

Responsibility of the Duty Holder, Responsible Person LCA Service Standards

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

Hot and 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 agreed work, 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 you are responsible for are completed and recorded.
6. Participate in the agreed review process.

Cleaning & Disinfection Services

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.

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 agreed work, 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 you are responsible for 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 (please be aware these may differ from the final results) and follow up with final results as possible after receipt from the laboratory.

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 minimum. The laboratory test method will be identified on the laboratory report. Pre-flush sampling is the default sample technique to comply with current British Standard guidance, unless identified as otherwise in our quotation. Sample points and frequency of sampling is based on the information supplied by yourselves and current HSE guidance (including the current legionella risk assessment and written scheme if supplied). The laboratory test methodology is indicated on the laboratory test certificate issued.

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 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.

Where an installation will create liquid waste e.g. a water softener, we will advise to via the quote/method statement.

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 electronically by email as soon as possible after we have completed the works to your designated person.
3. Report matters of significant concern to your designated person while we are undertaking the site work
4. Our standard working hours are Monday to Friday 8.00-17.00, any variation from this will be defined in our quotations or agreed verbally with yourselves.