

# LEGI<sup>ON</sup>ELLA DOSSIER

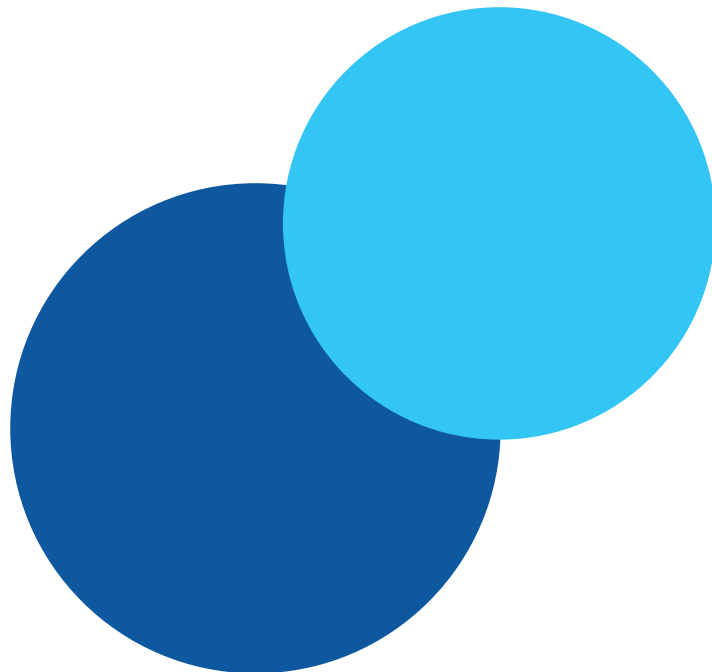
## THE ULTIMATE GUIDE TO DIGITISE LEGIONELLA RISK ASSESSMENTS

The complete guide answering all questions regarding digitising Legionella risk assessments with practical examples, comparisons and a step-by-step approach.



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# INTRO TO DIGITISING RISK ASSESSMENTS

Digitising risk assessments is a strategic procedure that can be far more profitable than traditional paper/excel risk assessments. Find out what it involves and how you can get it right.

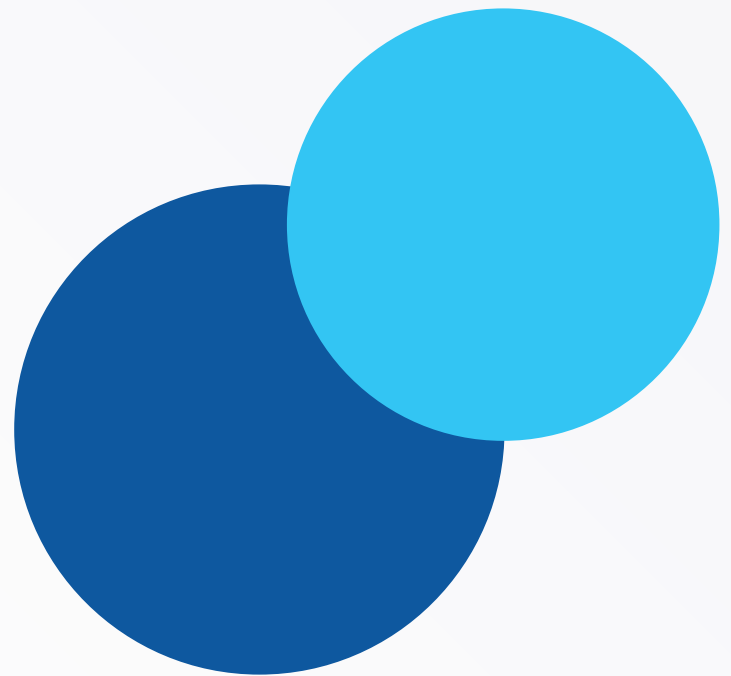
Digitising legionella risk assessments (often known as LRAs) enables risk assessors to collaborate easily, resulting in faster and more efficient delivery.

