























Safe Systems of Work

TASK: Legionella Testing								
OF POTENTIAL HARM: FM Technician, staff and visitors nearby								
EQUIPMENT NEEDED: Calibrated temperature probe								
PLEASE NOTE: As each location is different, it is important to thoroughly assess each one before working. This provides a guide. Not all steps in the process below may be applicable.								
STEP BY STEP PROCESS:								
1	Park vehicle in designated areas							
2	Report to reception / main security office / gatehouse							
3	Attend any inductions as required by client prior to any work being undertaken							
4	Assess area and conditions before commencing							
5	Ensure safety boots and hi-viz vest is worn							
6	Display signage of 'Legionella testing in progress' if people may pass by (Extreme caution must be applied in event of public being present in and around work area)							
7	Ensure door kept in open position with door stop or wedge as working alone							
8	Ensure area to be worked on and exit points are clear of obstruction and that safe access / egress is maintained							
9	Take temperature in line with training, ensuring no spray is generated and inhaled							
10	Record results in register							
11	Remove signage and door stop							
12	Ensure work area is safe when finished testing							
13	Repeat process until all locations requiring testing have been tested.							
14	Advise client that testing has been taken							
15	Sign out at reception / main security office / gatehouse							
POTENTIAL FORESEEN HAZARDS								
								
New To Site	Poor Lighting	People Passing	Poor House Keeping	Hot Water	Wet Floor	Inhalation Hazard	Lone Working	Other Hazards?
CONTROL MEASURES REQUIRED:								

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Sign In & Out at Reception	Induction Training Given	Operative To Be Trained	Always Check Routes	Area To Be Well Lit	Keep Area Clear	Barriers To Stop Access	Display Warning Signs	Wear Safety Boots
								
Wear Long Sleeves	Wear Hi - Viz Clothing	Be Alert To Other Hazards	Carry For Safety					
IN THE EVENT OF AN EMERGENCY:								
Comply with requirements as set out in induction. All injuries, including minor cuts will be reported to a client First Aider. Any accidents are to be recorded in the client Accident Report book and reported to the FM Health & Safety Manager.								
Should anyone be transported to a medical facility in a company or private vehicle, another person is required to be present. Should the condition of the injured person deteriorate, the driver would be unable to assist.								
FURTHER MEASURES:								
When signing in, give expected duration of work								
Be mindful of potential for other hazards and take time to consider other risks								
Note any additional hazards and control measures on this form below								
Should you feel your safety or the safety of others is at risk, you are obliged to stop the task and seek guidance								
Inform FM desk as soon as possible if temperatures are out with normal parameters								
FOR NOTES:								

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