

# LCA Newsletter

News from the Legionella Control Association

July 2018 • [www.legionellacontrol.org.uk](http://www.legionellacontrol.org.uk)



## LCA CONTINUALLY RAISING STANDARDS.....

### Keeping Water Systems Safe.

#### LCA RE-REGISTRATION 2018-2019

##### All LCA members are required to re-register annually with the LCA.

The LCA re-registration period for 2018 has begun and as part of our continual drive to improve standards within the industry we have made some improvements to the requirements for membership this year. An email with the information below was sent out to all LCA members on Monday 2 July 2018. In addition to the points below, you will have already received a separate email communication regarding the requirement to have an escalation procedure. (If you have not received a copy, please contact the LCA admin office).

Documents available in the DOWNLOADS area of the LCA website:

1. Re-registration Form 2018-19 305.18 05-18
2. Areas of Interest Form (including Healthcare settings as a new area of interest) 203.18 05-18
3. Revised guide to Competence 204.18 05-18
4. Revised guide to the use of Sub-contractors 602.18 05-18
5. Revised LCA Service Standard for Legionella Risk Assessment (including Healthcare settings) 801.18 06-18
6. Revised Code of Conduct (new item 4.4) 701.18 06-18

Items 1. and 2. are necessary for your re-registration with the LCA and must be completed. Items 3.-6. are for your information but must be applied to your procedures and Statement of Compliance where applicable to your area of interest. There is also guidance available for annual re-registration instructions for LCA members 306.18 06-18.

#### 2018-2019 Re-registration Process

For this year's re-registration period, we only need you to send in your completed Re-registration form and your completed Areas of Interest form along with your payment (BACS or Cheque). Your invoice was sent to you by email on 2nd July 2018. As soon as we receive your fee and we have processed your re-registration form and Areas of Interest form, we will send you a pdf copy of your LCA membership certificate. LCA membership is only current if your company name is listed on the LCA website. (If you have not received your invoice by email attached to the re-registration email, please contact the LCA admin office).

The Company Audit by an LCA Assessor will take place during the registration year and continued membership is dependent on sign off of this Audit within three months of the Audit report date. Responsibility for addressing any non-conformance during the three-month period lies with the Member and all matters should be addressed promptly.

#### Internal Auditing and Statement of Compliance

In this registration year and in the future we will ask for evidence of your current Internal Auditing (i.e. sample of Audit reports) and an up to date Statement of Compliance 6 weeks before your annual Company Audit. Internal Auditing should be a process Members undertake throughout the year and not just in preparation for the external Audit. Members' Statement of Compliance should be kept up to date as a live document at all times in line with the Members' internal procedures.

Submitting documents 6 weeks prior to the Company Audit is to ensure that when your LCA Assessor visits you, he has a copy of your latest Internal Audit and Statement of Compliance. Failure to send in these documents when requested may jeopardise your LCA membership.

## SAVE THE DATES:

### LCA AGM - THURSDAY 13<sup>TH</sup> SEPTEMBER 2018

12.30pm until 1.30pm with buffet lunch at LCA Head Office, 6 Sir Robert Peel Mill, Fazeley, Tamworth, Staffs, B78 3QD.

### LCA'S ANNUAL OPEN DAY

Thursday October 25th, 2018, Drayton Manor Hotel, Tamworth. One day event open to LCA members and non LCA members.

## HAVE YOU GOT COPIES OF THE LATEST LCA DOCUMENTS?

Please go to the DOWNLOADS area of the LCA website and see *MEMBERS' DOCUMENT REGISTER* to see a list of the latest LCA documents.

## THE CODE OF CONDUCT

The Code of Conduct has been renamed from the Recommended Code of Conduct to the Code of Conduct.

## NOMINATIONS FOR LCA MANAGEMENT COMMITTEE MEMBER

There will be a vote for the Independent members of LCA Management Committee. There are 6 nominations for 4 places only. Further information to follow.

