

1. First identify whether the risks are present in your premises and then rate them from 1-10 depending on how high-risk they are. To do this, consider how likely your tenants are to be exposed to legionella bacteria from these sources. The most high-risk areas (rated 5+) are the ones that you'll need to address first.
2. Write down what the exact risks are. For example, is the water likely to be stagnant? Is it held at a constant temperature? Is water sprayed into the air and so more likely to be inhaled?
3. Think about how you can reduce the risks and look at what control measures are needed. For example, can the water tanks be sealed off better? Do you need to prevent access to pumps and pipework? Do tenants need to be advised to clean their baths and showers more frequently?
4. Finally make a note of who needs to take action to implement the control measures (this may be yourself, a plumber or another specialist) and the date that it should be completed by.

High Risk Areas	Present on site? Y/N	Level of Risk 1-low 10-high	Control measures required	Actions to take and when
Pipework				
Water pumps				
Hot water tanks				
Cold water tanks				
Showers				

High Risk Areas	Present on site? Y/N	Level of Risk 1-low 10-high	Control measures required	Actions to take and when
Mains pressure hot water systems				
Gravity fed water systems				
Combination boilers				
Fountains and water features				
Sprinkler Systems				