

1 Introduction

This document sets out the London School of Economics and Political Science (hereafter referred to as LSE) policy, lists its objectives and the procedures and the processes it has put in place to provide guidance for designated staff responsible for implementing the Legionella Policy.

The Policy:

- Clearly defines roles and responsibilities.
- Confirms the LSE's resolve in preventing or minimising the risk from Legionella.
- Affirms LSE's commitment to have in place control measures that adhere to the risk assessment and comply with the Health and Safety Executive (HSE) Approved Code of Practice (ACOP), Guidance L8 and HGS274.
- Requires The LSE to have a control assurance system in place to Endeavour to the measures are being implemented, are effective, records are kept and the policy is reviewed on an annual basis

2 Statutory Requirements - Legionnaires disease the control of Legionella bacteria in water systems ACOP L8 and HSG274 (Technical Guidance)

Statutory Requirements:

The Health and Safety at Work Act 1974 sets out the broad legal requirements for health, safety and welfare of employees and others (including visitors, contractors and the general public).

Beneath the Act are a series of regulations which describe more detailed obligations, such as the Control of Substances Hazardous to Health Regulations(COSHH) 2002

Further documents include Approved Code of Practice (ACOP) HSG274 (HSE Technical Guidance) which serves to interpret the Regulations more specifically. In respect of this policy the Health and Safety Commission's ACOP L8 – Legionnaires Disease, The Control of Legionella Bacteria in Water Systems serves to explain the requirements of COSHH in respect of Legionella.

Legionella

The term Legionellosis covers Legionnaires disease Pontiac Fever and Lochgoilhead Fever. Legionnaires Disease is a Pneumonia that principally affects those who are susceptible due to age, illness, immunosuppression, smoking etc., and maybe fatal. Legionella can also cause less serious illnesses which are not fatal but which can affect all people.

Although Legionella bacteria are water-borne organisms, transmission of the disease is by inhaling water droplets in the form of an aerosol that contain the Legionella bacteria. Legionella are widespread in natural sources of water. They may enter man made systems or water services where they multiply under certain favourable conditions, i.e. water held between 20c and 45c such as; running showers, spa bath equipment or cooling towers that can generate aerosols. Other sources include humidifiers and air washers.

ACOP sets out the guidance to those with health and safety responsibilities to help comply to legal duties in relation to legionella. For example for those responsible for the premises a basic framework is set out for preventing further outbreaks of the disease by giving advice on the management and selection, training and competence of personnel. Responsibilities of manufacturers, installers of products and service providers are also included. At LSE this is currently Smith and Byford and sub-contracted to Tritec Environmental Services Ltd. See Appendix I for a list of the current contractors.

The following present a risk of Legionellosis

- Water systems incorporating an evaporative type cooling tower
- Water systems incorporating an evaporative condenser
- Hot and cold water systems

Other plant and systems containing water which are likely to exceed 20°C and may release a spray or aerosol during operation, when being maintained or tested may also present a risk.

For example fire-fighting systems that are permanently charged with water often forming long dead legs, may represent a risk when tested, e.g. Hose Reels.

The School will manage the risk of Legionella in accordance with the latest edition of ACOP Guidance L8, (Legionnaires disease the control of Legionella in water systems) and HSG274.



Under ACOP and in accordance with COSHH regulations, there is a requirement to carry out an assessment to identify and assess the risk from Legionella associated with all water systems on site. It is then necessary to implement a Legionella management programme and demonstrate that all necessary steps to achieve and maintain adequate control have been considered and implemented as far as reasonably practicable.

ACOP L8 and HSG274 will be the guidance for the LSE Policy.

3 Objectives

The LSE will have in place:

- Regular Risk assessment: identify and assess sources of risk from Legionella.
- Action plan: which puts in place control measures that take account of the risk assessment and prevents or minimises the risk from exposure to Legionella.
- Safe working practices: implement and manage the scheme of precautions and other measures in compliance of the Policy. Nominate a senior manager responsible to oversee and implement the scheme of precautions.
- Assurance of control: implement monitoring and recording procedures to Endeavour to that the measures put in place are adequate and effective.
- Training: regular training of all personal involved, to Endeavour to they have a level of knowledge and competence commensurate with their involvement in the control procedure.
- Risk Assessment: review the risk assessment at least every two years or if any significant changes occur to the system
- Policies: reviewed at least annually and more regularly if any legislation has been implemented.
- Purchase and install equipment for new projects, scheme or replacement programmes, which prevents and/or minimises the risk.