## GUIDANCE FOR INTERNAL AUDITS

It is our intention in the next few months to issue revised guidance on what the LCA expects of Members in an internal audit. This should not delay Members normal internal auditing processes.

## LCA Checklists

The LCA Checklists, which have been used by the LCA assessor to audit you against the LCA Standards for Service Delivery for the last 3 years at your Company Audit, will be sent to you in a blank format, 6 weeks before the LCA Company Audit for you to prepare by reading through and making sure you are prepared for your annual company audit.

More emphasis on selection of evidence at random is a focus of future Company Audits and access to client files will be required for the Assessor to select this evidence. Failure to give the Assessor free and full access to the required files to seek evidence may result in an unsuccessful Company Audit and could jeopardise your membership. The Assessor will require guidance from you in the use of your file system. The person responsible within the Member's company for LCA membership should be present at the Audit.

### LCA Checklist 1

LCA CHECKLIST 1 – LCA STANDARD FOR THE DELIVERY OF LEGIONELLA RISK ASSESSMENT SERVICES		Legionella Control Association
Company Name:	Assessor:	Date:
<b>Note to service provider:</b> 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.		
<b>Summary of what is being assessed:</b> 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.		
<b>Is there evidence that the service provider has:</b>		
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.		
<b>Is there evidence that the service provider has:</b>		
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		
<b>Is there evidence, in the Risk Assessment Report, that the service provider has:</b>		
19. defined the scope of the assessment including clear identification of buildings/ systems and their use		
1		101.17.09-17

## Annual Company Audit

We would like to take this opportunity to thank you for your continued membership and support of the organisation and your continued commitment to keeping water systems safe.

Matt Morse,  
LCA Chairman

## UPDATED LCA DOCUMENTS AS OF 1ST JULY 2018

[Escalation Procedure Guidance 902.17 05-18](#) and [Escalation Letter 903.17 05-18](#).

New documents are now available to LCA members showing recommend escalation procedure with example template **Escalation Letter** for LCA members if your client is failing to address a Serious risk. These documents are in the *Downloads* area of the LCA website. See 4.4 of the **Code of Conduct**.

If you have any questions, please call **01827 269 063** or email [admin@legionellacontrol.org.uk](mailto:admin@legionellacontrol.org.uk)

## LCA Attendance at Events 2018 - Raising the profile of aims of the LCA to the End User

Matt Morse, LCA Chairman, attended BOHS in March & AGSM in April, NECLFG in June and gave a presentation on what the LCA does and does not do. Matt will be presenting at NWCLFG in November.

LCA exhibited at the Water Management Society's 2-day event in June and will be exhibiting at IHEEM in Manchester in October.



Are you aware of any formal letter from any enforcer such as HSE, EHO or CQC being served at any of your clients' sites in relation, directly or indirectly, to legionella control or similar for your own activity?

On the Re-registration form, you must respond to the above question. Please inform the LCA as soon as you become aware of any formal letter from any enforcer.

If you are now involved with a new client after the event of the issue of an improvement notice to their client and you were not involved at the time of the contravention then you do not need to notify us. This means we are interested in any enforcement action taken against either you as a service provider or to a duty holder at a site where you were involved at the time. Enforcement action in this case is defined as a notice of contravention - so either a prohibition notice, improvement notice or official letter from either the HSE or an EHO.

Initially we are interested in an open ended past history as we have not asked the question before. Most members will keep records for 5 years so this is a good timeframe to consider. In future years the question will relate to the preceding year.

There are several reasons for the LCA asking for this information from members:

- There is a new focus from HSE on service providers and their performance – we would like to know how our membership delivers sustained compliance over time
- We already require members to notify us if they are the subject of a prosecution and this is a development of that requirement
- Where members are involved, even peripherally, in contraventions, we may choose to use those clients or sites as the starting point for evidence in our auditing activities

bsi.

**BS8580-1 OUT FOR PUBLIC COMMENT**

<http://standardsdevelopment.bsigroup.com/projects/2017-03207>