This can be a very valuable way of working, but you can be hamstrung in the early stages. The number of stakeholders involved can make it feel like there are too many cooks in the kitchen.

So, how do you start digitising risk assessments effectively?

**If your company has a long, complex way of performing risk assessments and you want to step up your game, then read on to learn more about:**

- The pros and cons of conducting risk assessments manually versus digitally
- How digitising LRAs works
- The challenges you may face (and how to overcome them)
- Which tools can help
- A step-by-step approach for a powerful start
- Some frequently asked questions
- About us



# DIGITAL VS. TRADITIONAL RISK ASSESSMENTS

The end result of a digital LRA is the same as that of a traditional one: a high-quality report. But digitising offers many time-saving features along the way, all without compromising on safety.

Instead of performing an LRA, then manually processing its data back at the office in a time-consuming manner, a digital LRA is a huge time saver. But how is this possible?

Many consultants still conduct LRAs the same way as they did 20 years ago. They walk through a building and write down everything they see on paper or in Excel (water meters, pipes, humidifiers, taps, appliances, etc.), take photos and measure water temperatures in certain places.

Sometimes they will have to inspect a big location (such as a university with various sites), which takes at least a full day to inspect thoroughly. The result is around 30-50+ full pages of notes and remarks.

Then comes the time-consuming task of processing everything they have written down, to create a report.

To do this, a consultant will often copy and paste all data to different places and insert photos. This typically goes as follows:

- Retype/digitise all pages
- Insert photos into the reports
- Struggle to get photos into Word
- Copy and paste data from the assessment
- Check the logbooks, asset register and technical recommendations
- Double-check if all is correct

*“Digitising Legionella risk assessments enables you to assess all your assets quickly, offline and online, take photos, duplicate rooms, update & sync any time, any place and take temperature readings easily while remaining fully L8 and HSG274 compliant.”*

Where normal, paper LRAs are made with pen, paper and mainly the human brain, a digital LRA introduces support from smart software algorithms, eliminating the need to carry out repetitive manual tasks like adding the same assets over and over, or copy-and-pasting rooms. You can also connect Bluetooth thermometers, ensuring staff can easily take correct, accurate temperature readings.

This can save a lot of time, depending on the size of the building, location and amount of assets on-site. **The biggest time saver is that you will never have to type up an LRA report yourself again.** After collecting all the data, the software creates a complete, compliant report based on your findings on-site.

# HOW DOES IT WORK

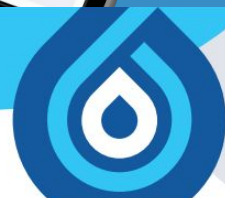
When digitising LRAs with software, some things will be different to your current way of working. Instead of using paper Excel or a form builder, you will use an app on a tablet, but just as with a traditional risk assessment, you will walk through a building, thoroughly writing down everything you see.

Afterwards, you do not have to drive back to the office to process everything and create a report. Instead, with the press of a button, you can generate a complete, L8 and HSG274 compliant LRA report. The big difference?

**NO MORE** retyping all pages.  
**NO MORE** pasting photos into the reports.  
**NO MORE** hassle to get photos in Word.  
**NO MORE** copying and pasting of data.  
**NO MORE** having to double-check the logbooks, asset register and technical recommendations.

Digitising risk assessments also ensures reports have a standardised high quality. Your LRAs will be less affected by the quality of the risk assessor because all knowledge and questionnaires are built into the system, assuring only the right questions are asked and answered per asset. This guarantees a uniform way of working throughout your organisation.