4 Roles and Responsibilities



4.1 Management and Responsibilities

It is essential that adequate management of financial resources are made available for prevention or minimising the risk arising from Legionella within the School. It is important that all personnel whether involved in assessing risk, carrying out precautionary measures, planned preventive maintenance and those carrying out refurbishment or alterations are competent, trained and aware of their responsibilities.

4.2 Duty Holder: Director of Estates

- Responsible for the issue of the Legionella Policy.
- Has a duty to comply with ACOP L8.
- The Duty Holder should have sufficient knowledge to be able to competently carry out this role and undertakes annual refresher training.
- Reports to the Estates Strategy Committee (ESC) which is a designated committee of the governing Council of LSE.

4.3 Responsible Person - Director of Facilities Management

- Will be responsible for drafting the LSE Legionella Policy, will take a lead role in its implementation and will propose amendments to the LSE Policy that may be necessary in the future.
- Endeavour to provide resources for implementing the requirements of the ACOP L8.
- Shall nominate in writing all Deputy Responsible Persons.
- Responsible for the issue of a Written Scheme of Control Measures.
- Endeavour to all the maintenance, capital development project team and measured term contractors comply with HSG274 and ACOP L8 and the Schools Legionella Policy.
- Endeavour that all FM Operatives are competent and receive suitable training.
- Liaise with the Director of Capital Development to endeavour that all Project Managers are competent and receive suitable training and comply



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with HSG274 and ACOP L8 and the Schools Legionella Policy and Capital Developments Legionnaire's Disease Procedure Note 044.

- The Responsible Person should have sufficient knowledge to be able to competently carry out this role and attend refresher courses once every three years.

4.4 Deputy Responsible Person - Head of Maintenance

- The Head of Maintenance shall draw support from Legionella Control Association accredited competent specialists such as water treatment consultants, microbiologists, etc. whose advice he may seek from time to time to fulfil his obligations / duties as a responsible person.
- Appoint a Legionella Control Association accredited consultancy or a reputable water treatment company to carry out a review of the risk assessment at least every two years and or when major changes to the use of the building are made, control measures are ineffective or if Legionnaires disease is associated with the system.
- Control measures resulting from the risk assessment and those contained in the LSE scheme are carried out in full and are recorded diligently.
- Manage the Maintenance Department operations and planned preventive maintenance activities of the LSE facilities and assets in regard to Legionella in accordance with all relevant regulations and the LSE Policy.
- Support the Responsible Person to update and make amendments to the LSE Policy that may be necessary in the future.
- Operate as the focal point for Legionella related issues.
- Organise regular meetings are carried out to discuss water treatment.
- Liaise and advise the Long Term Maintenance team (LTM)/Capital Development Team of water treatment issues, e.g. removal of any areas of risk and installation of new compliant plant.
- Arrange for the Deputy Responsible Person to have in-depth knowledge and attend legionella training refresher courses every 3 years.
- Endeavour sample testing is undertaken by a UKAS accredited laboratory
- Arrange regular review meetings to discuss legionella and water treatment issues.

4.5 Appointed Persons 1 & 2 - Maintenance Contract Supervisor/Building Services Manager (Campus and Halls)

- Deputise for the (Deputy Responsible Person).
- The person/s is to take day-to-day responsibility for controlling any identified risk from Legionella bacteria.
- Checks the specialist Mechanical and Electrical (M&E) Contractor is carrying out the de-scaling of shower fittings on a quarterly basis or as required. This is to be performed at the hall's only.
- The person/s nominated by the Deputy Responsible Person to manage the specialist contractors and to witness test, carry out audit checks under the terms of the contract.
- The Appointed Persons should have regular training and attended refresher courses every 3 years.
- Work with the /Deputy Responsible Person reviewing risk assessments recommendations and the implementation of remedial action.
- Advise the Hall of Residences Managers and other designated hall's staff on all Legionella and water treatment related issues.
- Implements a water sampling programme for Legionella as advised by the water treatment specialist and reviews suitability at a frequency not greater than six monthly.
- Make sure that necessary action is taken if Legionella bacteria are isolated.
- Amongst other things arrange for any necessary remedial actions de-scale of outlets as required, and the like.
- Arrange all remedial action sheets are filled in by the designated parties, including sign off by LSE and the specialist contractor, and then entered into the relevant log books
- Attend regular meetings to discuss legionella and water treatment issues.

