



1. Identify what risks are present in your properties and rate the severity of these risks on a scale of 1-10. To gauge this information, consider how likely it is for your tenants to be exposed to legionella bacteria from each source. Any high-risk areas that you have rated 5+ should be prioritised and addressed first.

2. Write down exactly what the risks are. For instance, is the water likely to be stagnant? Has the water been stored at a warm temperature for a length of time? Is water sprayed into the air at any time and if so, how likely is it to be inhaled?

3. Next, consider how you can reduce these areas of risk and what control measures must be put in place. For instance, do tenants need to be advised to clean bathing and shower areas more thoroughly? Do the water tanks require additional sealing? Do you need to restrict access to pipework and pumps?

4. Finally, assign the responsibility for implementing action for these control measures to a relevant member of staff. This could be yourself, a property manager, a plumbing professional, or another trained specialist. You should also note down deadline completion dates for each task.

High risk area	Present on site? Y/N?	Risk level 1 – low / 10 high	Control measures required	Action to take and when
Pipework				
Hot water tanks				
Mains pressure hot water system				
Combination boilers				

High risk area	Present on site? Y/N?	Risk level 1 – low / 10 high	Control measures required	Action to take and when
Showers				
Cold water tanks				
Sprinkler system				
Water pumps				
Fountains and water features				
Gravity fed water systems				