



WATER SAFETY POLICY

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Directorate	Corporate
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‘During the COVID19 crisis, please read the policies in conjunction with any updates provided by National Guidance, which we are actively seeking to incorporate into policies through the Clinical Ethics Advisory Group and where necessary other relevant Oversight Groups’

DOCUMENT HISTORY

(Procedural document version numbering convention will follow the following format. Whole numbers for approved versions, e.g. 1.0, 2.0, 3.0 etc. With decimals being used to represent the current working draft version, e.g. 1.1, 1.2, 1.3, 1.4 etc. For example, when writing a procedural document for the first time – the initial draft will be version 0.1)

Date of Issue	Version No.	Date Approved	Director Responsible for Change	Nature of Change	Ratification / Approval
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01 Mar 13	1.1		Operational Manager, Estates	Amendments	
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Jan 2018	3.0		Associate Director Estates	Policy review ratified at	Health, safety, Security and Estates Sub-Committee
13 Feb 18	3.0	13 Feb 2018	Associate Director Estates	Approved at	Policy Management Sub-Committee
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NB This policy relates to the Isle of Wight NHS Trust hereafter referred to as the Trust

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1 Executive Summary

The policy is intended to ensure that the Trust complies with its statutory obligations relating to water systems safety under the Health and Safety at Work etc. Act 1974 and The Health and Social Care Act 2008 Code of Practice on the prevention and control of infections and related guidance (2015). This policy outlines the governance arrangements to ensure that water systems within the Trust are designed, constructed, maintained, and used safely. It should be used in conjunction with the Trust Water Safety Plan, which is held and regularly reviewed by the Trust Water Safety Group and gives detail on water systems risk assessments and appropriate preventative measures, monitoring and responsive actions.

2 Introduction

The Trust has a responsibility to ensure all water systems are safe and all relevant safe working practices are followed and adequate precautions are taken to prevent the risk of infection and or death from contaminations and or waterborne infections to all clients, employees and members of the general public.

Legionella bacteria are the cause of Legionnaires' disease, a potentially fatal pneumonia. There are various sources of the organism and routes of transmission to humans. The bacterium is widespread in natural fresh water. The principal route of infection is through inhalation of the bacteria into the lungs. The disease may affect healthy people but there is a much higher risk of infection for many categories of patients.

Pseudomonas aeruginosa is an opportunistic pathogen, particularly in patients who are immunocompromised. There can be an association between the presence of *P. aeruginosa* in water from taps and other outlets and infection or colonisation in patients in augmented care units (see definition of 'augmented care' below). Many of the risks associated with *P. aeruginosa* in water (as well as other waterborne bacteria e.g. *Stenotrophomonas* and *Mycobacteria*) can be mitigated by adhering to good infection prevention and control measures.

While Legionella control is, in the main, associated with poor engineering configuration and maintenance, with no evidence of patient-to-patient or patient-to-outlet transfer, *P. aeruginosa* may be transferred to and from outlets and the water from both patients and staff. Suspected *P. aeruginosa* waterborne infections require additional investigations to determine the source and interventions from infection control specialists and microbiologists. Therefore, a temperature control regime is the traditional strategy for reducing the risk from Legionella and for reducing the growth and colonisation of other waterborne organisms within water systems. To prevent growth of *P. aeruginosa* and other waterborne pathogens, controls are necessary to manage the water system before and after the outlet.

This policy sets out the commitment of the Trust to provide a safe and secure environment for patients, visitors and staff. It is important that water systems function safely and correctly, incorporate adequate protection and do not exceed their design limits. The assurance of safe and reliable operation of hot and cold water supply systems can only be achieved through a regime of regular inspection and testing of such systems and equipment and the implementation of appropriate maintenance works.

3 Definitions

ACOP L8

The Legionnaires' disease Approved Code of Practice (ACOP) (L8) is aimed at dutyholders including employers, those in control of premises and those with health and safety responsibilities for others, to help them comply with their legal duties in relation to legionella.

DHW

Domestic Hot Water, hot water that is accessed from an outlet to undertake washing or cleaning.