4.6 Nominated Person 1 – Specialist M&E Contractor

- A specialist M&E contractor is the person or organization designated by the Responsible Person for the supply installation, validation and



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- verification of hot and cold water services, and for the conduct of the installation checks and tests. In relation to the control of Legionella, it is essential that potential contractors have suitable qualifications.
- Endeavour that basins, baths, WC cisterns showers etc. that are not regularly used on a daily basis are flushed for at least three minutes weekly and a log of compliance is maintained. The record / log shall be retained within the Estates Division. The Appointed Person 1 & 2 shall endeavour that this routine task is carried out.
 - Monitors hot and cold water service temperatures at each designated location at specified periods or as and when required.
 - Checks, cleans and de-scales shower fittings as required. This is to be performed at the Halls only.
 - Inform the Appointed Persons 1 & 2 in writing in the event of removal of surplus-to-requirement showers, taps, sinks, baths and any appliances connected to the hot or cold water services, e.g., items identified in the risk assessment.
 - Inform the Appointed Persons about incorrect temperatures of water from taps, discoloration or unusual smell from the hot or cold water supply as and when discovered.
 - The Nominated Person's 1 will have regular training and attended refresher courses every 3 years.

4.7 Nominated Person 2 – Campus and Halls Cleaning Contractor

- Endeavour that basins, baths, WC cisterns showers etc. that are not regularly used on a daily basis are flushed for at least three minutes weekly and a log of compliance is maintained. The record / log shall be retained within the Estates Division. The Appointed Persons 1 & 2 shall Endeavour to that this task is carried out as a routine.
- Report to Estates Help Desk any problems with the hot and cold water services from the taps when carry out cleaning services.
- Checks, cleans and de-scales shower fittings or as required. This is to be performed at the Campus only.
- The Nominated Persons 2 should have regular training and attended refresher courses every 3 years.

4.8 Nominated Person 3 – Campus and Halls In-House Mechanical Technicians

- Carry out regularly flushing of known dead legs or infrequent used outlets on a daily basis for at least three minutes weekly and a log of compliance is maintained. The record / log shall be retained within the Estates Division. The Appointed Persons 1 & 2 shall Endeavour to that this task is carried out as a routine.
- Monitors the hot and cold water service temperatures at each designated location at specified periods or as and when required. This includes the main boiler plant and building management system.
- Checks, cleans and de-scales shower fittings on a quarterly basis or as required.
- Checks the specialist Mechanical and Electrical (M&E) Contractor is carrying out the de-scaling of shower fittings on a quarterly basis or as required. This is to be performed at the hall's only.
- Inform the Appointed Persons in writing in the event of removal of surplus-to-requirement showers, taps, sinks, baths and any appliances connected to the hot or cold water services, e.g., items identified in the risk assessment.
- Inform the Appointed Persons about incorrect temperatures of water from taps, discoloration or unusual smell from the hot or cold water supply as and when required.
- The Nominated Persons 3 will have regular training and attend refresher courses every 3 years.

4.9 Nominated Persons 4 – Halls FM Managers and Head Groundsman of the Sports Ground

- Endeavour that basins, baths, WC cisterns showers etc. that are not regularly used on a daily basis are flushed for at least three minutes weekly and a log of compliance is maintained. The record / log shall be kept within the building log books. The Halls Managers and Sports Ground Staff shall Endeavour to that this task is carried out as a routine.
- Checks the specialist Mechanical and Electrical (M&E) Contractor is carrying out the de-scaling of shower fittings on a quarterly basis or as required.



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- Inform the Appointed Persons in writing in the event of removal of surplus to requirement showers, taps, sinks, baths and any appliances connected to the hot or cold water services, e.g., items identified in the risk assessment.
- Inform the Appointed Persons about incorrect temperatures of water issuing from taps, discoloration or unusual smell from the hot or cold water supply.
- Endeavour that the necessary action is taken if Legionella bacteria are isolated
- Endeavour that all remedial action sheets are filled in by the designated parties, including sign off by LSE and the specialist contractor, and then placed into the relevant log books.
- The Nominated Persons 4 will have regular training and attended refresher courses every 3 years.

