

In accordance with our accreditation to the Legionella Control Association please be aware of the following:

Cleaning & Disinfection

It is the responsibility of the dutyholder/responsible person to:

- a. 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.
- b. Make systems available for cleaning and disinfection if required with adequate notice to enable KCE FM.
- c. to plan and execute the service.
- d. Ensure safe access for inspection and cleaning is provided.
- e. Adhere to the agreement regarding definition of scope and any responsibility implied.
- f. Ensure any necessary discharge consent is in place for effluent generated during the clean and disinfection process.

Hot & Cold Monitoring

It is the responsibility of the dutyholder/responsible person to:

- a. Have a risk assessment and written scheme of control in place, which includes a programme of monitoring and inspection and to make this available to the service provider.
- b. Make systems available for monitoring and inspection to enable the service provider to plan and execute the service.
- c. Ensure safe access for monitoring and inspection is provided.
- d. Ensure that tasks allocated to them are completed.
- e. Adhere to the agreement regarding definition of scope and any responsibility implied.

Legionella Sampling & Testing Services

It is the responsibility of the dutyholder/responsible person to:

- a. Have a risk assessment and written scheme of control in place, which may include a Legionella sampling programme and to make this available to the KCE FM.
- b. Provide sufficient information to enable the KCE FM to design an appropriate sample plan.
- c. Make systems available and ensure safe access for sampling.
- d. Participate in the review process.
- e. Provide notification and any necessary instruction on known risks and safety requirements in the areas the KCE FM will be working e.g. access to your asbestos register.

Plant & Equipment Services

It is the responsibility of the dutyholder/responsible person to:

- a. Consider that changes to the water system may alter the Legionella risk such that a reassessment of risk is required.
- b. Ensure that any equipment as described above is designed, installed, and commissioned correctly.
- c. Make the appropriate notification under the requirements of the Plumbing Notification Laws.
- d. Apply for a trade effluent discharge consent where appropriate.
- e. Update the written scheme of control, if required.

Risk Assessment Standard for Service Delivery

There are several key responsibilities that the dutyholder has a legal duty to address. These are listed below:

- a. The dutyholder must ensure there is a Legionella risk assessment record that includes all systems where water is stored or used in any premises controlled by the dutyholder (COSHH Regs). This risk assessment should be regularly reviewed to ensure it is valid and reassessed when required. (See L8 paras 32 and 47).
- b. Any invitation to potential service providers to quote/tender for Legionella risk assessment services should have a clear scope of work defined by the dutyholder or their representative.
- b. Make reasonable enquiries of the service provider regarding proof of competence of individuals involved in carrying out the Legionella risk assessment e.g. provision by the service provider of: training records, competence evaluations, examples of previous work, etc. (See LCA Buyers Guide 702.17 06-17).
- a. Schematic diagrams and asset registers should be available to inform and help the risk assessor (See L8 paras 38 and 40). Pipework engineering drawings may be too detailed to allow simple communication of Legionella risk, but schematic diagrams must show detail relevant to Legionella control.
- b. The findings of the risk assessment including the required corrective actions and the control measures should be implemented. The output from the scheme of control should be recorded and used in any subsequent review of risk.
- c. A written scheme of control should be produced and maintained and the output from this should be recorded and used in any subsequent review of risk.
- d. Regular reviews of the effectiveness of Legionella control activities should be carried out to verify the written scheme of control remains adequate.
- e. The dutyholder should have change management procedures and/or regular review procedures should be in place to determine if the existing risk assessment remains valid, suitable, and sufficient. If it is not, then a reassessment of the risk is required.

Water Treatment Standard for Service Delivery

It is the responsibility of the dutyholder/responsible person to:

- a. Have a Legionella risk assessment, written scheme of control and schematic diagrams in place, which includes a programme of treatment, monitoring, and inspection and to make them available to the KCE FM.
- b. Provide sufficient information to enable the KCE FM to design an appropriate treatment programme - it is not adequate to request the provision of water treatment services "in accordance with L8".
- c. Make systems available and ensure safe access for treatment, monitoring, and inspection.
- d. Ensure that tasks they are responsible for are completed and documented in the agreed record system.
- e. Participate in the agreed review process.
- b. Provide notification and any necessary instruction on known risks and safety requirements in the areas the KCE FM will be working e.g. access to the site asbestos register.