



## LANDLORDS LEGIONELLA RISK ASSESSMENT



### HOW IT WORKS - IN 5 STEPS

#### WE WILL

**1 Arrange a date and time for our survey with 10 working days notice if possible**

We will also send you a brief fact sheet about your duties and what to expect.

**2 We send you or the Tenant directly a voluntary and confidential health questionnaire.**

**3 We visit the property to survey**

**4 We write up our findings and send them to you.**

**5 We back up with verbal advice on the control of legionella risk specific to your property**

#### THIS INVOLVES

A mutually beneficial day and time when if possible someone from your organisation can be present to allow access to the property and be there whilst we conduct the survey. We have no preferences but prefer that you chose a time to suit your Tenant and a choice of 2 or 3 days and times would help us to fit this in to everyone's convenience. We can visit any day between 7.30am and 7.30pm including weekends.

A few very simple questions about the health of those who live in the property. This should be completed as soon as possible and returned freepost to us in a pre-paid addressed envelope asap. We do not need to know the names of Tenants and the information isn't shared with any other party including the Landlord

The survey usually takes up to 1 hour on site for a domestic dwelling up to 5 bedrooms

Usually within 48 hours we draw up the risk assessment as paper and electronic documents which we forward to you.

Including;

- The Risk assessment
- A simple scheme of work to control legionella
- A simple to complete Log sheet
- Tenant advice sheet

Our invoice is attached with 14 days to pay

We will take time to clarify in simple terms what needs to be done to satisfy your duties under the control of legionella legislation

#### YOUR PART

Communicate with your tenant to arrange a suitable day and time that suits all parties.

Call us if you need to ask about anything in the fact sheet.

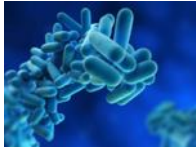
Ensure that you or Aspire provide the questionnaire and ensure the Tenant is aware that it is confidential and voluntary but will help with an accurate assessment of risk.

We will need the address.  
Information about parking which can sometimes be difficult  
Communicate with us by telephone or email

When received ensure you read and understand the Risk assessment and associated documents.

Ensure your Tenant(s) receive and understand the advice sheet.  
This is very simple guidance to help the Duty Holder on 1 side of A4 paper

Let us know when you have received, read and signed the Risk assessment as the Duty holder.  
Ask any questions to clarify your part in the ongoing control of legionella.



## On site property survey appointments at your convenience



It is important for us to organise the practical survey at a mutually agreeable day and time

We always have a busy schedule and offer 2 hour slots during the day.

Please chose 2 or 3 slots that would suit you and your Tenant and we will check our schedule to fit in with you.

### Monday to Friday

Time	
08.00 (8am)	<input type="checkbox"/>
10.00 (10am)	<input type="checkbox"/>
12.00 (12 noon)	<input type="checkbox"/>
14.00 (2pm)	<input type="checkbox"/>
16.00 (4pm)	<input type="checkbox"/>
18.00 (6pm)	<input type="checkbox"/>
20.00 (8pm)	<input type="checkbox"/>

### Saturdays

Time	
08.00 (8am)	<input type="checkbox"/>
10.00 (10am)	<input type="checkbox"/>
12.00 (12 noon)	<input type="checkbox"/>
14.00 (2pm)	<input type="checkbox"/>
16.00 (4pm)	<input type="checkbox"/>

### Sundays and bank holidays £10 Surcharge per property

Time	
10.00 (10am)	<input type="checkbox"/>
12.00 (12 noon)	<input type="checkbox"/>
14.00 (2pm)	<input type="checkbox"/>
16.00 (4pm)	<input type="checkbox"/>

Please use this to decide what time is best for you and give us at least 2 options

Survey will usually take approximately 1 hour and we allow 1 hour for travel and traffic problems

We will leave a partly completed Legionella Control File with you or if you prefer we can send it on or leave/post it to your letting agent.

We will then send the rest to you electronically and a hard copy will be posted to complete your documents within 3 days.