4.10 Nominated Persons 5 – LSE Capital Development Project Managers (Campus and Halls) and Move Managers

- Make sure systems are designed and installed in compliance with the ACOP L8 and HSG 274 Document.
- Comply with the LSE control of Legionella bacteria within water systems policy and procedures and the standard specification during design and installation.
- Make sure that the condition of the existing domestic water systems are reviewed at the start of Cap Dev works including any necessary sampling in accordance with Appendix IV.
- Review existing Risk Assessments in full and incorporate any recommendations in consultation with the Deputy Responsible Person.
- Leased areas need to be reviewed with building risk assessment with Landlord
- Where any domestic water systems are taken out of operation as a result of Cap Dev works, e.g. toilets, kitchens, showers, make sure either a regular flushing/recording procedure will take place or a complete drain down and isolation of the system in accordance with Appendix IV.

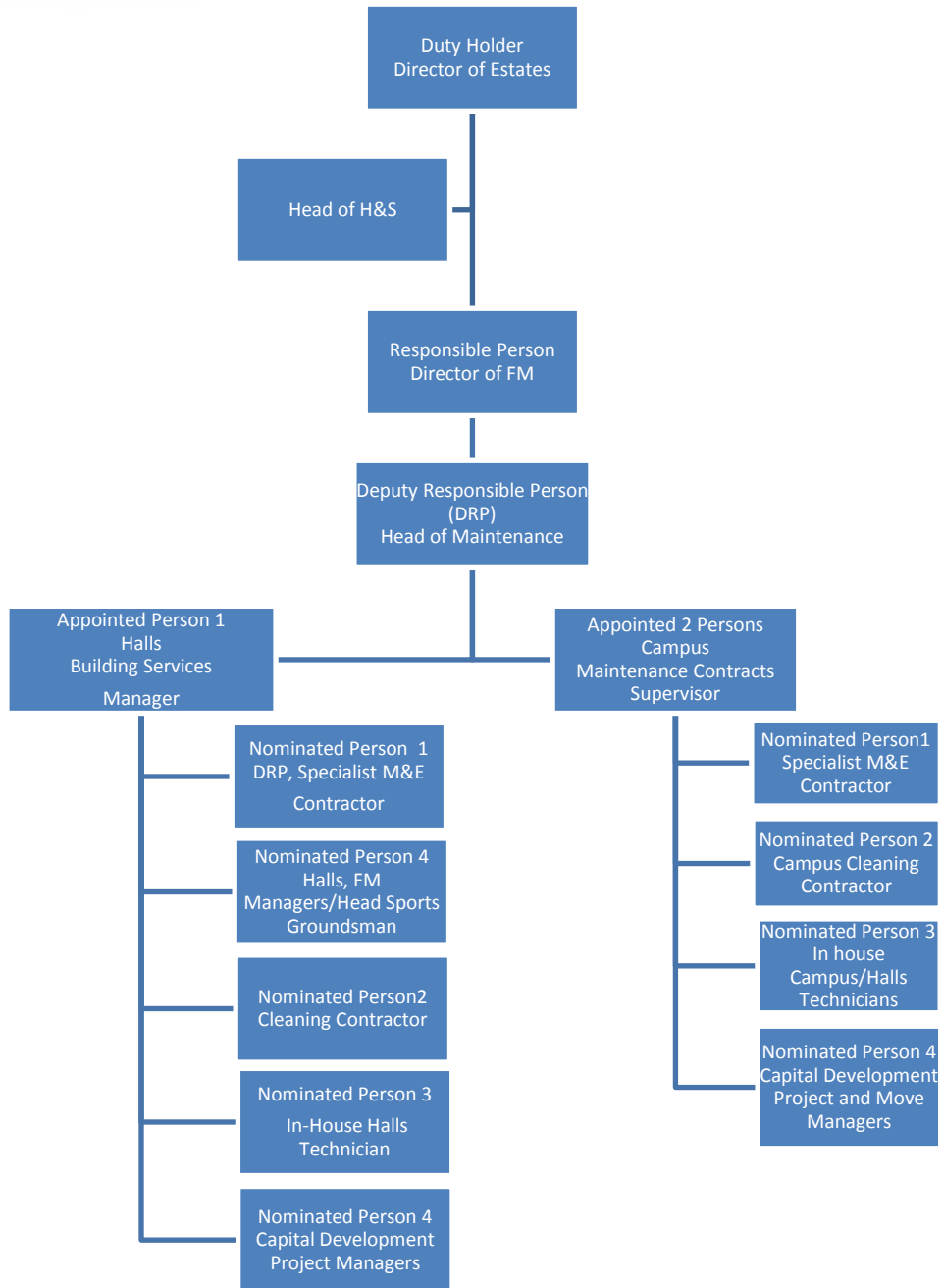


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- The Nominated Persons 6 will have regular training and attended refresher courses every three years.
- On completion of Project plan make sure a full Risk Assessment is carried out including sampling and updating schematics. These must be carried out by the Schools approved Water Treatment Specialist.
- Cap Dev Procedure Note 0044 (Appendix 4) to be complied with.

