

Connect to the site water plan

Water safety review & action log

The dutyholder is responsible for a suitable legionella risk assessment. Seek competent advice where in-house knowledge is insufficient. A cooler service sheet does not replace the assessment or control scheme.

Site / dutyholder / responsible role:

Competent assessor / assessment date / reference:

Water system / equipment within scope:

Control scheme and monitoring records location:

Installation / supply or occupancy changes:

Vulnerable users / specialist site requirements:

Review question	Evidence / finding	Owner / action due
New or changed equipment considered?		
Roles and controls still suitable?		
Results / overdue actions reviewed?		
Competent reassessment needed?		

Decision / competent advice sought / date:

Site review and approval required. Blank templates are not completed evidence.

Source notes (checked 12 Sep 2026): HSE: assess legionella risks

Water-related actions

Water safety review & action log

Record actions set by the approved assessment or competent adviser. Do not invent a flushing, sampling or temperature regime from this form. Hot-water building controls are not coffee dispensing settings.

Assessment / control scheme reference:

Site / review period:

Finding / date	Action / control reference	Owner / target date	Closure evidence / review

Overdue / urgent issues escalated to:

Temporary restrictions / contingency:

Reviewed by / date:

Site review and approval required. Blank templates are not completed evidence.

Source notes (checked 12 Sep 2026): HSE: assess legionella risks