HTM

Healthcare Technical Memorandum.

PHE

Public Health England is an executive agency of the Department of Health in the United Kingdom that began operating on 1 April 2013.

RIDDOR

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These Regulations require employers, the self-employed and those in control of premises to report specified workplace incidents.

TMV

A thermostatic mixing valve (TMV) is a valve that blends hot water with cold water to ensure constant, safe shower and bath outlet temperatures, preventing scalding.

UKAS

The United Kingdom Accreditation Service is the sole national accreditation body recognised by the British government to assess the competence of organisations that provide certification, testing, inspection and calibration services.

WRAS

The Water Regulations Advisory Scheme (WRAS) is a conformance mark that demonstrates that an item complies with high standards set out by water regulations promulgated in 1999 in the United Kingdom.

WSP

Water Safety Policy

4 Scope

- 4.1 This policy is issued under the authority of the Chief Executive and will apply to all water systems.
- 4.2 It applies to all persons who have access to, use of, or are responsible for the maintenance of Trust premises. This policy applies to all persons (staff, contractors, patients and members of the public) who may have access to, use of, are responsible for or could be affected by any water system (including use or contact with equipment) carried out on Trust property. It also applies to all activities undertaken by employees and/or contractors when working at any Trust location.
- 4.3 All relevant Trust stakeholders must understand that they have a duty to manage the equipment and services they operate to meet the requirements of this policy.
- 4.4 Relevant Trust stakeholders may include any or all of the following: -
- All service/ premises managers occupying Trust property
 - Stakeholders who may arrange for external contractors, to which this policy applies
 - Diagnostic Imaging
 - Pathology
 - Catering
 - Estates

The information and guidance within this document has been approved by the Water Safety Group and Trust Infection Prevention and Control Committee. It is intended to prevent or, where this is not practical, control exposure to water borne infections including Legionella and *P. aeruginosa* within any premises over which the Trust has managerial control.

Third parties who lease land and/or buildings from the Trust and/or who receive their domestic water supply from the Trust shall be responsible for implementing their own Legionellosis/ *P. aeruginosa* control policies. They will be informed that this policy document is in force and that if they share common water services it must be installed, operated and maintained so as not to compromise this 'Water Safety Policy'.