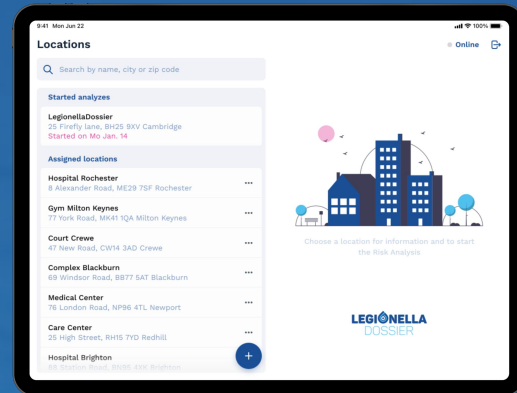
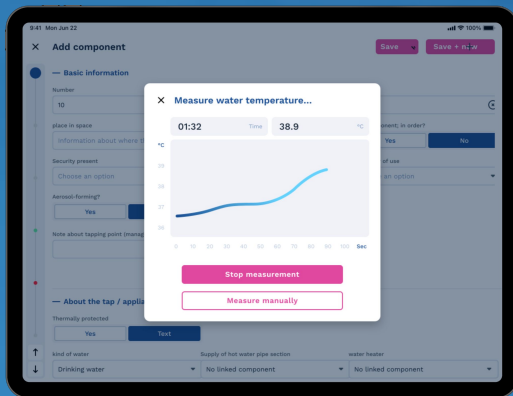
What is more, the technology is so advanced that after completing your LRA, it can be used as a blueprint for a legionella control scheme. This control scheme sets up legionella control tasks for duty holders (such as flushing, temperature checks, sampling, cleaning and descaling) and checks them off once they are finished. All this is done completely digitally, saving time and money.





# THE BENEFITS OF SOFTWARE

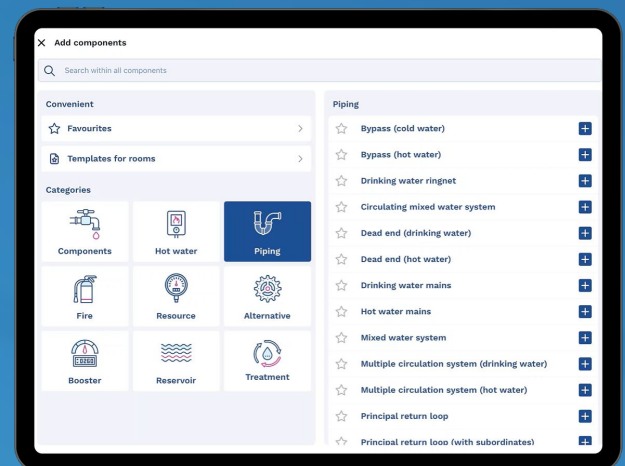
Use the app to assess all your assets, both online and offline, quickly and easily by answering a series of questions relevant to each item. You can even take photos and temperature readings from within the app using your device's camera and a Bluetooth thermometer.



Once you have completed your risk assessment, simply tap the screen to generate an **L8 and HSG274 compliant** risk assessment report, action plan and logbook, customised with your templates and logo – ready for you to send to your client.

Any time you make a change, the system should **update and sync** everything for you in a matter of seconds, eliminating the need for you to amend everything manually. Other benefits include:

- ➔ Add the same outlet or room multiple times at once
- ➔ Use templates to add multiple similar rooms to your risk assessment
- ➔ Save outlets to your favourites, so you can add them quicker.



Which tools can help

# FEATURE COMPARE BETWEEN LEGIONELLA RISK ASSESSMENT SOFTWARE AND TOOLS

	LegionellaDossier	Paper	Form builders	Fill in your own
Photo reports of Technical Recommendations	✓	✗	✓	
Automatically puts all assets in the right place	✓	✗	—	
Can be used both online and offline	✓	✗	✗	
Instantly generate L8 and HSG274 compliant reports	✓	✗	—	
The Risk Assessment is a dynamic blueprint for the Legionella Control measures	✓	✗	✗	
Integrated Bluetooth thermometer	✓	✗	✗	
Copy and paste outlets and assets multiple times	✓	✗	—	
Unlimited users	✓	✓	✓	
Upload an attach documents to users or building parts	✓	✗	✗	

If your company has made their own risk assessment software/tooling, how does it compare in this matrix? Fill it in yourself on the right side.



