

A record sheet for hot tubs in holiday lets, lodge parks and glamping sites, laid out to HSE guidance *HSG282: The control of legionella and other infectious agents in spa-pool systems* (2017). Print as many copies as you need. Four pages: this guide, the monthly test log, the changeover and out-of-range record, and the sampling and tub register.

What the guidance asks for

"Domestic-type spa pools or hot tubs used as part of a business activity (eg in a holiday park rental unit ... or as part of a rental agreement for a single family or group use) are subject to the general duties under the HSW Act."

HSG282, paragraph 76

pH and disinfectant tests	"At least twice daily depending on risk assessment and usage" (HSG282 Table 1, domestic-type hot tubs)
Typical ranges	Free chlorine 3–5 mg/l or bromine 4–6 mg/l; pH 7.0–7.6 (Table 3). Chlorine below 1 or above 10 mg/l, bromine below 2 or above 12 mg/l, or pH outside 7.0–7.6: close the tub, correct and retest (Table 3)
Drain, clean, refill	"Between each group of users or at least weekly, whichever is shorter" (Table 1)
Lab samples	"at least monthly for ACC, coliforms, E coli and P aeruginosa and quarterly for legionella" (paragraph 153), with pH and disinfectant recorded at the time of sampling
Records	Show "who did the work and when it was carried out" (paragraph 54); keep monitoring and test records "for at least five years" (paragraph 53)
Who	The duty rests with the business: Anglesey council says it applies "even to single holiday let unit". On a park, HSG282 paragraph 64 also puts duties on the site owner. Guests cannot do the checks.

How to use the sheets

- **One monthly log per tub.** Write the tub's name or number at the top. Morning and evening columns cover the "twice daily" minimum; if your risk assessment asks for more, use a second sheet for the extra tests.
- **Each test:** time, free chlorine or bromine (mg/l), pH, water temperature, initials, and a tick if every reading sat inside your range. Cross instead of tick if not.
- **Every cross** gets a line on the out-of-range record: what was found, what was done, who was told, and when it was back in range.
- **Every changeover** (drain, clean, refill, dose, retest) gets a line on the changeover record, with the retest readings.
- **Lab samples:** log the date sent, the lab, the result and the certificate reference on the sampling register, and keep the certificate with these sheets.
- **Monthly sign-off:** the responsible person checks each log is complete and signs the foot. Keep everything for at least five years.

This sheet records what was done. It does not tell you what to dose or whether a tub is safe; that is for your risk assessment, your supplier and your competent person.

OUR TESTING ROUTINE AND RANGES (WHO, WHEN, HOW;
FROM OUR RISK ASSESSMENT)

TEST KIT AND THERMOMETER USED, AND HOW THEY ARE
CHECKED

SITE / PROPERTY

TUB

MONTH AND YEAR

OUR RANGES
Cl ____ Br ____ pH ____

Day	Morning						Evening						Notes / action ref.
	Time	Cl or Br mg/l	pH	Temp °C	Initials	In range	Time	Cl or Br mg/l	pH	Temp °C	Initials	In range	
1													
2													
3													
4													
5													
6													
7													
8													
9													
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11													
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31													

Checked complete by (name and signature)

Date

Initials

Changeover and out-of-range record

SITE / PROPERTY

YEAR

SHEET NUMBER

DRAIN AND REFILL
Between groups, or at least weekly

Changeovers: drain, clean, refill, dose, retest

Date	Tub	Drained	Cleaned	Refilled	Dosed	Retest Cl/Br	Retest pH	Time	Initials	Filter, cover, notes

Out-of-range readings and actions

One line for every reading outside your range, every closure, and every equipment or dosing fault.

Date, time	Tub	Cl/Br mg/l	pH	What was found and done (closed, dosed, drained)	Who was told	Back in range (date, time)	Initials

SITE / PROPERTY	YEAR	LABORATORY	RISK ASSESSMENT LAST REVIEWED

Tubs on site

Tub	Location or unit	Chlorine or bromine	Volume (litres)	Monthly sample due (day)	Quarterly months

Lab samples: monthly microbiological, quarterly legionella

Date taken	Tub	Monthly or legionella	Cl/Br at sampling	pH at sampling	Lab and result	Certificate ref.	Action / resample	Initials

Responsible person (name and signature)	Date	Initials
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