

## Key Responsibilities of a Duty Holder

Below are the key responsibilities that the dutyholder has a legal duty to address.

Service Delivery Standard	Responsibilities of dutyholder
<p><b>Legionella Risk Assessments</b></p>	<p>a. The dutyholder must ensure there is a Legionella risk assessment record that includes all systems where water is stored or used in any premises controlled by the dutyholder (COSHH Regs). This risk assessment should be regularly reviewed to ensure it is valid and reassessed when required. (See L8 paras 32 and 47).</p> <p>b. Any invitation to potential service providers to quote/tender for Legionella risk assessment services should have a clear scope of work defined by the dutyholder or their representative.</p> <p>c. Make reasonable enquiries of the service provider regarding proof of competence of individuals involved in carrying out the Legionella risk assessment e.g. provision by the service provider of: training records, competence evaluations, examples of previous work, etc. (See LCA Buyers Guide 702.17 06-17)</p> <p>d. Schematic diagrams and asset registers should be available in order to inform and help the risk assessor (See L8 paras 38 and 40). Pipework engineering drawings may be too detailed to allow simple communication of Legionella risk but schematic diagrams must show detail relevant to Legionella control.</p> <p>e. The findings of the risk assessment including the required corrective actions and the control measures should be implemented. The output from the scheme of control should be recorded and used in any subsequent review of risk.</p> <p>f. A written scheme of control should be produced and maintained and the output from this should be recorded and used in any subsequent review of risk.</p> <p>g. Regular reviews of the effectiveness of Legionella control activities should be carried out to verify the written scheme of control remains adequate.</p> <p>h. The dutyholder should have change management procedures and/or regular review procedures should be in place to determine if the existing risk assessment remains valid, suitable and sufficient. If it is not, then a reassessment of the risk is required.</p>

<p><b>Water Treatment Services</b></p>	<p>It is the responsibility of the dutyholder/responsible person to:</p> <ul style="list-style-type: none"> <li>a. Have a Legionella risk assessment, written scheme of control and schematic diagrams in place, which includes a programme of treatment, monitoring and inspection and to make them available to the LCA Member</li> <li>b. Provide sufficient information to enable the LCA Member to design an appropriate treatment programme - it is not adequate to request the provision of water treatment services “in accordance with L8”</li> <li>c. Make systems available and ensure safe access for treatment, monitoring and inspection</li> <li>d. Ensure that tasks they are responsible for are completed and documented in the agreed record system</li> <li>e. Participate in the agreed review process</li> <li>f. Provide notification and any necessary instruction on known risks and safety requirements in the areas the LCA Member will be working e.g. access to the site asbestos register</li> </ul>
<p><b>Hot and Cold Water Monitoring and Inspection</b></p>	<p>It is the responsibility of the dutyholder/responsible person to:</p> <ul style="list-style-type: none"> <li>a. 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.</li> <li>b. Provide sufficient information to allow us to design an appropriate treatment programme, including a legionella sampling plan if appropriate.</li> <li>c. Make the systems available for the agreed work, with safe access, and adequate notice to ourselves to schedule and execute the agreed work.</li> <li>d. Provide us with any information on known risks and safety requirements in the areas we will be working.</li> <li>e. Ensure the control scheme tasks you are responsible for are completed and recorded.</li> <li>f. Participate in the agreed review process.</li> </ul>

<p><b>Cleaning and Disinfection Services</b></p>	<p>It is the responsibility of the dutyholder/responsible person to:</p> <ul style="list-style-type: none"> <li>a. Maintain the water system, and the water in it, in a clean condition and to facilitate inspection to determine if the system is clean or not</li> <li>b. Make the systems available for the agreed work, with safe access, and adequate notice to ourselves to schedule and execute the agreed work. Ensure safe access for inspection and cleaning is provided</li> <li>c. 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.</li> <li>d. Ensure any preparatory work you are responsible for is completed prior to commencing cleaning and disinfection work.</li> <li>e. Ensure any necessary trade effluent discharge consent is in place for effluent generated from the cleaning and disinfection process.</li> </ul>
<p><b>Legionella Sampling and Testing Services</b></p>	<p>It is the responsibility of the dutyholder/responsible person to:</p> <ul style="list-style-type: none"> <li>a. 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.</li> <li>b. Provide sufficient information to allow us to design an appropriate treatment programme, including a legionella sampling plan if appropriate.</li> <li>c. Make the systems available for the agreed work, with safe access, and adequate notice to ourselves to schedule and execute the agreed work.</li> <li>d. Provide us with any information on known risks and safety requirements in the areas we will be working.</li> <li>e. Ensure the control scheme tasks you are responsible for are completed and recorded.</li> <li>f. Participate in the agreed review process.</li> </ul>

**Plant and Equipment Services**

It is the responsibility of the dutyholder/responsible person to:

- a. Consider that changes to the water system may alter the Legionella risk such that a reassessment of risk is required
- b. Ensure that any equipment as described above is designed, installed and commissioned correctly
- c. Make the appropriate notification under the requirements of the Plumbing Notification Laws
- d. Apply for a trade effluent discharge consent where appropriate
- e. Update the written scheme of control, if required

<p><b>Independent Consultancy Services</b></p>	<p>It is the responsibility of the dutyholder/responsible person to:</p> <ul style="list-style-type: none"> <li>a. Provide the consultant with access to any pertinent historic information relevant to the project</li> <li>b. Clearly define the scope of the work, its objectives and outcomes when engaging an independent consultant for any project concerned with Legionella risk control services</li> <li>c. Agree the expectations with the consultant prior to commencement, referencing the agreed level of detail in, and format of the reporting; for example, schematic diagrams, asset registers, photographs, reports, etc.</li> </ul>
<p><b>Training Services</b></p>	<p>It is the responsibility of your customer:</p> <ul style="list-style-type: none"> <li>a. To assess the training needs and requirements of their own staff (possibly in conjunction with relevant LCA Member(s))</li> <li>b. To complete regular reviews of own staff training records (possibly in conjunction with relevant LCA Member(s))</li> <li>c. To complete regular competence assessments for specific tasks and identify further training requirements and format, e.g., theory, practical, etc.</li> <li>d. To determine if the content of any training offered meets the requirements.</li> </ul>