

SCOPE OF WORKS

1.1. This specification and tender response document sets out the requirements for the LRA's across the Employer's Estate.

1.2. **Work Requirements**

The works to be delivered is to include the following:

1.2.1. The successful Contractor will be required to provide suitably qualified and trained surveyors with a full understanding and comprehensive experience of preparing Legionella Risk Assessments, to comply with the statutory requirements associated with the buildings and infrastructure of the Trust's facilities.

1.2.2. The final LRA submitted by the contractor shall include the requirements as described within this specification and in accordance with the Approved Code of Practice L8 and the LRA format attached (Appendix 2). Contractors shall note the requirement to include a drawing of each building assessed and the risk assessment is to include:

- Encompass all buildings and all water systems
- Identify and evaluate potential sources of risk
- Include an assessment of occupant vulnerability
- Use an established risk scoring matrix
- Include an assessment of engineering, considering correct design [inherent risk and actual risk], installation, commissioning, maintenance, verification and effectiveness as a control measure
- Include information on scalding risk
- Include the unnecessary use of non WRAS or WRC approved materials [i.e. Flexi hoses
- A schematic of the building's hot and cold water supply showing all water outlets, defined sentinel points, hot water heating sources, thermostatic mixing valves, storage tanks, circulating pumps and outlets which require flushing
- Details of temperature checks undertaken on the day of the survey
- The assessors recommended frequency of flushing for specific outlets
- Photographs and a condition report of the water storage tanks and Calorifiers/hot water tanks
- Details of dead legs within the system
- Details of any repairs identified/new equipment required, during the survey including estimated costs
- Identification of insulation requirements
- Review monitoring, sampling and testing records

1.2.3. The contract require is for a separate LRA for each of the water systems identified in 'Schedule 6 – Commercial Schedule'.

1.2.4. Contractors shall provide CV's of the staff intended to undertake these assessments detailing previous experience of undertaking such assessments as part of their ITT documentation submission.

1.2.5. In order to ascertain that the correct details and format are understood by the Contractor the initial assessments will be required as a pilot study to ensure a full understanding of the requirements of the Contract for assessment by the Project Manager.

1.2.6. The risk assessment must be completed in accordance with:

- ACOP L8 [fourth edition] 2013;
- HSG274 [Parts 1, 2 & 3] [as applicable];
- HTM04:01 [Parts A, B & C];
- SHTM 04:01 [Parts A, B, E & G];
- SHTM 04:02 [Parts A, B & C];
- BS8580:2010;
- HGN “Safe” Hot water and Surface Temperatures’.

1.3. **Programme of Works**

1.3.1. Prior to commencing works, the Contractor shall agree a programme of works with the Project Manager which provides minimal disruption to the Trust’s Estate and the building’s occupants.

1.4. **Specifications/Drawings**

1.4.1. Specific schematics of the areas being surveyed will be available to the Contractor in either paper form for copying or Visio or AutoCAD format where available, inclusion of a drawing / schematic of the complete water system for each area in the final LRA is a requirement of the Contract. Any drawings available from the Trust shall be considered as for information only.

1.5. **Site Safety**

1.5.1. All Contractor's staff employed on the Trust's portfolio of properties shall undertake the requirements of this specification in strict accordance with the Health and Safety at Work Act 1974, The Control of Legionella Bacteria in Water Systems Approved Code of Practice L8, Health Technical Memorandums (HTMs) and all other relevant legislation and subsequent amendments in accordance with good industry practice. Contractors are reminded that this work impacts on the effective running of the Trust's services and as such will necessitate working around the Trust's work schedules. The Contractor shall provide their safety policy statement, risk assessments and method statements (RAMS) for the works to the Trust's Project Manager two working days prior to commencement of work.

1.5.2. Contractors are advised that an existing asbestos register is available from the Project Manager which shall be consulted before starting works and preparing the RAMS.

1.5.3. All Contractors shall have a full understanding of the Trusts contractor’s site rules, attached as part of the Contract documentation as ‘Schedule 11 – Site Rules’.

1.5.4. Contractor's shall be aware that the works will be undertaken in a fully operational acute hospital and shall allow appropriate timescales in their costings to work around the operational requirements of the hospital's clinical and associate staff.

1.6. Isolation and Methods of Safe Working

1.6.1. Whilst it is appreciated the Contract will not require the disconnection of services should this become necessary, the Contractor shall advise the Trust's Project Manager at least 2 working days before electrical services are required to be isolated in order that arrangements can be made with Trust's maintenance staff, unless the disconnection is in an emergent situation in which case immediate notification is required.

1.6.2. It is a specific requirement that all areas of water pipe work is inspected as part of the LRA, the contractor shall ensure that they bring on site suitable working platforms to undertake this requirement. This shall include inspection above all false ceilings and within services ducts.

1.7. Existing Services

1.7.1. Contractors shall ensure that they are aware of both concealed and surface mounted M&E (Mechanical and Electrical) existing services prior to starting work.

1.8. Induction

1.8.1. The Contractor's staff will need to undertake an Employer's Contractor Induction.

1.8.2. Each individual will have their photo taken and will be given a Contractor's ID badge with a lanyard which they will have to wear at all times on the hospital site.

1.9. Storage Facilities and Parking on Site

1.9.1. Contractors shall note the absence of storage facilities on site and shall provide with their tender details of their intended method of resolving this situation.

1.9.2. Contractors are advised that there is no provision for car parking on the Trust's site, the cost of vehicle parking shall be included in the works costs.

1.10. Removal of Arisings

1.10.1. Removal of arisings and debris from site to a controlled refuse location shall be included in the tender price. On no account shall arisings be left in the Trust's site skips or refuse containers.

1.11. Disclosure and Barring Service (DBS) check

1.11.1. Given the sensitive nature of healthcare services, specifically the vulnerable nature of patients, all Contractor operatives will need to have a clean 'Enhanced' DBS certificate. For the avoidance of doubt 'basic / standard' DBS checks are inappropriate as they do not include 'spent' convictions or people barred from certain professions.

1.11.2. As part of the Contractor's ITT response a statement that all Contractors' staff will have an Enhanced DBS certificate is required.

1.11.3. Upon appointment, and strictly in advance of attendance to site, certificates must be issued to the Employer. Failure to issue certificates will result in the Contractor's operatives being denied access. The Employer will not be liable for costs due to delays in the programme through failure to provide DBS certificates.

1.12. Working Environment and Timescales

1.12.1. The provision of the works are to be carried out within 'normal working hours' (between 8.00am and 5.00pm) Monday to Friday with the exception of Bank Holidays, subject to restrictions with regard to noise and access. The Trust operates a 24/7/365 estate and as such works may need to be undertaken at an agreed time outside of these hours in order to minimise disruption to operational service. Due allowance shall be made for this in the pricing.

1.12.2. Where the Contractor identifies a serious area of non compliance whilst undertaking the LRA survey they shall immediately report the situation to the Project Manager, due allowance shall be made for contact with the SFT's Compliance Manager during any surveying works on site. The completion of an LRA from receipt of order for a particular building shall be no longer than 20 working days.

1.13. Other requirements

- I. The Contractor shall supply all labour/equipment including working platforms and access tools for the works ordered.
- II. The Contractor shall take such precautions as is necessary to carry out the work in such a manner as is necessary to prevent damage to property and they shall report immediately in writing to the Employer's ProjectManager the occurrence of any damage.