

Legal Obligations & Legionella Control Association (LCA) Information

Legal Obligations

We confirm we have explained to you your obligations under the Law in respect of legionella control. For further details of the relevant Law please see the LCA's website Standards and guidance.

To comply with the Law, Regulations and ACoP L8 the management must

- identify and assess sources of risk
- prepare a scheme for preventing or controlling the risk
- appoint a competent person known as the responsible person
- implement and manage precautions
- review the control measures
- keep records of the precautions implemented and will do so for each of the premises under our control

Legionella Control Association (LCA) Information

Ideally all appointed specialists should be Legionella Control Association (LCA) registered for the legionella control services supplied-which we are. Please see the LCA's website for the LCA's latest Code of Conduct and evidence of our LCA registration for the legionella control services quoted for.

As part of our LCA membership we are required to inform you of several items of concern to the duty holder/legionella responsible person.

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.

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).

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

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

Cleaning & Disinfection Services

Please note we use a chlorine based donor for disinfection works.

Unless otherwise indicated in our method statement you are responsible for isolation/de-isolation to allow the clean and disinfection to occur and isolation/de-isolation of sensitive equipment that must not come into contact with the disinfectant.

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

1. Maintain the water 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 agreed work, 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.
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. Dispose of any solid waste generated by the cleaning process, unless identified as otherwise in the method statement.
8. Passivation doses of water treatment chemicals may be needed following the cleaning and/or disinfection process. You are advised to liaise with you specialist water treatment supplier to action this.

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 therefore require a review of risk assessment, associated control scheme and records. 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.
6. When commissioning an evaporative cooling system legionella testing should be undertaken weekly and the frequency reviewed when it can be shown the system is under control. Passivation doses of water treatment chemicals may be needed, and the works undertaken may require a review of the system legionella risk assessment. You are advised to liaise with you specialist water treatment supplier to action these points.

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 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