

Please sign here if you would like to go ahead with the proposal:

X \_\_\_\_\_

Name:

Dated:



**Guardian Hygiene Services**  
 Unit 11, Lincoln Enterprise Park  
 Newark Road  
 Aubourn,  
 Lincoln  
 LN5 9FP  
**Tel: (01522) 688180**

**Customer:** Bishops Lydeard & Cothelstone Parish Council

**Site and Address:** Bishops Lydeard Public Conveniences  
 Mount Street  
 Bishops Lydeard  
 Taunton  
 Somerset, England  
 TA4 3LH

**Legionella Risk Assessment Quotation - Q000170**

Thank you for contacting Guardian Hygiene Services and inviting us to provide a proposal for completing a Legionella Risk Assessment at Bishops Lydeard Public Conveniences.

| The Legionella risk assessment will include the following Property/buildings: |
|---|
| Bishops Lydeard Public Conveniences   |

| Description of works:   |
|---|
| <ul style="list-style-type: none"> <li>• Carry out Legionella risk assessment of all the domestic water systems which are defined within the quotation, this includes CAD schematics of the buildings domestic water system.</li> <li>• As part of the Risk Assessment process, we will produce an asset register.</li> <li>• Content of the final report will be checked for accuracy in accordance with the requirements of the Guardian Legionella Management System by someone who is duly authorised for issue.</li> <li>• We will send the full risk assessment document in PDF format via email (within 15 working days of completion) to the addressee of this quote unless otherwise instructed.</li> <li>• A hard copy can be sent for an additional <b>£25.00 + VAT</b> which will get sent directly in the post (within 15 working days of completion)</li> <li>• The final report will include an executive summary and recommended remedial actions, prioritised according to the risk.</li> <li>• All risk assessments include photographs throughout the document.</li> </ul> |

- All Guardian risk assessors will complete a minimum of 10% when there is repetition such as identical business units, flats or rooms. The percentage may increase depending on a priority basis, taking into account the susceptibility of occupants, similar design, size, age and water supply.
- All Guardian risk assessors will determine whether the report is to be produced as one single report (most commonly the case) or in separate multiple reports due to the size and complexity of the site and water systems found during the risk assessment.

| Description                | Cost per item | Quantity | Total (Ex VAT) |
|----------------------------|---------------|----------|----------------|
| Legionella Risk Assessment | £375.00       | 1.00     | £375.00        |

Total Excluding VAT      £375.00

VAT Amount      £75.00

Total Including VAT      £450.00

All our Risk Assessors have undertaken the ‘City & Guilds Accredited Risk Assessment for Legionella Control in Water Systems’ and are experienced and competent to complete the risk assessment at the above property.

It is important that the risk assessor is provided access to the following documents:

- The previous risk assessment(s)
- The existing written scheme of control
- Logbook / monitoring records
- Legionella training records for the members of staff involved in the legionella control scheme

Guardian Hygiene Services are a leading provider of Legionella control services throughout the UK and provide a professional service ensuring all Legionella Risk Assessment reports are easy to understand, we also remain available to assist you with further advice on any areas of concern where required.

By signing this quote, accepting on email or providing a purchase order you agreed to this quotation including your responsibilities with regards to Legionella legislation.

Please complete the “Risk Assessment – Client Check List v1.1” below and enter the email address where the risk assessment document should be sent to. This should include the duty holder/responsible person or deputy responsible person.

|                                       |  |
|---------------------------------------|--|
| Email address to send the results to: |  |
|                                       |  |
|                                       |  |

This quotation will remain valid for 90 days.

If I can assist you further at this time, then please do not hesitate to contact me.

Yours Sincerely,

**Paul Archer**

Paul.Archer@guardian-group.co.uk

**Please Note:**

Guardian Hygiene Services has the Legionella Control Association registration covering the services contained within this quotation which are in line with the service standards of delivery and our company Legionella Control Association Audit. Our LCA registration and the LCA Code of Conduct can be viewed online:

<https://photos.app.goo.gl/WME1wx8j1w9eVgHPA>

The risk assessor will require safe access to all areas to complete the legionella risk assessment. Failure to provide access to all parts of the domestic water system may have an effect on the assessment of the legionella risk. It is requested that the assistance from a competent escort is provided who is familiar with the site and water systems being assessed. Please can you confirm any special requirements regarding any health and safety onsite including the requirement to attend an induction, fire evacuation and emergency procedures and the presence of asbestos register.

As a duty holder, you have a responsibility under the following legislation to control the risk from legionella bacteria including Health & Safety at work act 1974, Management of Health & Safety at work regulations 1999, COSHH 2002, HSE ACOP L8 provides guidance on how to comply with the above Legislation. HSG 274, for healthcare HTM 04-01 provides technical guidance.

The legionella risk assessment is not the written scheme of control but will provide information that is critical to its preparation, in particular in relation to the recommended corrective actions and control measures

You are advised that on receipt of the final report, it is the Duty Holders responsibility to consider the findings of the risk assessment and to implement the required corrective actions and control measures. Regular reviews are to be undertaken to ensure the continued validity of the assessment.

It's your responsibility to maintain records and the completion of any tasks regarding Legionella. All records should be maintained for 5 years. For further details on record keeping, please see HSE Approved Code of Practice L8, Legionnaire's Disease – The Control of Legionella Bacteria in Water Systems page 19 and HSG274 Part 2 Legionnaires' Disease: The Control of Legionella Bacteria in Hot and Cold Water Systems page 7 paragraph 24, 25 & 26.

## Risk Assessment – Client Check List v1.1:

Please can you complete the below checklist to the best of your knowledge of the site, this will assist our Risk Assessors preparation for the Risk Assessment.

| Please can you confirm if you have any of the below assets within the water system on site | Yes | No | N/A |
|--|-----|----|-----|
| <b>Confined spaces</b><br>Locations –  |     |    |     |
| <b>Asbestos</b><br>Locations-  |     |    |     |
| <b>Location of Mains</b>   |     |    |     |
| <b>Cold Water Storage Tanks:</b><br>Location –<br>Ease of Access –                         |     |    |     |
| <b>Calorifiers</b><br>Location –<br>Ease of Access –                                       |     |    |     |
| <b>Water Heaters</b><br>Location –<br>Ease of Access –                                     |     |    |     |
| <b>Combination Heaters</b><br>Location –<br>Ease of Access –                               |     |    |     |
| <b>Any other water outlets/systems (Please list below) Any other information</b>           |     |    |     |
| <b>Number of buildings/floors</b>  |     |    |     |

Please could you confirm if there are any areas which our operatives will not be allowed to gain access (isolation areas) or will not escorting/key holders? Area's with access issues?

Please provide Guardian operatives with previous Legionella Risk Assessments and Legionella control records. Could you also confirm if you have had any training associated with Legionella?