

THE CONTROL OF LEGIONELLOSIS

A RECOMMENDED CODE OF CONDUCT FOR SERVICE PROVIDERS

Legislative requirements for the control of legionellosis put the responsibility for compliance clearly with the owner/operator of water systems. Under the Health and Safety at Work etc Act 1974, the Control of Substances Hazardous to Health Regulations as regards risks from legionellosis, all owner and operators of such systems have a responsibility to ensure that the risk is controlled and kept to an acceptable level. The HSC's Approved Code of Practice and Guidance (L8) stresses that whilst the tasks required to be undertaken to control the risk may be contracted to an external specialist, the owner/operator must take all reasonable care to ensure the competence of the service provider to carry out the work on his behalf.

This Code of Conduct is intended to give guidance alone, on the standard of service management that a Client should expect from those Service Providers who agree to abide by the Code. The responsibility for the prevention and control of legionellosis lies with the Client and the Service Provider.

The guidelines outlined in this document have been designed to help owner/operators select a service provider by highlighting nine critical areas and detailing the commitment that the owner/operator should expect from prospective service providers when making the competence assessment.

The Code of Conduct requires that service providers establish an appropriate management system for the provision of services associated with the control of legionella. A valid certificate is an indication of the registrant's commitment to comply with the Service Provider Commitments of the Code and should not be taken as proof of compliance. The Legionella Control Association does not approve specific products or services as being effective in controlling legionella or assess the competence of individual service provider employees. To find out more about using the Code of Conduct to help select a suitable service provider refer to the **Buyers Guide** on the LCA website www.conduct.org.uk/guide.htm



Conditions of Compliance

1. There should be a clearly defined written agreement between the service provider* and the client* setting out the individual responsibilities of both parties to ensure compliance with current legislation.
2. Service providers should demonstrate and document a satisfactory level of competence of their staff* in order to achieve the objectives of this document.
3. The recommendations made by the service provider should be equal to, or better than, the relevant Codes of Practice and guidance documents pertaining to the system in question.
4. Lines of communication and reporting between client and service provider should be defined as well as the management plan in the event of remedial or corrective action being required, including matters of evident concern outside contracted obligations.
5. Adequate and up to date monitoring and treatment records should be kept. These should be readily available.
6. The performance of the control measures should be reviewed jointly by the service provider and the client at least annually and the necessary remedial action plan agreed.
7. Service providers should establish a formal internal auditing procedure for compliance with this document.
8. Service providers sub-contracting* any legionella specific activities listed in their scope of services to another company should establish that this company is either registered for that activity under the LCA or maintain additional controls and audits to ensure compliance with the Code of Conduct.
9. Copies of a current certificate should be issued to all relevant clients.

In the event that the client believes that a service provider has not complied with the Code of Conduct, he may write, with full details, to: Legionella Control Association Secretariat, 6 Sir Robert Peel Mill, Hoyer Walk, Fazeley, Tamworth, Staffs, B78 3QD

Service Provider Commitments

1. Allocation of responsibilities

The service provider will:

- explain in detail the client's obligations under the legionellosis legislation.
- identify those services covered by the contract and those which should be provided by the client to meet all current obligations.
- formalise a written agreement detailing the respective responsibilities for each requirement.

2. Training and competence of personnel

The service provider will:

- arrange formal training programmes for service provider personnel associated with the control of legionella bacteria (See current LCA training matrix as a guide)
- have a system for assessing the competence of service provider staff, establishing their training needs and ensuring they are kept up to date with current best practice procedures.
- assist the client to assess training needs of staff and then where requested advise as to how these can be met

3. Control measures

The service provider will:

- have a management system to assess the requirements and ensure an appropriate programme of control measures is designed, implemented monitored and maintained.
- have a system for verifying that corrective and preventive actions are implemented

4. Communication and management

The service provider will:

- have management procedures to respond appropriately should the system operating conditions deviate from control criteria
- agree with the client how the service provider would communicate with the client's nominated personnel in the event of any necessary actions.
- bring to the client's attention any significant matters affecting the control of legionellosis of which he has become aware, beyond the responsibilities of the contract.

5. Record keeping

The service provider will:

- indicate which records should be kept by both parties and where they will be kept.
- establish with the client who will be responsible for the maintenance of these records.

6. Reviews

The service provider will:

- establish a programme that will allow both parties to review formally, at least annually, all aspects of the agreement covering system management and the control of legionellosis.

7. Internal Auditing

The service provider will:

- have a management system to ensure that Service Provider compliance with each of these Commitments is self-audited at least once a year and that a formal record is kept
- establish a corrective action programme so that any non-compliance identified is corrected in a timely manner

8. Sub-contractors

The service provider will:

- have a management procedure to ensure that any sub-contractor holds an independent registration under the Code of Conduct
- and/or maintain additional controls and audits to ensure that all activities carried out by this third party are compliant with the Code of Conduct and any relevant legislation.

9. Distribution of the Code

The service provider will

- have a management system to ensure all clients to whom services are provided, associated with the control of legionella bacteria, are supplied with a copy of the Code of Conduct and certificate of Registration

Definitions *

SERVICE PROVIDER

Companies or individuals or their sub-contractors who are involved with providing:- advice, consultancy, operating, maintenance and management services or the supply of equipment or chemicals to the Client.

CLIENT

The owner or occupier of the premises, or his appointed representative, or other person nominated to be the "Responsible person" as defined in HSC document "Legionnaires' disease - The control of legionella bacteria in water systems, Approved Code of Practice and Guidance (L8)," [para 44] .

STAFF

Any person directly or indirectly employed in meeting the requirements of this document.

SUB-CONTRACTOR For the purposes of LCA registration, a sub-contractor is a company or an individual who carries out unsupervised work, specifically associated with the control of legionella, on behalf of a service provider. In the case of self-employed individuals the test as to whether they should be declared as a sub-contractor or not is whether the methodology employed is their own or set by the 'principal' service provider e.g. a self-employed risk assessor using the 'principal' service provider's methodology, trained by the 'principal' service provider and whose work is reviewed by the 'principal' service provider, is not a sub-contractor, whereas one who has been independently trained and who uses methodology not devised by the 'principal' service provider is a sub-contractor and therefore needs to be an LCA member if this category is to be retained on a certificate.

LEGIONELLA SPECIFIC ACTIVITIES: water treatment service visits; cleaning and disinfection; cooling tower refurbishment; risk assessment. In addition legionella analysis can only be sub-contracted to a UKAS accredited laboratory and legionella training can only be sub-contracted to an organisation offering accredited training.



Endorsed by the
British Association for Chemical Specialities
and the
Water Management Society

