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 activates 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 www.legionellacontrol.org.uk

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:

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.

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.

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 minimum test limit of detection of 100cfu/l

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
    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. Undertake a preliminary task risk assessment before starting work
2. Report by electronically/email as soon as possible after we have completed the works.
3. Report matters of significant concern to your designated person while we are undertaking the site work (where they are available).