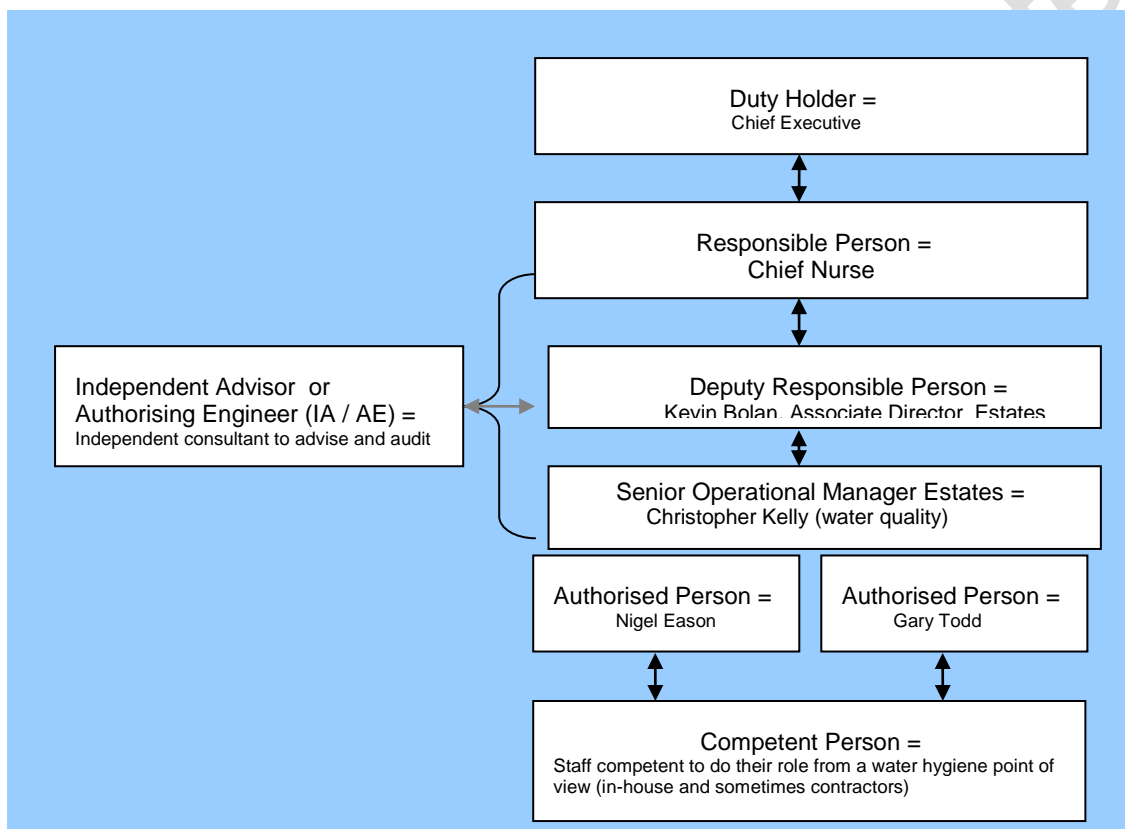
5 Purpose

This policy and associated guidance outlines the process for the safe provision of water within the Trust. This policy should be used in conjunction with the Water Safety Plan, held by the Water Safety Group

Measures to control Legionella are one of an employer's duties under current health and safety legislation. They are also very high on the Health and Safety Executives enforcement agenda. All employers, and particularly Healthcare-related ones, are required to be able to demonstrate that a Legionella control regime is in place.

6 Roles and Responsibilities

Diagram of organisation of responsibilities



6.1 Trust Board

The Board must be assured that the Trust is complying with appropriate legislation, codes of practice and other relevant guidance. This will be demonstrated through the Care Quality Commission Standards, reporting procedures and ongoing review of the Trust Risk Register. The Board will also ratify the Water Safety Policy by endorsing the measures to manage the risks of Legionnaires' Disease and other water borne infections

6.2 Chief Executive

The Chief Executive is responsible for the prevention and control of hospital acquired infections and compliance with the Water Safety Policy (WSP).

The Chief Executive delegates responsibility for the development and implementation of the WSP to the Chief Nurse.

6.3 **Responsible Person**

The Chief Nurse will act as the Responsible Person (water). They will be formally assigned to this role in writing by the Chief Executive.

The Chief Nurse has the delegated responsibility from the Chief Executive for the following:

- Ensuring the formation of a Water Safety Group (WSG) to oversee the development and implementation of the WSP.
- Challenging inappropriate clinical practice within the Trust where non-compliance with the WSP is defined.
- Assessing the impact of the existing WSP and making recommendations for change where appropriate.

Additional responsibilities of the Chief Nurse include:

- Ensuring that all Trust staff at all levels comply with the WSP
- Ensuring that high quality information is provided to clinical teams so that the risks associated with non-compliance with the WSP are clear.

6.4 **Deputy responsible Person**

The Associate Director of Estates will act as the Deputy Responsible Person and has responsibility for ensuring the arrangements for compliant water safety plan implementation:

- Reporting directly to the Chief Nurse and the Board on matters pertaining to WSP compliance.
- Ensuring along with the chief executive and Chief Nurse that adequate resource and funding provision is made for implementation of the WSP.
- Ensuring that the Trust's Senior Operational Manager is provided with the necessary training and support for them to perform their role.

6.5 **All staff**

All staff employed by the Trust must act in accordance with this policy and in line with any instruction from the water safety group.

6.6 **Ward/department managers**

Ward/department managers are responsible for:

- informing Estates of any underused water outlets either due to lack of use, temporary or permanent vacation, or change of use of an area in which they work or are responsible.

- Ensuring flushing of water outlets has been carried out within their area in line with the WSP
- The reporting of equipment in need of repair.
- Making available water systems or equipment to carry out repairs.
- Provide access to systems for the purpose of routine testing and inspection.
- Ensure any 'water using' equipment delivered to and for use in the Trust has been tested and cleared for use by the Estates Department or Medical Engineering, i.e. equipment must comply with the Water Regulations Advisory Scheme (WRAS approval) before use and ensuring appropriate maintenance programmes are in place for such equipment.