# THE FIRST CHALLENGE: GETTING STARTED

The biggest problem most organisations will encounter with digitising LRAs is simply getting started. There will be a lot of voices to be heard, ongoing projects muddying the waters and some hesitancy towards change. Don't let too many cooks spoil the broth.

You will encounter various opinions on what digital LRAs should or should not be able to do. Perceptions of digital LRAs can differ from person to person, which can cause a major stumbling block in getting people to agree on shared plans.

*“Different people will want to work at different speeds. Operational managers may want to go straight in (gung-ho style), whereas risk assessors may want to take a more cautious and considered approach as they will be working with risk assessment software on a day-to-day basis.”*

Our advice is that the only way you will find out whether risk assessment software is right for you, your team and your clients, is simply to start with a pilot and learn as you go. The section below offers a guide to the basics, getting you ready to launch a digital LRA pilot.

If you are already a software user, you may be familiar. If you are not, help is at hand. We have already taken away some of the confusion on how digital LRAs work by showing you certain functionalities on our platform.

During the first steps, it is crucial to take the following into account:

- Get your stakeholders involved and define your current struggles and the desired situation.
- Analyse how much time risk assessors currently spend performing LRAs.
- Build a small pilot team with the right mindset to adopt a pilot of LRA software.
- Train your team members to work with the chosen LRA software to prevent them from digging in their heels in advance. Change can often be scary.
- Define your initial success metrics, so the results of your efforts are clear.
- Get started!



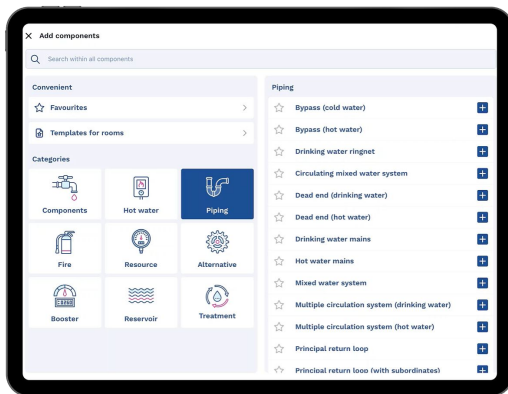


# THE SECOND CHALLENGE

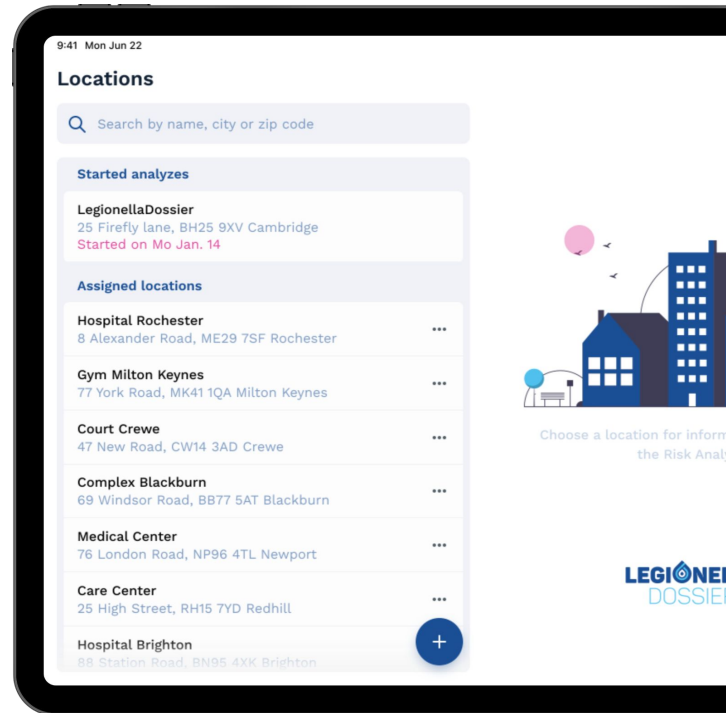
## PRACTICE MAKES PERFECT

In the beginning, you may spend a bit of time getting up to speed with the new software, this is normal and will not take long. Time spent on this learning curve will pay dividends when you are cutting admin time by up to 40%.

