

To get a Legionella Risk Assessment quote complete the following form and return either by fax, email or post ASAP. Alternatively contact us now by email [enquiries@aqualegion.com](mailto:enquiries@aqualegion.com) or call 020 8555 3797 to discuss your requirements further.



## Management Responsibilities, Structure Information, Lines and Methods of Communication and General Building Questionnaire

Under the Health and Safety Executives Approved Code of Practice (L8) document the **Duty Holder** (e.g. The Landlord or employer) must appoint a person to take day to day management responsibility for controlling the risk of exposure to legionella bacteria. It is important to highlight that Registered Social Landlords, covering Housing Associations, Local Authorities, Care homes for the elderly particularly, and other residential housing providers or detention centres and hotels have obligations under the Health and Safety at Work Act in respect of a duty of care to residents, visitors and contractors in properties for which they have overall responsibility.

Guidance for meeting the legal obligations to control the risk of legionella is provided in documents which include:

- The Health and Safety Executives, Approved Code of Practice: legionnaires' disease, the control of legionella in water systems (L8)
- The Health and Safety Executives, Guidance document: Legionnaires' disease, Essential information to providers of residential accommodation
- Control of Substances Hazardous to Health Regulations.

The **Appointed Responsible Person** should have sufficient authority, competence and knowledge of the installation to ensure that all operational procedures are carried out in a timely and effective manner. The **Responsible Person** should be a Manager, Director or similar person who has budgetary control to allocated suitable resources to managing the risks.

It is important that the responsible person has a clear understanding of their duties and the overall health and safety management structure and policy within the organisation. The responsible person may often require the support of an independent consultant to conduct their duties competently.

In addition to the responsible person a deputy should be appointed and both the responsible persons and deputy should be contactable at all times.

Other supporting personnel may be appointed to carry out control measure and strategies who will also have a level of responsibility. Such appointed persons should be properly trained to a standard that ensure that the tasks are carried out in a safe and competent manner.

It is imperative that staff responsibilities and lines of communication are properly defined and clearly documented.

The attached documents have been formulated to ensure such clear lines of communication have been documented and are included in the site records. It is also imperative that the lines of communication are reviewed regularly to ensure they remain effective.

Where changes occur the attached sheets should be updated and included in the site records for review.

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It is essential the Duty Holder, Overall Appointed Responsible Person and Deputy Responsible Persons details be recorded in the tables below and returned back to us. This document should also be included in the site log book.

<b>Duty Holder Information – The Duty Holder must be the Landlords, Employer, CEO, Director, Owner or Operator of the site or system</b>				
Name(s)				
Title(s)/ Position(s)				
Company/ Organisation				
Responsibilities	Ensuring all control procedures are carried out to the standard required to control legionella bacteria in their water systems.			
Contact Details	Tel	Mob	Fax	Email

<b>Appointed Responsible Person(s) Information</b>				
Name(s)				
Title(s)/ Position(s)				
Company/ Organisation				
Responsibilities	Ensuring all operational procedures are carried out in a timely and effective manner.			
Contact Details	Tel	Mob	Fax	Email

<b>Appointed Deputy Responsible Person(s) Information</b>				
Name(s)				
Title(s)/ Position(s)				
Company/ Organisation				
Responsibilities	Ensuring all operational procedures is carried out in a timely and effective manner.			
Contact Details	Tel	Mob	Fax	Email

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Where Organisations have multiple sites or departments it will be normal that individual site responsible persons and deputies will be appointed within departments or across each of the sites. The tables below should be used to detail individual site responsible persons to support effective communication across departments and sites. Complete where responsibility is spread across individual sites or departments. Copy this sheet if multiple sites or departments are to be included in the water management programme.