Whenever there is a division of responsibilities between the Trust management and others, the Estates Department Authorised Person will issue instructions to others as necessary to prevent danger.

6.7 **Water Safety Group**

The Chief Executive has appointed a Water Safety Group (WSG), consisting of:

- Deputy Responsible Person Water
- Senior Operational Manager Estates
- Authorized person (Water)
- Infection Control Team representative
- Consultant Medical Microbiologist
- Health & Safety Advisor
- Modern Matrons for augmented care areas

The group is charged with the responsibility of ensuring a satisfactory policy and procedure is established for the control of safe water systems throughout all the Trust's properties. Decisions affecting the safety and integrity of the water systems and associated equipment in the Trust must not go ahead without being agreed by the WSG. This includes consultations relating to decisions on the procurement, design, installation and commissioning of water services, equipment and associated treatment processes. External expertise in the control of *Legionella/ P. aeruginosa* will be sought when necessary.

6.8 **Estate & Facilities**

The Associate Director Estates has the overall responsibility for the Estates Department and should monitor the implementation of this policy.

6.8.1 The Operational Manager Estates will act as the Trust's Senior Operational Manager (Water).

- They will be formally assigned to this role in writing by the Chief Executive (via the Associate Director of Estates).
- In conjunction with the Authorised Persons, the Trust's Senior Operational Manager has responsibility for the co-ordination of the Trust's Water Safety plan, advising the Associate Director of Estates of those measures necessary to meet the Trust's statutory obligations.

- The Operational Manager Estates is responsible for the development of procedures to implement recommendations from the Water Safety Group for the provision of Safe Water Services, and has overall responsibility for the maintenance of water systems, policy development and risk assessments.
- Duties shall include:
 - Reporting directly to the Associate Director of Estates on matters pertaining to WSP compliance.
 - Ensure that water safety policies and procedures are established for the Trust in all premises, monitor their application and ensure that they reflect changes in legislation and national policy.
 - Ensure that risk assessments are carried out on a minimum of two yearly basis and associated action plan.
 - Implement and action day to day monitoring and maintenance of risk systems . This will include the overseeing of any specially appointed contractors / service providers;
 - Managing the risk assessment and re-assessment programme for properties;
 - Implementation and actioning of necessary remedial works in line with the risk minimisation scheme;
 - Develop and apply procedures to ensure that water system temperature monitoring and necessary action is in place.
 - Microbiological samples should be sent to UKAS approved laboratories with water testing competence. Develop and apply sampling procedures in accordance with infection control requirements and action report to water safety group and action accordingly.
 - Report to the Associate Director of Estates on the condition of general water quality management across the trust.
 - Ensure a report on Trust water quality is provided to the Associate Director of Estates on a monthly basis.
 - Resolving operational issues as they occur and ensuring that Incident Report forms are completed in full;
 - Maintenance of record keeping system;
 - Ensuring continued validation competent persons and contractor competence is checked;
 - Assist with the annual risk management audit and periodic record audits;
 - Attend the routine Water Safety & Management Group meetings;
 - Assisting with the necessary actions should an outbreak of Legionnaires' disease be suspected
 - Ensure all relevant personnel adequately trained in practices and procedures with respect to the control of Legionella, *P. aeruginosa* and other opportunistic pathogens that could be acquired from water.

6.8.2 The Operational Manager Estates shall nominate a named Authorised Person, possessing a thorough knowledge of the risks associated with water services.

The Authorised Persons (water) shall report to the Trust's Senior Operational Manager or his/her nominated deputy. He/She will be responsible for informing the Trust' Senior Operational Manager and senior management on water safety management matters.

He/she will ensure the production of and monitor the WSP across the site of their responsibility (as outlined below).