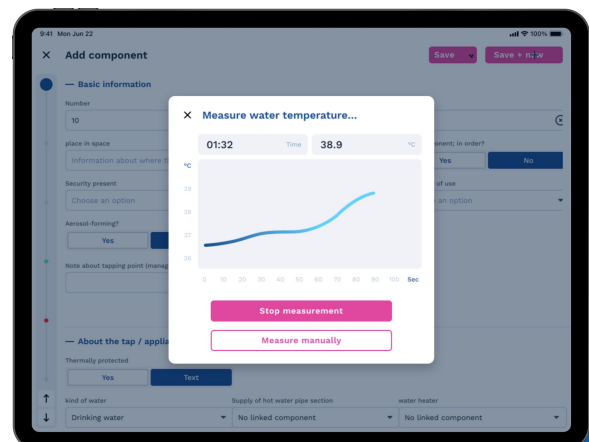
Having the right LRA software is crucial, it should be **user-friendly** and **intuitive** for everyone, so that navigation becomes child's play. Even if there are still stumbling blocks, you will always have our dedicated customer support team and an online Help Center ready to assist.



There are also many smart options, such as copying rooms, standardising inspection lists, listing technical recommendations, automatically appending photos and taking temperature readings with a Bluetooth probe. **All of these ensure that you spend less time on-site performing an inspection and NO time in the office processing reports.**



Practice makes perfect, so after making a few digital LRAs, you will quickly get used to the new way of working. Making LRAs will become so easy that you can do it in your sleep!



# 'LAST BUT NOT LEAST' CHALLENGE: FINE-TUNING

After experiencing the 'A game' benefits of your new LRA software, you want to migrate your current system to your new one. You may also want to start customising your own reports, so you can better convey your unique company aspects.

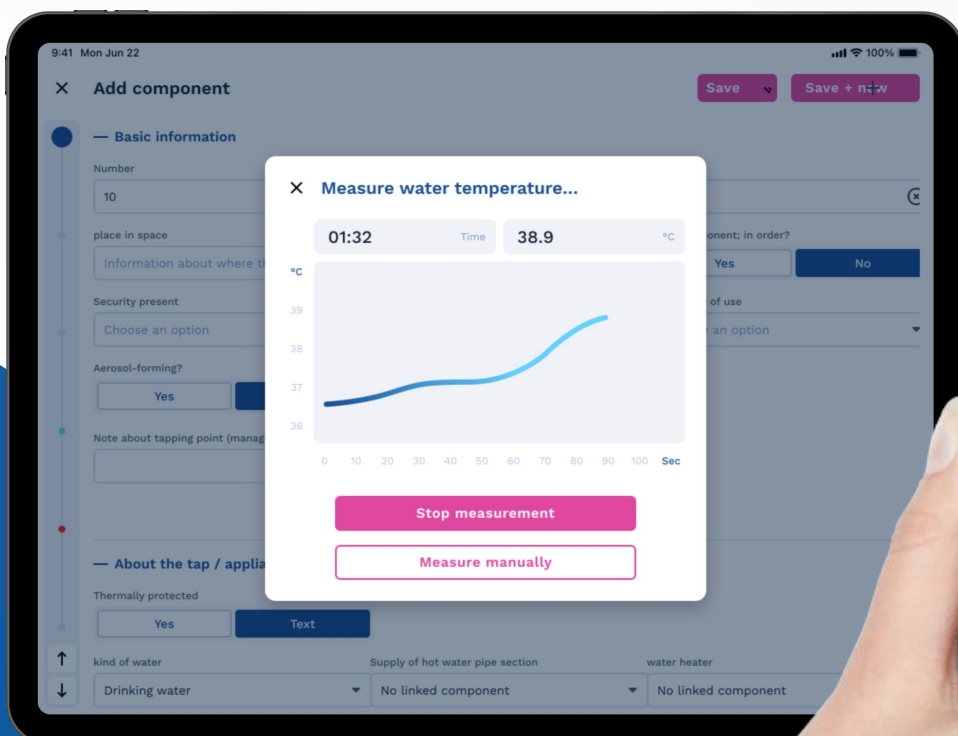
There are some indicators to analyse and see how your new LRA software is actually performing. So, how much time and money did you save:

- With the ability to make amendments any place, any time?
- No longer having to process risk assessment reports?
- During the on-site part of the risk assessment?
- Due to the reduced margin of manual errors?
- With standardised questionnaires?

