



Down The Line Group Ltd

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## Legionella Control Association (LCA) Information

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), The Notification of Cooling Towers and Evaporative Condensers Regulations (1992) 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.

You are required to maintain all records for the legionella control activities in accordance with the 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).

A copy of 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](http://www.legionellacontrol.org.uk)

Our LCA Registration covers the legionella control services quoted for.

Your primary contact for all matters is the person issuing the quotation, the secondary is our offices. All contact details are as per our emails/quotes.

### 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 schematic diagrams and asset registers should be 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 should be implemented, or if implemented record 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 should be 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, if they are not review 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.

Desired outcome is to identify any areas of concern regarding legionella contamination to allow the client to maintain control of the system to minimise the risk of legionella growth and dissemination.

### Water Treatment, and 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 works.
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.

Desired outcome is to maintain control of the system to minimise the risk of legionella growth and dissemination.

### 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 agreed work, with safe access, and adequate notice to ourselves to schedule and execute the works.
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. Dispose of any solid waste generated by the cleaning process.

Desired outcome is to maintain control of the system to minimise the risk of legionella growth and dissemination.

### 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 works.
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.

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. The laboratory test method will be identified on the laboratory report.

Desired outcome is to identify any areas of concern regarding legionella contamination to allow the client to maintain control of the system to minimise the risk of legionella growth and dissemination.

### 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 the legionella 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



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- d. a revision of the record keeping system
2. Ensure any equipment is installed, commissioned, operated and maintained correctly.
3. Ensure any necessary trade effluent discharge consent is in place for effluent generated from any equipment installed and make appropriate notification under the requirements of the Plumbing Notification Laws.
4. Ensure any preparatory work you are responsible for is completed prior to commencing plant and equipment work.

Desired outcome is to identify any areas of concern regarding legionella contamination to allow the client to maintain control of the system to minimise the risk of legionella growth and dissemination.

#### 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 (typically in a pdf. format) 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.

Where the works are for on-going monitoring and inspection of hot and cold water systems the following actions maybe required on your site(s). We are only undertaking the works quoted for, you are responsible for all other activities.

Head Office: Unit 17 Chaucer Business Park, Watery Lane, Kemsing, Sevenoaks, Kent TN15 6PJ.

South West: DTL Group Office D Bay, Tremorfa Works, Seawall Road, Cardiff CF24 5TH.

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