This named Authorised Person is responsible for:

- The compilation and maintenance of an estate record of all hot and cold water outlets such as baths, bidets, showers.
- A record of all cisterns, humidifiers, cooling towers and other water systems which may present a Legionellosis/*P. aeruginosa* hazard and will be maintained under the approved code of practice L8.
- A record of any thermostatic valves fitted to baths, bidets, showers and hot water taps and the location of those without protection.
- Arranging the sampling of all water sources (prior to disinfection) from potentially high-risk equipment and sites to include cooling and water storage towers within a 500 m radius, and hot and cold water supply outlets, including showers, in the ward.
- Arranging for microbiological samples for Legionella spp. *P. aeruginosa* to be sent to UKAS approved laboratories with Legionella /*P. aeruginosa* testing competence.
- Informing the Infection Prevention & Control team if legionella bacteria are detected on sampling.
- Completing a risk assessment following each Legionella/ *P. aeruginosa* positive result, liaising with the infection control team and ensuring appropriate actions are implemented.

Property	Responsible Person
Arthur Webster Clinic	Estates Authorised Person
Buccleuch House (IRIS)	Estates Authorised Person
The Gables	Estates Authorised Person
Newport Clinic (6-8 Pyle Street)	Estates Authorised Person
Ryde Health and Wellbeing centre	Estates Authorised Person
Chantry House	Estates Authorised

	Person
Cowes Medical Centre	Estates Authorised Person
Woodlands	Estates Authorised Person
Brookside Health Centre	Estates Authorised Person
3 Daish Way Newport	Estates Authorised Person
Sandown Health Centre	Estates Authorised Person
St Mary's Hospital	Estates Authorised Person
Medical Records Store	Estates Authorised Person
Barry Way	Estates Authorised Person
East Cowes Health Clinic	Estates Authorised Person

The function of the Authorised Persons (Water), in association with the Infection Control Team, the Responsible Person and maintenance staff will:

- a. Advise on the potential areas of risk and identify systems that do not comply with the WSP
- b. Advise on the necessary continuing procedures for the prevention of Legionella and *P. aeruginosa*
- c. Monitor the implementation and efficiency of those procedures
- d. Approve and identify any changes to those procedures
- e. Maintain adequate records and maintain these for 5 years
- f. carry out the necessary action if an outbreak of Legionnaires' Disease or *P. aeruginosa* are suspected in accordance with the Water Safety Plan and Water Safety Group.

6.9 Infection Prevention & Control Team

The Infection Prevention & Control Team is led by the responsible person who has been nominated in writing by the Chief Executive.

The function of the Infection Prevention & Control Team working with the Responsible Person (Water) is:

- a) To advise on the potential areas of risk
- b) To advise on infection control policy and have responsibility for agreeing and endorsing operational policy procedures for control of Legionella/ *P. aeruginosa* bacteria in water systems.

- c) To advise on the necessary continuing procedures for the prevention of Legionella/ *P. aeruginosa*
- d) To approve and identify any changes to those procedures to carry out the necessary action if positive samples are identified or an outbreak of legionnaires'/ *P. aeruginosa* disease is suspected
- e) Advice on sampling of all water sources (prior to disinfection) from potentially high-risk equipment and sites to include cooling and water storage towers within a 500 m radius, and hot and cold water supply outlets, including showers, in the ward.
- f) To arrange outbreak / incident meeting as advised by PHE/ Consultant microbiologist (see Outbreak Policy)
- g) To inform the Director of Infection Prevention & Control when new risks are identified

6.10 Responsible Person (Water)

The Chief Nurse will act as the Responsible Person (water). They will be formally assigned to this role in writing by the Chief Executive. The Associate Director Estates will act as the deputy responsible Person Water. The function of the Responsible Persons water, in association with the Infection Control Team, the Responsible Person and maintenance staff will be:

- To advise on the potential areas of risk and identify systems that do not comply with HTM 04:01 and the ACoP L8
- To advise on the necessary continuing procedures for the prevention of Legionella
- To monitor the implementation and efficiency of those procedures
- To approve and identify any changes to those procedures
- To maintain adequate records and maintain these for 5 years
- To carry out the necessary action if an outbreak of Legionnaires' Disease is suspected in accordance with the Operational Procedure

6.11 Health & Safety Advisor

- The Health & Safety Advisor has been nominated in writing by the Chief Executive.
- The function of the Health & Safety Advisor is to advise on Health and Safety issues related to this Water Systems Policy and its implementation.