We do not recommend to base your final decision on this first round of data. We have seen companies give up on LRA software after a week, without analysing what went wrong and trying to correct it.

You may need to analyse your data and make some changes if the initial results are showing teething problems. This is why we recommend to start with a small group and get it as right as you possibly can.

If you need any guidance or assistance analysing the effects of using LRA software, do not hesitate to contact us. We would be happy to help you whenever and wherever.



# QUESTIONS THAT POP UP WHEN CHOOSING AN LRA SOFTWARE

If you are ready to start using LRA software, you might be about to ask us:

## **‘Can we migrate from an Excel file or our current software to a new one easily?’**

Yes, you can easily transfer to our LRA software and migrate your data with an Excel file. This only requires the possibility to run an export in a CSV (Excel) file with all the data in your current system.

## **‘What are the biggest challenges if we transfer to a new system?’**

The biggest challenge is possibly just getting used to a new system. Exploring a new system takes some time, but when you have used it a few times, you will know it like the back of your hand in no time.

## **‘Do we have the same functionalities? And what do we gain?’**

You will most likely gain software functionalities, especially if you are using LD-Inspect. This is the market-leading software solution at the moment. If you are not familiar with LRA software, just [schedule a demo](#) and experience it yourself.

## **‘Can we use our own custom format for the risk assessment report?’**

Yes, you can use your own templates if you want! With our system, you are free to make amendments in the way of making/generating risk assessment reports. This way, the reports are always bespoke with your own corporate identity.

## **‘Who will own the information in the cloud?’**

You are the owner of the data in your own LegionellaDossier platform. Read more information about data ownership and other [terms of service on our website](#).

## **‘Is the system easy to use for everyone?’**

First of all, you are never too old to learn! You will quickly get used to the tooling, as we have designed it for risk assessors especially. Inspectors of different ages across the industry are already working with our software with great ease and pleasure. With the included onboarding sessions, we make sure that everybody can use it.

## **‘Does the risk assessment report comply with the L8 and HSG274 guidelines?’**

Yes, the risk assessment generated after on-site inspection is compliant with all the L8 and HSG274 guidelines. It is already used by LCA members. You can even add extra questionnaires to your risk assessment if you want to make it more extensive.



# YOUR CHECKLIST TO A DIGITAL LRA SOFTWARE PILOT

Yes, getting started can be daunting. You will be facing different obstacles, different personalities and there will be different mindsets involved. The more people are part of a process, the more complicated it can become. That is why you need to keep it simple.

## **LRA software can be very powerful, so break the task down using these nine steps:**

- ❑ Get a set range of key stakeholder involved and define your current struggles and the desired situation.
- ❑ Analyse how much time risk assessors currently spend performing LRAs.
- ❑ Build a small pilot team with the right mindset to adopt a pilot LRA software.
- ❑ Train your team members to work with the chosen LRA software to prevent them from digging in their heels in advance. Change can often be scary.
- ❑ Define your initial success metrics, so the results of your efforts are clear.
- ❑ Get started!
- ❑ Check in on your risk assessors daily, evaluate their experiences and help them with any problems they may encounter.
- ❑ After the first few days, check in weekly, then monthly, quarterly etc.
- ❑ Analyse the difference in time spent between paper and digital LRAs.

Good luck, and if you have any questions, feel free to reach out to us for guidance on digitising Legionella risk assessments.

Or just contact me for a cup of coffee and we can discuss things further!

[Schedule a meeting](#)



## **MORE INFO?** GET IN TOUCH!

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