20°C or lower, which indicates, the water is within the safe temperature range.	Location: Shower Photo: Yes
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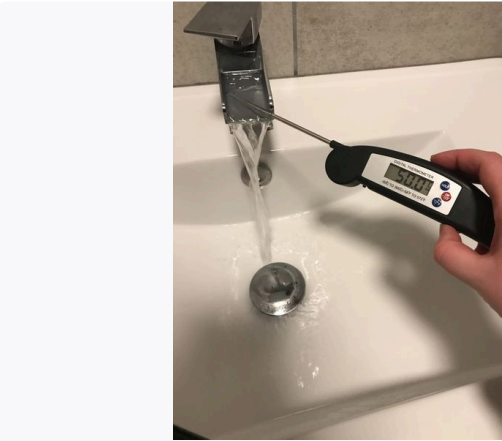


Ref # 3.4

4. Hot Water Outlets

Question	Answer	Comments
<p>Hot Water Temperatures Must Be A Minimum Of 50°C Having Run The Water For A Minimum Of 1 Minute. If The Temperature Is Indicated As Being Between 20°C - 50°C Remedial Work Will Need To Be Taken To Ensure Water Is At A Safe Temperature. The Clerk Will Record Whether The Reading Is Within A Safe Range And Supply Photos As Evidence.</p>		
<p>4.1 Outlet 1</p>	<p>We have recorded the temperature as being at 50°C or above, which indicates this falls within the required safe temperature range.</p>	<p>Location: Kitchen Sink Photo: Yes</p>
<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Ref # 4.1</p> </div> </div>		
<p>4.2 Outlet 2</p>	<p>We have recorded the temperature as being at 50°C or above, which indicates this falls within the required safe temperature range.</p>	<p>Location: Bathroom Sink Photo: Yes</p>

4. Hot Water Outlets (Cont.)



Ref # 4.2

4.3 Outlet 3

The temperature been recorded as falling below 50°C, which does not fall within the required safe temperature range.

Location: Bath

Photo: Yes



Ref # 4.3

4.4 Outlet 4

The temperature been recorded as falling below 50°C, which does not fall within the required safe temperature range.

Location: Shower

Photo: Yes

4. Hot Water Outlets (Cont.)




Ref # 4.4

5. Water Outlets

Question	Answer	Comments
Smartlet Clerk Will Identify If The Water Appears To Be Clean And Free Running.		
5.1 All Cold Water Outlets Clean And Free Running?	Yes	
5.2 All Hot Water Outlets Clean And Free Running?	Yes	

6. Showers

Question	Answer	Comments
SmartLet Clerk Will Record The Condition Of The Shower Heads As Well As Any Combination Shower And Jacuzzi Jets. If The Head Of The Shower Showing Signs Of Scaling Grime Recommend The Shower Head Be Removed Cleaned, De-scaled Or Changed For New.		
6.1 Does The Property Have Any Showers Installed?	Yes	Number: 1
6.2 If Yes, Do The Shower Heads Appear To Be Clean And Free Running?	Yes	Photos of each head:
<div data-bbox="92 667 772 1137" style="border: 1px solid #ccc; padding: 10px;">  <p data-bbox="98 1111 197 1137">Ref # 6.2</p> </div>		

7. Dead Legs (Unused Pipework Connected To Water System)

Question	Answer	Comments
Dead Legs Is A Term Given To Runs Of Pipework That Are Redundant And Not Servicing Anything I.e. Tap, Shower. These Hold Water From The System And Are Not Flushed Through. The SmartLet Clerk Will Identify If Any Have Been Seen Within The Property.		
7.1 During Your Visual Inspection Did You Come Across Any 'Dead Legs' In The Property Water System?	No	Photos:
7.2 Notes:		

8. Risk Assessment Summary

Question	Answer	Comments
8.1 Cold Water Storage Tank	N/A - None present	
8.2 Cold Water Outlets	Low Risk - No action required	
8.3 Hot Water Outlets	Risk - Action required	The water temperature has been recorded as falling below 50°C on two outlets. Remedial action should be taken.
8.4 Shower Heads	Low Risk - No action required	
8.5 Dead Legs	N/A - None present	