

Responsible person handover pack

For taking over (or handing over) the Legionella duty cleanly: who does what, what exists, the scheme, the plan and the review trigger, all documented.

Includes 6 printable record sheets

- **1. Legionella roles and appointments record**
A record of who holds each legionella management role: duty holder, Responsible Person and deputies: with the date appointed, their responsibilities and the evidence of competence, as expected under ACoP L8.
- **2. Water system asset register / outlet schedule**
An inventory of your water system's assets and outlets: the foundation on which monitoring, flushing and your written scheme of control are built.
- **3. Written scheme of control (outline)**
An outline for setting out the control measures from your risk assessment, who is responsible and how often each is carried out, in line with COSHH (regulations 7 and 9) and ACoP L8.
- **4. Monitoring & inspection planner**
A planner for scheduling recurring monitoring and inspection tasks, with frequencies, owners and next-due dates so nothing slips.
- **5. Risk-assessment review log**
A log of each formal review of your legionella risk assessment: what triggered it, whether the system or use has changed, and the outcome, so you can show the assessment is kept current rather than left to a fixed expiry.
- **6. Legionella training and competency record**
A training matrix logging who has received what legionella training, at which level, when, and when refresher training is due, the evidence of competence that ACoP L8 expects.

Legionella roles and appointments record



A record of who holds each legionella management role: duty holder, Responsible Person and deputies: with the date appointed, their responsibilities and the evidence of competence, as expected under ACoP L8.

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ROLE	NAME / ORGANISATION	APPOINTMENT DATE	KEY RESPONSIBILITIES	COMPETENCY EVIDENCE	DEPUTY / COVER	REVIEW DATE

Water system asset register / outlet schedule



An inventory of your water system's assets and outlets: the foundation on which monitoring, flushing and your written scheme of control are built.
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ASSET / OUTLET ID	LOCATION	ASSET TYPE	DESCRIPTION / MODEL	SENTINEL? (Y/N)	LITTLE-USED? (Y/N)	TMV FITTED? (Y/N)	TASK & FREQUENCY	NOTES

Written scheme of control (outline)



An outline for setting out the control measures from your risk assessment, who is responsible and how often each is carried out, in line with COSHH (regulations 7 and 9) and ACoP L8.

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SECTION	CONTROL MEASURE	DETAIL & TARGET	RESPONSIBLE PERSON	FREQUENCY	RECORD / REFERENCE

Monitoring & inspection planner

A planner for scheduling recurring monitoring and inspection tasks, with frequencies, owners and next-due dates so nothing slips.
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TASK	SYSTEM / ASSET	FREQUENCY	RESPONSIBLE PERSON	LAST COMPLETED	NEXT DUE	STATUS	NOTES

Risk-assessment review log



A log of each formal review of your legionella risk assessment: what triggered it, whether the system or use has changed, and the outcome, so you can show the assessment is kept current rather than left to a fixed expiry.

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REVIEW DATE	REVIEWER	RA VERSION / REF	TRIGGER FOR REVIEW	CHANGES FOUND? (Y/N)	OUTCOME / ACTIONS	NEXT REVIEW DUE

Legionella training and competency record



A training matrix logging who has received what legionella training, at which level, when, and when refresher training is due, the evidence of competence that ACoP L8 expects.

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NAME	JOB ROLE	TRAINING / COURSE	LEVEL	PROVIDER	DATE COMPLETED	REFRESHER DUE	CERTIFICATE REF