6.12 Consultant Microbiologist/ Infection Prevention & Control Doctor

- Should ensure access to appropriate laboratory diagnostic tests for the detection of waterborne infections.
- Should notify the clinical team of the diagnosis of Legionella or other waterborne infection and advise on appropriate antimicrobial therapy.
- Should also review the clinical notes and the patient's admission history in order to make a preliminary assessment of the likely time and mode of acquisition of the infection.
- If the patient developed signs compatible with Water systems infection after admission, and particularly if the patient was admitted with an illness other than a respiratory tract infection, hospital-acquired legionellosis should be suspected.
- Should contact the Consultant in Public Health England (PHE) to notify any Legionella case and ascertain whether other cases have been reported elsewhere.
- Advise on sampling of all water sources (prior to disinfection) from potentially high-risk equipment and sites to include cooling and water storage towers within a 500 m radius, and hot and cold water supply outlets, including showers, in the ward.
- Advise on any actions to be undertaken in the event of an outbreak of waterborne infection.
- Should ensure monitoring of Pseudomonal infection (and other potentially waterborne infection) in augmented care areas and investigate/advise on further actions where detected.

6.13 Contractor

- Is the person or organization designated by management to be responsible for the supply, installation, validation and verification of hot and cold water services, and for the conduct of the installation checks and tests. In relation to the control of Legionella/*P. aeruginosa*, it is essential to ensure that potential contractors have suitable qualifications (for example companies/individuals who are members of the Legionella / *P. aeruginosa* Control Association).

6.14 Authorising Engineer (Water) [External Specialist]

As required an Authorising Engineer (Water) will be commissioned by the Associate Director of Estates to provide specialist support as deemed appropriate, including annual audit.

The Authorising Engineer (Water) will be required to demonstrate competence in their particular field of expertise.

7 Policy detail/Course of Action

7.1 In order to manage the risk of *Legionella/ P. aeruginosa* the following measures shall be put in place:

- a) The appointment of a Responsible Person (water) and deputy Responsible Person whose duties are defined in section 6.
- b) The formation of the Water Safety Group to ensure the overall compliance with the Water Safety Plan and provide assurance to the IPCC
- c) The development and regular review (by the Water Safety Group) of a Water Safety Plan setting out preventative measures, monitoring schedule and responsive actions. This should include:
 - The formulation of a specific operational procedure to ensure the overall integrity of domestic water systems and equipment in compliance with national legislation and guidelines.
 - The carrying out of surveys and risk assessments of all relevant systems and equipment to establish any items of non-compliance in accordance with the Operational Procedure;
 - The establishment of a programme of modification of such systems and equipment to work toward compliance.
- d) Ensuring that the design of relevant building services for new, refurbished or modified systems is in compliance with national legislation and guidelines on water safety to eliminate or adequately control the risk of bacteriological contamination.
- e) Assessment by the WSG of items of equipment that are discrete from building services that involve the use of water, to ensure risks are minimised
- f) The maintaining of record drawings of domestic water pipe-work systems;
- g) To keep on site operation and maintenance manuals of domestic water plant and equipment;
- h) Ensuring all relevant personnel are adequately trained in practices and procedures with respect to the control of *Legionella/ P. aeruginosa* .