5 *Management Structure for the Control of Legionella*

The following diagram illustrates the lines of responsibility for the control of





6 *Policy Review*

This policy will be reviewed annually, or as new knowledge on the subject evolves and subsequent guidance is issued.



Position: Title	Name	Responsibility
Duty Holder: Director of Estates	Julian Robinson	Legal duty of compliance reporting to ESC.
Head of Health and Safety	Melanie Boucher	Main contact for investigations Appointed officer for outbreaks.
Responsible Person: Director of Facilities	Allan Blair	Draft, implementation and update of the policy.
Deputy Responsible Person: Head of Maintenance	Paul Franklin	Endeavour that the maintenance section manages the operation and operates as focal point for Legionella issues.
Appointed Person 1- Halls: Building Service Manager	Kim Goodayle	Day to day responsibility for the Halls of Residence and Sportsground.
Appointed Person 2 - Campus: Maintenance Contract Supervisor	Malcolm Callender	Day to day responsibility for the campus.
Nominated Persons 1: Specialist M&E Contractor	Dave Nightingale Smith & Byford	All LSE properties including Halls and Sports ground. Planned and reactive tasks.
Nominated Person 2: Campus/Halls Cleaning Contractor	Noonan Cleaning Contractor Chris Allister	Campus; Flushing, de-scaling and reporting.
Nominated Persons 3: Campus In-House Technicians	In-House Maintenance Technicians	Reactive tasks at the Campus.
Nominated Persons 4: Halls, FM Managers and Head Groundsman	Stephen Butter Richard Anderson Sarah Jons	Halls and LSE Sports Ground. Endeavour to plan for and action reactive tasks.
Nominated Persons 5: LSE Capital Development Project and Move Managers	LSE Capital Development Project Managers and Move Managers	Endeavour all systems are designed and installed in compliance with the ACOP L8, HSG274

Table 2 - HSE L8

Evaporative Cooling Systems (Cooling Towers)

Legionella bacteria (cfu/litre)	Action required
100 or Less	System under control
More than 100 and up to 1000	Review program operation- A review of the control measures and risk assessment should be carried out to identify any remedial actions and the count should be confirmed by immediate re-sampling.
MORE THAN 1000	Implement corrective action - The system should immediately be re-sampled. It should then be “shot-dosed” with an appropriate biocide, as a precaution. The risk assessment and control measures should be reviewed to identify remedial actions.

Table 3 - HSE L8

Domestic Water Services (Hot and Cold Water)

Legionella bacteria (cfu/litre)	Action required
More than 100 but less than 1000	Either: <ul style="list-style-type: none"> a) If only one or two samples are positive, the system should be re-sampled. If a similar count is found again, a review of the control measures and risk assessment should be carried out to identify any remedial actions. b) If the majority of samples are positive, the system may be colonised, albeit at a low level, with Legionella. Disinfection of the system should be considered but an immediate review of control measures and a risk assessment should be carried out to identify any other remedial action required.
MORE THAN 1000	The system should be re-sampled and an immediate review of the control measures and risk assessment carried out to identify any remedial actions, including possible disinfection of the system.



HSE L8

An outbreak is defined by the Public Health Laboratory Service (PHLS) as two or more confirmed cases of Legionellosis occurring in the same locality within a six-month period. Location is defined in terms of the geographical proximity of the cases and requires a degree of judgement. It is the responsibility of the proper officer for the declaration of an outbreak. The proper officer is appointed by the local authority under public health legislation and is usually a consultant in communicable disease control.

Whoever receives an enquiry or notification regarding an outbreak of legionellosis alleged to be connected with School premises or plant must immediately notify the Head of Health and Safety, who will notify the Head of Maintenance, Director of Facilities, Director of Business Continuity and other relevant persons. The Director of Business Continuity will decide whether the MIIRP needs to be activated.