Appointed Site Responsible Person(s) Information				
Name(s)				
Title(s)/ Position(s)				
Site Location/ Department				
Responsibilities	Ensuring all operational procedures are carried out in a timely and effective manner.			
Contact Details	Tel	Mob	Fax	Email

Appointed Site Deputy Responsible Person(s) Information				
Name(s)				
Title(s)/ Position(s)				
Site Location/ Department				
Responsibilities	Ensuring all operational procedures is carried out in a timely and effective manner.			
Contact Details	Tel	Mob	Fax	Email

Appointed Site Responsible Person(s) Information				
Name(s)				
Title(s)/ Position(s)				
Site Location/ Department				
Responsibilities	Ensuring all operational procedures are carried out in a timely and effective manner.			
Contact Details	Tel	Mob	Fax	Email

Appointed Site Deputy Responsible Person(s) Information				
Name(s)				
Title(s)/ Position(s)				
Site Location/ Department				
Responsibilities	Ensuring all operational procedures is carried out in a timely and effective manner.			
Contact Details	Tel	Mob	Fax	Email

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### Methods of Reporting and Lines of Communication

The Health and Safety Executive has consistently identified inadequate management, lack of training and poor communication as contributory factors in legionnaires' outbreaks. It is therefore vital that those involved in assessing and controlling the risks are competent, well trained, aware of their duties and that lines of communications are clearly defined. Please complete the following information and return to us. A copy should be included in the site log book.

In the event of a: Legionella positive test. High TVC Count, Ecoli or Coliform positive Test or other significant matters affecting the control of legionella within or beyond the responsibility of the agreed contract Aqua Legion UK Ltd should report to:

Aqua Legion UK Ltd is to report to:	
<b>The Overall Responsible Person</b>	Name:
	Tel:
By phone initially (Verbally)	Email
	FAX
By email/fax follow up (Written)	Issues requiring reporting:
By issue of Report (Formal)	

### Alternative person(s) to contact if Overall Responsible Person not available

Aqua Legion UK Ltd is to report to:	
<b>Deputy Responsible Person</b>	Name:
	Tel:
By phone initially (Verbally)	Email
	FAX
By email/fax follow up (Written)	Issues requiring reporting:
By issue of Report (Formal)	

Aqua Legion UK Ltd is to report to:	
<b>Site Responsible Person or Other</b>	Name:
	Tel:
By phone initially (Verbally)	Email
	FAX
By email/fax follow up (Written)	Issues requiring reporting:
By issue of Report (Formal)	

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**Other questions to be completed and returned to Aqua Legion UK Ltd**

Item	Question	Answer		Comments/details
		Y	N	
	Is there a site water management log book for this location?			
	Is the log book available for review			
	Who will be responsible for the onsite records and where will they be kept			
	Who is the site manager (please provide contact details			
	Are there any training records for site personnel involved in routine maintenance tasks to the water services?			
	Who will be carrying out any required routine maintenance tasks or take day to day responsibility for the water services such as temp checks and flushing etc?			
	Details of other companies and persons involved in the water services for this location.			



**If you require a quote or proposal please complete this General Building Questionnaire**

Main Contact Name:		Main Contact number		Fax	
Company Name:					
Address					
Email					
Site Address (If different from above)					
Site Contact Name:		Tel:		Fax	
Email					

**General Site Information**

	Building Type/ Operation	Buildings to be surveyed	Amount of occupants/staff	Floors	Cold Water Storage Tanks	Calorifiers/ Water Heaters	Outlets/ Wash hand basin=1	WC's/ Urinals	showers	Kitchens	Tea points	Drinking water filter taps
Total amount												

	outside taps	Drinking water fountains	Cooling Towers present	Air handling Units	Pool/ jacuzzi	sprinklers	Other – please describe (add to bottom of sheet if necessary)
Total amount							

**Services Required**

L8 Compliant Legionella Risk Assessment	One off Water Sampling	Routine Water Quality Monitoring & Sampling	Indoor Air Quality Monitoring	Water Management Log Book	Health & Safety or Legionella Policy formation	Legionella Training	Chlorination/ Disinfection

**Scope/ Service detail if known**

Number of Legionella Samples required	Number of TVCC samples required	Type and Number of closed system tests required	Monthly sentinel Outlet temperature tasks	Showers cleaning task details	Calorifier temperature monitoring, blow down and drain sampling	Other information or work required eg Log book Auditing etc.



If you require a quote or proposal please complete this General Building Questionnaire

Any other useful information or comments that may help us to provide you with an accurate quote, including any known health & safety hazards:

Additional information

**Please note if the information provided on this questionnaire significantly differs from the site seen at the time of arrival any blind quotation may be subject to review.**

Kindly return by email or fax in order for us to issue you with a formal quotation  
Email – [enquiries@aqualegion.com](mailto:enquiries@aqualegion.com) Telephone – 020 8555 3797 Fax – 020 8555 3797