7.2 The Water Safety Group

- The membership of the water safety group (WSG) should be as detailed in section 6.
- The water safety group should meet at least quarterly, with frequency dictated by current level of assurance around control of water safety
- The WSG reports to Infection Control and Prevention Committee. Reports should feedback any non-compliance with, or failures of, preventative measures and the corrective actions undertaken and outstanding, as well as

other issues that require further action, awareness or support from the Trust board or the wider organisation

- The following items should be on the standing agenda at WSG:
 - Water safety plan and risk assessments review
 - Review of progress on latest AE(water) audit (and any other water safety related audit) actions
 - Review of monitoring and compliance with ongoing preventative measures:
 - Water flushing
 - Water temperature control
 - Water systems and outlet maintenance
 - Water treatment as appropriate
 - Review of any new build/refurbishment/ new equipment or proposed development involving water systems
 - Water testing results
 - Completion of scheduled testing agreed in water safety plan
 - Review of other incidents requiring testing; including results and actions taken/outstanding (with deadlines)
 - Review of *P. aeruginosa* and other waterborne pathogen infections in augmented care units

8 Consultation

This policy has undergone consultation with the members of the Water Safety Group, Health, Safety & Estates Committee and the Infection Prevention and Control Committee.

9 Training

Members of the Water Safety Group should undertake training on water safety appropriate to their role in line with national guidance.

Any staff member who undertakes work on water systems, including cleaning of outlets, must undertake appropriate training.

10 Monitoring Compliance and Effectiveness

Monitoring of compliance with this policy forms an essential role of the Water Safety Group and should be reviewed at each meeting with feedback to infection prevention and control committee.

11 Links to other Organisational Documents

Water Safety Plan

Infection Control Outbreak Policy

12 References

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The Control of Pollution (Oil Storage) (England) Regulations 2001. SI 2001 No 2954. HMSO, 2001.

<http://www.opsi.gov.uk/si/si2001/20012954.htm>

Water Systems (Water Fittings) Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992. SI 1992 No 3004. HMSO, 1992.

http://www.opsi.gov.uk/si/si1992/Uksi_19923004_en_1.htm

13 Appendices

Appendix A CONTRACTOR INFORMATION: LEGIONELLA

Appendix B Financial and Resourcing Impact Assessment on Policy Implementation

Appendix C Equality Impact Assessment (EIA) Screening Tool

CONTRACTOR INFORMATION: LEGIONELLA

The Trust requires that all contractors when designing, constructing or maintaining hot or cold water systems at any of its sites comply with the following criteria. Please read and sign below to confirm your acceptance.

1	To comply with the Water Regulations (1999)
2	To minimise deadlegs when designing a distribution system. In particular, a hot water service return connection should be taken as close as is reasonably practicable to any draw-off; spurs from circulation systems serving one or more outlets should not exceed 5m. This length is measured from the centre of the circulation pipework to the point of discharge along the centre line of the pipe. For the avoidance of doubt, this means that TMVs and return connection should not normally be installed in ceilings above, but dropped to low level behind IPS panels.
3	When capping off an outlet, it is essential that pipework is taken back to the main, to prevent the creation of a dead leg.
4	Cold water systems must be designed such that tank turnover in normal use is 12 hours.
5	Water system design must facilitate ease of cleaning and – for example, by providing suitable access points within the system
6	Water systems must be designed to minimise heat gain/loss – for example, water pipes and storage tanks should be insulated. Hot and cold piped services should not be run in close proximity to one another.
7	All materials used on hot and cold water systems are to be WRC approved. The use of the following substances is specifically prohibited as not WRAS approved. <ul style="list-style-type: none"> • Boss White • Hemp • Lead solder
8	The use of Flexible hose tap connectors for fixed installations on all of the Trust's sites is banned.
9	TMV's must not be fitted to the hot feed to a thermostatic tap.
10	Manufacturers and suppliers of water systems should provide adequate information and instructions on their safe use. This should include information about those aspects of operation and maintenance which have a bearing on the risk.
11	Those who supply services, such as water treatment or maintenance services, should also make clear to the Estates department any deficiencies or limitations are addressed.
12	All services and fittings to be disinfected prior to installation.
13	Service providers should also ensure that their staff are competent to carry out the task safely. They should be properly trained to a standard appropriate to the various tasks they perform, such as risk assessment, advising on water treatment measures, sampling or cleaning and maintaining water systems.
14	All staff should be suitably trained, managed, supervised and given appropriate resources or support. In particular, they should be aware of the action to take when confronted with situations outside of their knowledge or experience.
15	Contractors have responsibility to manage the water system to reduce the Legionella risk when occupying an area. This will entail operating a flushing procedure or draining down a system when refurbishing a ward etc. The flushing procedure must entail the flushing through of every outlet for a period of three minutes, twice per week. This action must be recorded on a standard trust format

