

## I. Scope of Service

- 1.1. To conduct a pre-works task related general safety Risk Assessment.
- 1.2. To conduct a site based, survey of water systems xxxx e.g Domestic Water System / Cooling water, inspecting all plant, pipes and valves where access is reasonably practicable. Within an operational building, full access above false ceilings is not usually considered acceptable and this has been assumed.
- 1.3. To supply asset registers detailing all known water outlets on site with location and type.
- 1.4. To inspect any previous risk assessment, site logbooks and assess management systems and staff competence.
- 1.5. To provide a written Risk Assessment indicating the degree of risk, remedial actions required and a suggested control program. (One hard copy & web access to masters)
- 1.6. To edit any hard copy or CAD drawings supplied by Site.
- 1.7. To provide simple CAD schematics of systems that currently do not have drawings, or we were unable to get hold of during the Risk Assessment.
- 1.8. We will also take into consideration other guidance and legislation such as
  - 1.81. CIBSE Technical Memoranda TM13: 2013,
  - 1.82. The Water Supply (Water Fittings) Regulations 1999.

## 2. Reporting

The content and output of the assessment will contain the following:

- 2.1. Executive summary
- 2.2. Scope of assessment, including clear identification of buildings systems and their use.
- 2.3. Identification of key personnel, both staff & contractors. (Allocation of Responsibilities).
- 2.4. Identification of the risk systems. (System Identification).
- 2.5. Schematic diagrams or reference to them. (Separate document).
- 2.6. Results of condition surveys including: operating parameters, temperatures, system inspections are available but not included in our standard report in order to minimise the size and complexity of the report.
- 2.7. Analysis and evaluation of risk for each system including an explanation of how the risk rating is derived.
- 2.8. Recommended and prioritised corrective actions (Short term and longer term) to eliminate, minimise or lower risk. (Assessment Findings).
- 2.9. The site and system specific control measures (monitoring, inspection & treatment, etc) including identification of sentinel outlets and or other relevant sample and inspection points. (Control Measures).

## 3. Client commitments & responsibilities:

On the day of the risk assessment our assessor will require the presence of the duty holder and/or a competent person on site. Our assessor will also require access to any CAD drawings or schematics of the water systems and any previous risk assessments, log books and control schemes.

It is the responsibility of the Duty Holder to ensure that:

- 3.1. A legionella risk assessment is carried out and that it includes: all systems where water is stored or used in any premises controlled by the Duty Holder
- 3.2. Consultation with employees, or their representatives, regarding the assessment is carried out. (See L8:2013 paras 20 & 44)
- 3.3. A Responsible person is appointed and is empowered managerially and financially to carry out their duties. (See L8:2013 paras 48)
- 3.4. A Risk Assessment review is carried out when required. (See L8:2013 paras 32 & 47)
- 3.5. It is the owner/user/operators responsibility to action: the findings of the risk assessment including the required corrective actions and implementation of the control measures, to create and implement the written scheme; and regularly review the progress of these activities.
- 3.6. Provide a copy of any previous legionella risk assessment, control targets (e.g. temperatures, biocide levels), written scheme including escalation procedures, etc.
- 3.7. Provide notification and any necessary instruction on known risks and safety requirements in the areas the service provider will be working e.g. access to asbestos register.
- 3.8. Provide safe access and egress.
- 3.9. Provide contacts for communication and escalation.



#### 4. Risk assessment review

- 4.1. The record of the assessment should be a living document and must be reviewed to ensure it remains up-to-date (ACOP L8 Para 47). Review the assessment regularly and specifically whenever there is reason to suspect it is no longer valid. It is advisable to conduct an annual review of all monitoring programmes control schemes lines of communication and record keeping to ensure that best practices are being maintained. Reasons to re-assess the risk include:
  - 4.2. (a) changes to the water system or its use;
  - 4.3. (b) changes to the use of the building in which the water system is installed;
  - 4.4. (c) the availability of new information about risks or control measures;
  - 4.5. (d) the results of checks indicating that control measures are no longer effective;
  - 4.6. (e) changes to key personnel;
  - 4.7. (f) a case of legionnaires' disease/legionellosis associated with the system.

