

## Legionella

### How the contract would work

MKCC will provide a prioritised programme identifying what work is required where. Delivery against the programme will be a tracked performance measure linked to contracted requirements.

Data will be managed as per the programme which will include:

- Time frame for relevant documents to be received by MKCC in the way specified
- Information following on site works to be with MKCC within the time frame set within the performance indicators
- Information is to be titled as per MKCC instruction such as “BLOCK NAME” “BLOCK NUMBER” – “UPRN” – “SURVEY TYPE (ASBESTOS RI, FRA ETC) – “Survey Reference” - “DATE” (Block name must match format of contract list provided)
- Information to be submitted as required which may include any of the following; MKCC Housing Management System (NEC), MKCC email account, MKCC share point location, other system
- Information to be the right way up and legible

Management and oversight:

- Contractor will provide a name individual to manage the contract and remain responsible for performance
- Contractor to share a training matrix for key positions which will be updated 6 monthly
- Contractor not anticipated to subcontract works out, if this becomes an issue, contractor to request of MKCC in advance where the same standards and terms will be expected to be applied
- Regular meetings will be set up as per the performance indicators which are expected to be face to face. Meeting frequencies will vary according to volume of work and performance
- Performance indicators will be established that will be required to be reported against regularly
- clear escalation processes will be established and adhered to in event of any issues found on site or elsewhere
- invoicing is to be monthly valuation submissions for approval prior to invoice submissions.
- work done is subject to an MKCC audit – this will feed into valuation review and approvals
- contractor to undertake own audits against the specification and address any issues promptly

Remedial works:

- Contractor to provide report on all remedial requirements and actions arising from their discipline including risk profile and recommended timescales for completion via the monthly reporting.
- Any immediate hazards should be reported to the MKCC H&S Team by phone at the time of inspection/survey with a follow up email, detailing the problem and recommended remedial action

Enabling access:

- Where access is required to individual dwellings, the access process is to be managed in line with MKCC Access Protocol.
- MKCC will share an access process for contractor to work through. This will include contact to residents, carding, letters and then referral to MKCC

Performance will be managed through regular meeting and performance indicators. The indicators are likely to include:

- submission of information as per the specification covering timeliness and quality
- providing performance reports as required
- health and safety, data security and management
- availability of key role holders

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<b>A</b>	<b>Activity</b>
	To undertake a Water Hygiene / Legionella Risk Assessment of the domestic hot and cold-water systems in accordance with ACoP L8, HSG 274, and British Standard BS 8580-1:2019.
<b>B</b>	<b>Property Type</b>
	Blocks with communal water assets
<b>C</b>	<b>Supplier Credentials/Accreditations</b>
	Membership of the LCA (Legionella Control Association)
	It is a mandatory requirement that all appointed suppliers hold a current SSIP accreditation.
<b>D</b>	<b>Survey/Inspection Frequency</b>
	Every two years or as recommended by assessor
<b>E</b>	<b>Estimated Volume</b>
	72 Blocks
<b>F</b>	<b>Anticipated Contract Duration</b>
	2 - 3 Years
<b>G</b>	<b>Brief Scope</b>
	Legionella Risk assessments are to be carried out to:
	All general need properties with shared (Communal) water services such as plant rooms and shared tank rooms
	All communal areas within Sheltered Housing schemes including a percentage check of domestic properties within the scheme covering all archetypes within scheme
	MKCC occupied areas within properties such as break out and housekeeping areas.
	Risk Assessments to include site specific schematic drawings. Please note schematics will not be supplied by MKCC.
	Provision of updated Log Books if relevant i.e. to replace missing, lost, replace existing log books, or for new sites.
	Provision of ad hoc Legionella advice and guidance to the MKCC throughout the duration of the programme and working relationship.

	Supplier to populate, maintain and issue a central summary control document to the MKCC team, to be in pre-determined format, template to be included in the tender document:
	To include line by line (site by site) asset detail (in a template format to be provided at tender stage) and detail associated site specific PPM requirements line by line (site by site) driven by the asset detail.
	To include line by line (site by site) LRA remedial requirements (as extracted from each completed risk assessment), clearly labelled and with filters to encompass standard remedial type category to include:
	<b>Work category:</b>
	Maintenance / Remedial
	Maintenance / Remedial - temperature issues
	MKC Central Management
	PPM - site staff
	PPM / contractor - monitoring
	PPM / contractor - task
	<b>Risk rating:</b>
	Low
	Medium
	High
	<b>Timescale</b>
	Immediate
	within 1-month
	within 3-months
	6-monthly
	within 12-months
	within 24-months
	during routine monthly water monitoring
	Other - to be specified
	Please note that MKCC operate a separate contract and that all remedial and monitoring requirements highlighted by the Risk Assessments will be completed under the central FM contract and this work will NOT be let to the company undertaking the L8 risk assessments.
<b>H</b>	<b>Programme</b>
	MKCC will provide a full programme at the tender stage.
<b>I</b>	<b>Operational Process</b>
	The operational approach will follow MKCC Outline Process
<b>J</b>	<b>Reporting Specifics</b>

	See Outline Process.

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