The LSE Head of Health and Safety will be the main contact for the investigating appointed officer.

The local authority will have established incident plans to investigate major outbreaks of infectious disease including Legionellosis. These are activated by the proper officer who invokes an outbreak committee, whose primary purpose is to protect public health and prevent further infection. This will normally be set up to manage the incident and will involve representatives of all agencies involved. HSE or the local authority EHO may be involved in the investigation of outbreaks, their aim being to pursue compliance with health and safety legislation.

The local authorities Consultant in Communicable Disease Control (CCDC) or Environmental Health Officer (EHO) acting on behalf (often with the relevant officer from enforcing authorities either HSE or local authority) may make a site visit.

As part of an outbreak investigation and control, the following requests and recommendations may be made by enforcing authority:

- To shut down any processes which are capable of generating and disseminating airborne water droplets and keep them shut down until sampling procedures and any remedial cleaning or other work has been done. Final clearance to restart the system may be required
- To take water samples from the system before any emergency disinfection being undertaken. This will help the investigation of the cause of illness
- Investigating officers from the local authority may take samples or require them to be taken.



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- To provide staff health records to discern whether there are any further undiagnosed cases of illness, and to help it prepare case histories of the people affected.
- To cooperate fully in an investigation of any plant that may be suspected of being involved in the cause of the outbreak. This may involve for example
 - Tracing of all pipework runs
 - Detailed scrutiny of all operational records
 - Statements from plant operatives and managers
 - Statements from water treatment contractors or consultants

The Responsible/Deputy Person, (FM Director/Deputy of Facilities) in conjunction with the Head of Health and Safety will be responsible for ensuring that the requests and recommendations made by the enforcing authority are implemented.

The Head of Health and Safety will notify the press office of any enquiry or notification of legionellosis in connected with School premises.

The Head of Health and Safety will notify the School's legal advisers if the enforcing authority indicates that an outbreak is linked to School premises and convey any advice received to the Director of Facilities.

Any infringements of relevant legislation may be subject to a formal investigation by the appropriate enforcing authority.



Appendix IV. Capital Development Procedure Note 044

PROCEDURE NOTE

Ref No. 044

Title: Legionnaire's Disease Procedure

Date Originated: 16 August 2012

Updated: 28 January 2015

Colleagues,

Please note that from January 2015 there is a new Policy for the Control of Legionella Bacteria in Water Systems which is in-line with the requirements of BS 8558, HSE ACOP L8 (fourth edition) 'The Control of Legionella Bacteria in Water Systems' and supporting guidance HSG 274 Parts 1-3 inclusive and the Estates Divisions Standard Specification.

The Policy sets out the School's strategy, objectives and procedures/processes for managing the risks associated with Legionella bacteria and are available on the School's web-site for your own use and to disseminate to your project team. It can be view here:

P:\Estates\LSE Estate\Maintenance\Water Treatment\Legionella\2015 01 28 Policy for the Control of Legionella Bacteria in Water System .pdf

PMs should note that under the Policy they have certain responsibilities and duties under their allocated Capital and Long Term Maintenance projects to make sure that where practical they [together with their appointed consultants and contractors] mitigate the risks associated with Legionella bacteria. Such duties should include:

- Make sure systems are designed and installed in compliance with BS 8558 and the HSE ACOP L8 and supporting guidance HSG 274 Parts 1-3.
- Undertake an investigation of the condition of the existing domestic water systems are reviewed at the start of each project including any necessary sampling in accordance with industry codes of practices.
- Comply with the LSE control of Legionella bacteria within water systems policy and procedures and the standard specification during design and installation.
- Review existing Risk Assessment in full and incorporate any recommendations in consultation with the Head of Maintenance as the Deputy Responsible Person.
- Obtain, review and address any action plans or schedules of remedial works highlighted within such Risk Assessments.
- In respect of leased accommodation obtain from the landlord, his Legionella Risk Assessments in order to review and mitigate the risk of any Legionella bacteria entering the School's designated leased area and systems. The use of Zip heaters within are designated area on landlord's cold water supply service will eliminate the need to receive hot water services from the landlord.
- Where any domestic water systems are taken out of operation as a result of Cap Dev projects, e.g. toilets, kitchens, showers, either a regular flushing/recording procedure should take



place or a complete drain down and isolation of the system. In all cases notify and if necessary receive advice from Maintenance.