#### 5. Further information

Further information regarding Legionella Risk Assessment and control can be obtained from the following:

- 5.1. HSE Approved Code of Practice and Guidance L8: 2013 – Legionnaires Disease, The control of Legionella bacteria in water systems.
- 5.2. HSE Guidance HSG274 – Technical guidance Parts 1 to 3.
- 5.3. The Health & Safety at Work etc Act 1974.
- 5.4. HSE Approved Code of Practice and Guidance L5 – The Control of Substances Hazardous to Health Regulations 2002 (as amended).
- 5.5. HSE Approved Code of Practice and Guidance L21 – The Management of Health & Safety at Work Regulations.
- 5.6. BS8580-1:2019 Water quality – Risk assessments for Legionella control – Code of practice
- 5.7. BS 8558:2015 Guide to the design, installation, testing and maintenance of services supplying water for domestic use within buildings and their curtilages, Complementary guidance to BS EN 806.
- 5.8. Health Technical Memorandum 04-01: Safe water in healthcare premises
- 5.9. Statutory Instrument 1992 No. 2225, The Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- 5.10. TM 13:2013 CIBSE Technical Memorandum - Minimising the Risk of Legionnaires Disease
- 5.11. The Water Supply (Water Fittings) Regulations
- 5.12. BIP 2177 Hot & cold water supply 3rd edition
- 5.13. BS 7592:2008 Sampling for Legionella bacteria in water systems. Code of practice
- 5.14. Blue book No 200 The Determination of Legionella Bacteria in Waters and other Environmental Samples (2005) - Part 1 - Rationale of surveying and sampling.

#### 6. General Comments

The record of the assessment should be a living document and must be reviewed to ensure it remains up-to-date (ACOP L8 Para 47). Review the assessment regularly and specifically whenever there is reason to suspect it is no longer valid. It is advisable to conduct an annual review of all monitoring programmes control schemes lines of communication and record keeping to ensure that best practices are being maintained. Reasons to re-assess the risk include:

- 6.1. (a) changes to the water system or its use;
  - 6.2. (b) changes to the use of the building in which the water system is installed;
  - 6.3. (c) the availability of new information about risks or control measures;
  - 6.4. (d) the results of checks indicating that control measures are no longer effective;
  - 6.5. (e) changes to key personnel;
  - 6.6. (f) a case of legionnaires' disease/legionellosis associated with the system.
- 6.7. Risk assessment surveys are conducted in accordance with Anker Elemental Limited Method statement 'AE SERVACT 1.15'. No surveyor/assistant can undertake Legionella survey work unless they have been assessed as suitably competent. All assessors have a certificate of external training specific to Legionella risk assessment. Assessors are subject to internal technical competence assessments (at least 1 per annum) for each water system type they are authorised to undertake. Ian Looms is a Member of the Water Management Society, which provides access to a wide range of resources within the water management industry. Anker Elemental Limited is a member of the Legionella Control Association (LCA) and is audited annually for compliance with LCA commitments and service standards. Assessors attend conferences & seminars to provide updates on legislation and best practices on an on-going basis. Assessments reports are reviewed before being issued.



## 7. Assumptions

- 7.1. Site will provide access to all areas occupied by the water systems covered.
- 7.2. The quotation is based on the assumption that we would be appointed on all buildings & systems quoted as a combined contract.

## 8. Excluded Services

- 8.1. CAD "As Installed" drawings are not included within supply (Such drawings would show physical pipe locations and lengths).
- 8.2. Consultation or subsequent future visits to site once works have been completed and the report supplied has been accepted by site.
- 8.3. Only the available water systems outlined above in the scope of service will be covered by the risk assessment. Any other systems on site in addition to the agreed system will not be assessed under this survey.

## 9. Fee Proposal

- 9.1. The fees are based on daily rates, the estimated time commitment coming from simple estimation of the size and number of water services present.
- 9.2. Fees will be charged for the whole risk assessment projected on completion of the works.
- 9.3. Fees include expenses & disbursements including travel, subsistence, and stationary / printing as indicated in 1.5
- 9.4. All fees will be subject to the addition of VAT where applicable.
- 9.5. Payment terms – Strictly within 30 days of date of invoice.
- 9.6. Should the commission be aborted at any later stage, we would require our fees to be settled on a pro-rata basis.
- 9.7. Should we complete the project in less time than anticipated we are prepared to reduce the fees accordingly.

## 10. Timescale

- 10.1. We shall, wherever possible and with circumstances under our control, make every endeavour to satisfy any agreed programme.
- 10.2. We are able to deliver 3 man-days per week if this project is commenced with 8 weeks notice.
- 10.3. Should the project need to commence at short notice please discuss available man-hours with IWT prior to committing timescales.
- 10.4. We would supply all paperwork and drawings within 20 working days of on-site completion.





## **SYSTEMS INCLUDED FOR RISK ASSESSMENT**

| <b>Location</b> | <b>SYSTEMS</b> |
|-----------------|----------------|
| Whole Site      | Mains Water    |
|                 | Boosted Water  |
|                 | Process Waters |
|                 | CWDS           |
|                 | HWS            |
|                 | Closed systems |
|                 | Fire systems   |
|                 | Management     |

## **Systems excluded from this Risk Assessment Proposal**

| <b>Location</b> | <b>Systems</b> | <b>Reason for exclusion</b>   |
|-----------------|----------------|---|
| None            |                | Water system has an up to date assessment<br>Works issued to alternative supplier<br>All water systems are to be assessed |
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