

LCA CHECKLIST 1 – LCA STANDARD FOR THE DELIVERY OF LEGIONELLA RISK ASSESSMENT SERVICES

Company Name: HFL Building Solutions	Assessor: Paul Trematick	Date: 16/11/2017
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Note to service provider:

RED issues are considered to present a higher risk and we strongly emphasise that these need to be addressed urgently.

* For the attention of the Assessor only.

Summary of what is being assessed: The provision of risk identification, assessment and review services related to the risk of exposure to legionella bacteria from work activities associated with all water systems, risk control and or reduction, and required control measures.	
Is there evidence that the service provider has:	✓
1. clarified in writing the scope of service (e.g., which buildings/premises, which systems)	✓
2. clarified arrangements with respect to schematic drawings and asset registers and their format/suitability	✓
3. clarified arrangements with respect to access to the site to be surveyed	✓
4. established with the client whether or not the service is to be extended to provide input into the production of the written scheme	✓
5. where input into the production of the written scheme has been agreed, clarified the components that are to be produced as part of the service provided	✓
6. clarified how the final assessment will be presented, e.g., electronic format, hard copy, number of copies, etc.	✓
7. clarified who will receive the risk assessment	✓
8. * Is there evidence of a signed agreement between the parties or a quotation + an order? An email acknowledged by the recipient is considered sufficient. NB: Whichever applies, the scope (e.g., agreed level of detail in, and format of, e.g., schematic diagrams, asset registers, photographs, etc., where applicable) must be defined.	✓
Is there evidence that the service provider has:	
9. carried out a pre-work risk assessment, clarifying arrangements over who is responsible for the health and safety of the assessor	✓
10. provided to the service user verification of the assessor's competence to carry out the specific risk assessments and associated tasks	✓
11. referred to previous risk assessments where they exist	✓
12. ensured that schematic diagrams and asset registers of the systems being assessed are available or are being produced	✓
13. taken into account the condition of the system water and accessible equipment	✓
14. taken into account the contribution to risk made by the design, construction and operation of the systems assessed	✓
15. reviewed the written scheme (if it exists), considering the effectiveness of the control scheme, past maintenance history and past problems	✓
16. reviewed monitoring and inspection records and investigated significant deviations from acceptable operating conditions	✓
17. assessed the management and control system and supporting documentation	✓
18. assessed the competence of site staff and contractors to control the risk	✓

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Is there evidence, in the Risk Assessment Report, that the service provider has:	
19. defined the scope of the assessment including clear identification of buildings' systems and their use	✓
20. identified the systems that present a risk	✓
21. referred to schematic drawings, or where they do not exist, produced or recommended their production	✓
22. given the results of the condition surveys	✓
23. reviewed monitoring and inspection records in the light of operating parameters	✓
24. reviewed the written scheme	✓
25. evaluated the risk associated with each system and explained how the risk rating is derived	✓
26. listed the non-conformances revealed by the condition survey, monitoring and inspection records and the review of the written scheme	✓
27. prioritised recommendations on corrective actions to reduce the risk	✓
28. recommended site- and system-specific control measures (e.g., monitoring and inspection schedules, identification of sentinel outlets and/or other sample and inspection points), recommended short term control measures to be applied until completion of corrective actions and recommended long term control measures to be applied following completion of corrective actions	✓
29. made a recommendation in the assessment to establish under what circumstances a review of the assessment is required	✓
30. indicated any limitations of the assessment	✓
31. ensured that his client has emergency procedures in response to legionella issues	✓
32. indicated any matters of evident concern beyond the scope of the assessment	✓
33. indicated the sources of reference and guidance used in producing the risk assessment	✓
34. produced written evidence in support of the competence of the assessor to carry out the specified work	✓
35. reviewed the written risk assessment prior to issue to the client	✓
36. Does the service provider have procedures in place to determine, if requested/contracted, whether the existing risk assessment is still valid, suitable and sufficient and to decide if a review is required?	✓

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No.	Comments	Action by (date)	Action completed (date)
<u>4</u>	In your quotation please establish with the client whether or not the service is to be extended to provide input into the production of the written scheme.	21/12/2017	21/12/2017
<u>5</u>	Again when quoting, where input into the production of the written scheme has been agreed; clarification of the components that are to be produced as part of the service provided is needed.	21/12/2017	21/12/2017
<u>6</u>	When quoting please clarify how the final assessment will be presented, e.g., electronic format, hard copy, number of copies, etc.	21/12/2017	21/12/2017
<u>9</u>	Please provide evidence to show the Risk Assessor carried out a pre-work risk assessment, clarifying arrangements over who is responsible for the health and safety of the assessor.	21/12/2017	21/12/2017
<u>10</u>	When quoting please provide to the service user verification of the assessor's competence to carry out the specific risk assessments and associated tasks.	21/12/2017	21/12/2017
<u>34</u>	The Risk Assessment should include written evidence in support of the competence of the assessor to carry out the specified work.	21/12/2017	21/12/2017

The company is to write to the assessor via the LCA secretariat admin@legionellacontrol.org.uk within 6 weeks indicating the steps which have been taken to address all **red** and **black** action points providing, where required, documented proof of action. Any amendments to current documents should be highlighted. All non-conformances in the Checklists must be completed satisfactorily within 3 months of the date of the Report and the initial 6 week period will give sufficient time to fulfil final completion within 3 months. In the event of non-completion by this date, then the Company will be at risk of being removed from the LCA website until a satisfactory completion is achieved.