- On completion of the project, structure and full risk assessment is carried out including sampling and implicating schematics. This must be undertaken by the School's approved Water Treatment Specialist.
- On completion of each project please make sure a full Risk Assessment is carried out including sampling in order that comparison can be made with the original condition. Certificates should be obtained and circulated to colleagues in Maintenance. These must be carried out by the Schools approved Water Treatment Specialist.
- To improve records and to aid future works, it is important to instruct either appointed consultants or contractors to create new or update existing schematics of the water systems.

In order to reinforce the policy and to educate individuals of the technical detail, all PMs should attend the regular training and attend refresher courses every three years run by the School's approved training provider (as current date Tritec, check with Maintenance if in doubt) relating to the Control of Legionella Bacteria. PMs should be aware that the bacteria is a water borne organism and is transmitted by inhaling water droplets in the form of an aerosol that contains the bacteria. The bacteria may enter man-made water systems and multiply under favourable temperatures of 20c and 45c. The majority of incidents are linked to cooling towers, showers and spa baths.

For the avoidance of doubt, at the LSE, the following present a risk:

- Water systems incorporating an evaporative type cooling system
- Water systems incorporating an evaporative condenser
- "Domestic" hot and cold water systems and tank storage
- Showers
- Drinking Water systems (where attached to spray outlets)
- Humidifiers (wet spray design)
- Charged fire fighting systems (especially during testing).

Tritec currently at the date of this note undertake the School's Risk Assessments on existing systems, but PMs should be aware of procedures to eliminate or reduce risks during the design and construction of Capital Development Projects:

- Remove old sludged up and deteriorating storage tanks and other vessels
- Avoid new water storage systems
- Remove dead-legs in existing pipework
- Do not create new dead-legs in new pipework [Including lengths of pipe-work which are not regularly circulating]
- Chlorinate all pipework, new and existing, during and at the completion of project installation (certificate to be dated <30 days from full habitation, all outlets to be flushed for 3 minutes weekly post disinfection until full habitation) See BS8558.

At the time of construction and before the disinfection it may be necessary to leave the water in the system. Where this is the case, a regular regime of flushing should be undertaken at every outlet twice weekly (See BS8558).

- For localised refurbishment works new pipework, fittings etc., to be chlorinated by immersing in a recommended disinfecting solution before connection to existing systems
- Ensure all test certificates are issued including those for local pipework chlorination/disinfection.
- Set hot water systems at above 50 deg C (water should reach 50 deg C at furthest outlet within 1 minute of running the tap)
- Unless specifically required e.g. disabled WC's, avoid thermostatic mixing valves as they generally limit water to 38 deg C.



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- Ensure cold water taps/systems provide water at below 20 deg C within 2 minutes of running tap.
- Avoid aerosol inserts to WHB taps and fine aerosols on shower heads
- Ensure all shower heads and hoses are removable, easily de-scalable and dis-infected

ALTHOUGH IT IS UNLIKELY THAT OUTBREAKS WILL OCCUR DURING CONSTRUCTION WORKS, PLEASE NOTE APPENDIX III OF THE POLICY DOCUMENT IN THE EVENT OF SUCH AN OCCURENCE.

Procedure

1. PM'S to ensure that they receive the regular training on Legionella
2. PM's to note their responsibilities and duties and to be aware of the areas where outbreaks may occur
3. PMs to note the type of documentation required during the entire construction process
4. PM's to note to see also Note 009 Procedure Note-09-O&M Manual standard Index which will require Volume 11 Mechanical Services and Public Health, Section Seven Test and Commissioning Data and Certificates to have copies of all the chlorination certifications
5. PM's on smaller projects or LTM related projects to ensure that the chlorination certificates stating that the works were undertaken in line with BS8558 are issued prior to hand over. Chlorination results should be clear before hand over or occupation or use of the wet systems as indicated above.
6. PM's to ensure that the Chlorination certificates are passed on to Maintenance.
7. Inform LSE Maintenance of new works irrespective of size to ensure that existing systems are suitable and Tritec can include the new works in their risk assessment (existing pipework schematic drawing to be updated to suit), monitoring and maintenance regime..

Thank you for your attention to this matter.

To: EL, MF, LA, MG, PN, TR, GB, AD Cc: KK, AB, JR, KC

Kenneth Kinsella
Director of Capital Development