

## **Legionella Control Association (LCA) Information-Dutyholder/Responsible Person**

We confirm that we have advised you of your obligations under Health and Safety legislation regarding Legionella control specifically: The Health and Safety at Work etc Act 1974, The Control of Substances Hazardous to Health regulations 2002 as amended, The Management of Health and Safety at Work Regulations 1999 (amended 2006), and the Health and Safety Executive's Approved Code of Practice and guidance on regulations the control of legionella bacteria in water systems - L8.

Namely have in place: A legionella risk assessment, a written scheme of control, implement the control scheme, maintain records of the works and appoint a legionella responsible person.

We maintain records of all our activities associated with your site(s) for a 5 year period. These are available to you for a 5 year period after completion of the works at your site(s).

A copy of the Legionella Control Association's (LCA) Code of Conduct, evidence of our LCA registration and further details of the Law in respect of legionella control is available at the LCA website.

Our LCA Registration covers the legionella control services quoted for.

Your primary contact for all matters is the quote signatory, the secondary is our offices. All contact details are as per the quotation.

### **Records:**

Whilst we are offering the services detailed in this quotation, the ultimate responsibility for managing legionella risks lies with the you. This includes the requirement for maintaining all records for the legionella control activities – as advised in ACoP L8 - on the system in a central location, ideally a logbook. You are responsible for maintaining the records, including any we issue to you as part of our works: legionella risk assessment - These records should be retained throughout the period they are current and for at least two years afterwards. Retain records of any monitoring inspection, test or check carried out, and the dates, for at least five years.

For the specific legionella control services quoted please review the below:

### **Legionella Risk Assessment Service**

It is the responsibility of the duty holder to:

1. Ensure there is a Legionella risk assessment record that includes all systems where water is stored/used in any premises controlled by the duty holder, and that it is reviewed regularly to ensure it is valid and reassessed when required.
2. Clearly define the scope of any required Legionella risk assessment.
3. Make reasonable enquiries of proof of competence of the Legionella risk assessor.
4. Ensure any schematic diagrams and asset registers are available to inform and help the risk assessor.
5. Ensure the findings of the legionella risk assessment including the required corrective actions and control measures are implemented, or if not implemented recorded as to why they were not.
6. Ensure a written scheme of control is produced and maintained and the output from the scheme of control is recorded and used in any subsequent review of risk.
7. Ensure regular reviews of the effectiveness of Legionella control activities are carried out to verify the written scheme of control remains adequate and if they are not to carry out a review of the legionella risk assessment.

8. Have change management procedures and or regular review procedures to determine if the existing risk assessment is still valid, suitable, and sufficient. If it is not, then a reassessment of the risk is required.

### **Water Treatment (evaporative cooling and hot & cold water systems), hot & cold water monitoring and inspection services**

It is the responsibility of the duty holder/responsible person to:

1. Have a legionella risk assessment, written scheme of control and schematic diagram in place which includes a programme of treatment, monitoring, and inspection (and may include legionella sampling) and make this available to us.
2. Provide sufficient information to allow us to design an appropriate treatment programme, including a legionella sampling plan if appropriate.
3. Make the systems available for the works, with safe access, and adequate notice to ourselves to schedule and execute the agreed work.
4. Provide us with any information on known risks and safety requirements in the areas we will be working.
5. Ensure the control scheme tasks allocated to yourselves are completed and recorded.
6. Participate in the agreed review process.
7. Full access with isolation valves up stream of the valve is required to Thermostatic Mixing Valves to allow them to be serviced.

### **Cleaning & Disinfection Services**

It is the responsibility of the duty holder/responsible person to:

1. Maintain the entire system, and the water in it, in a clean condition and to facilitate inspection to determine if the system is clean or not.
2. Make the systems available for the works, with safe access, and adequate notice to ourselves to schedule and execute the agreed work.
3. Provide us with any information on known risks and safety requirements in the areas we will be working, and advise of any known deadlegs, redundant pipework and the location of schematic diagrams for us to use.
4. Ensure any preparatory work you are responsible for is completed prior to commencing cleaning and disinfection work.
5. Ensure any necessary trade effluent discharge consent is in place for effluent generated from the cleaning and disinfection process.
6. Designate drains to use for wastewater from the cleaning & disinfection process and identify sensitive equipment on the system requiring isolation prior to the work.
7. You are responsible for isolation and deisolation of the above equipment unless identified as otherwise in our method statement.

### **Training Services**

It is the responsibility of the duty holder/responsible person to:

1. Assess the training needs of your staff, also
  - a. review staff training records and identify any further training requirements.
  - b. complete regular competence assessments for specific tasks.
2. Determine if the content of any training offered meets your requirements.

### **Legionella Analytical Services**

It is the responsibility of the duty holder/responsible person to:

1. Have a legionella risk assessment, written scheme of control and schematic diagram in place which includes a programme of treatment, monitoring, and inspection (and may include legionella sampling) and make this available to us.

2. Provide sufficient information to allow us to design an appropriate treatment programme, including a legionella sampling plan if appropriate.
3. Make the systems available for the works, with safe access, and adequate notice to ourselves to schedule and execute the agreed work.
4. Provide us with any information on known risks and safety requirements in the areas we will be working.
5. Ensure the control scheme tasks allocated to yourselves are completed and recorded.
6. Participate in the agreed review process.
7. We will report interim results as soon as possible after receipt from the laboratory and follow up with final results as possible after receipt from the laboratory. Note the final results may change from the interim results.

Note: When taking legionella samples, we do not use composite samples, we will take 1 litre samples, test for all legionella species, and test at a UKAS accredited laboratory with a test limit of detection of 100cfu/l. We will also record water sample and outlet temperatures and/or biocide levels if a biocide is used as the control programme.

### **Plant & Equipment Services**

It is the responsibility of the duty holder/responsible person to:

1. Consider that any changes to the system may alter the Legionella risk and require a review of the legionella risk assessment, an update of the written scheme of control and schematic diagram. This may result in:
  - a. a reassessment of the legionella risk
  - b. an update of the written scheme of control and new control measures
  - c. a revised schematic diagram
  - d. a revision of the record keeping system
2. Make appropriate notification under the requirements of the Plumbing Notification Laws
3. Ensure the necessary trade effluent discharge consent is in place for any effluent generated from any equipment installed.
4. Ensure any preparatory work you are responsible for is completed prior to commencing plant and equipment work.
5. Ensure any equipment is installed, commissioned, operated, and maintained correctly.

### **For all services:**

Please provide us with information regarding:

1. Relevant site-specific requirements.
2. Safe access and egress to complete the work.
3. Induction procedures.
4. Access permits and permits to work.
5. Security and safety restrictions.
6. Who to report matters of significant concern to while we are undertaking the site work.

We will:

1. Base our quotation on Legionella Risk Assessment / Written Scheme of Control / Client Supplied Information / Site Survey
2. Undertake a preliminary task risk assessment before starting work.
3. Report by electronically/email as soon as possible after we have completed the works.
4. Report matters of significant concern to your designated person while we are undertaking the site work (where they are available).
5. Undertake weekday & weekend work between 08.00 and 17.00 unless advised otherwise.

6. Clients' legionella compliance responsibilities are listed in yellow in our quotes. If you required instruction on how to undertake the tasks you have responsibilities for this can be provided for an additional cost.