

**Assurance Phase**

Statutory Compliance checks: H&S Team carry out spot checks on high risk premises

Competent Person monitoring: SMS carry out annual audit & bi annual risk assessments

Internal Assurance monitoring: Property Service Audit onsite Log Book Checks

Primary Monitoring: Local Managers or FM Supervisors

**Duty Holder - RBC**

Undertake risk assessment

Is there a risk of Legionella

No

Carry out normal PPM

Yes

Full Risk assessment carried out to identify scheme of works, roles and responsibilities and action plan.

**Responsible Person**  
P. Eldridge/Property Services  
To allocate resources and appoint  
**Competent people**  
(Mark Attree & SMS)

Risk Assessment report sent to Property Services and building manager by SMS

Physical defects rectified by Prop Services

PPM carried out by Prop Services

Local Staff & FM staff trained by Prop. Services

**Site Staff**  
(Local or FM Team)

Carry out onsite temperature monitoring/flushing & record actions

Local managers to ensure that temperature monitoring/flushing is carried out through supervision & spot checks  
(Out of spec items to be reported to Prop. Services)