	sheet and given to the project manager. If the contractors opt to drain the ward/department down, they must ensure that the system is chlorinated prior to commissioning. The Estates department must be noted prior to this action being completed.
16	All designers, manufacturers, importers or suppliers of water systems must comply with their duties under health and safety legislation. They must, as far as reasonably practicable, ensure that the equipment is designed and constructed so that it is safe when used at work and enables safe and easy operation, cleaning and maintenance.
17	To ensure that prior to commissioning a ward/department, that the system is disinfected.
18	Contractors staff to be free from any disease communicable by water.
19	Contractors to ensure pipework and fittings are kept clean / free from contamination by appropriate sealing / storage at all times prior to installation.
20	Any water outlets that may have been installed for use during a project and are due to become redundant on project completion must be disconnected and capped back to the flowing main. This should be completed prior to handover.

I have read the above and confirm to abide by the criteria when working on any of the Trust sites.

NAME

.....

...

JOB TITLE

.....

...

COMPANY

.....

.....

DATE

.....

...

Financial and Resourcing Impact Assessment on Policy Implementation

NB this form must be completed where the introduction of this policy will have either a positive or negative impact on resources. Therefore this form should not be completed where the resources are already deployed and the introduction of this policy will have no further resourcing impact.

Document title	Water safety Policy
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Totals	WTE	Recurring £	Non Recurring £
Manpower Costs	N/A	N/A	N/A
Training Staff	N/A	N/A	N/A
Equipment & Provision of resources	N/A	£1500	N/A

Summary of Impact: additional revenue cost for Authorised Engineer

Risk Management Issues: to be managed by the Water Safety Group

Benefits / Savings to the organisation: External accredited Authorised engineer in place

Equality Impact Assessment

- Has this been appropriately carried out? YES/NO
- Are there any reported equality issues? YES/NO

If "YES" please specify:

Use additional sheets if necessary.

Please include all associated costs where an impact on implementing this policy has been considered. A checklist is included for guidance but is not comprehensive so please ensure you have thought through the impact on staffing, training and equipment carefully and that ALL aspects are covered.

Manpower	WTE	Recurring £	Non-Recurring £
Operational running costs	N/A	N/A	N/A
Totals:			

Staff Training Impact	Recurring £	Non-Recurring £
	n/a	n/a

Totals:		
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Equipment and Provision of Resources	Recurring £ *	Non-Recurring £ *
Accommodation / facilities needed		
Building alterations (extensions/new)		
IT Hardware / software / licences		
Medical equipment		
Stationery / publicity		
Travel costs		
Utilities e.g. telephones		
Process change		
Rolling replacement of equipment		
Equipment maintenance		
Marketing – booklets/posters/handouts, etc		
External Authorised engineer	£1,500	
Totals:		

- Capital implications £5,000 with life expectancy of more than one year.

Funding /costs checked & agreed by finance:	
Signature & date of financial accountant:	
Funding / costs have been agreed and are in place:	YES
Signature of appropriate Executive or Associate Director:	<i>Keri Bde.</i>



Equality Impact Assessment (EIA) Screening Tool

Document Title:	Water Safety Policy
Purpose of document	To ensure compliance with statutory legislation
Target Audience	<i>All trust staff and visitors/contractors</i>
Person or Committee undertaken the Equality Impact Assessment	<i>Kevin Bolan deputy responsible person water safety</i>

1. To be completed and attached to all procedural/policy documents created within individual services.
2. Does the document have, or have the potential to deliver differential outcomes or affect in an adverse way any of the groups listed below?

If no confirm underneath in relevant section the data and/or research which provides evidence e.g. JSNA, Workforce Profile, Quality Improvement Framework, Commissioning Intentions, etc.

If yes please detail underneath in relevant section and provide priority rating and determine if full EIA is required.

		Positive Impact	Negative Impact	Reasons
Gender	Men	<i>Netural</i>	<i>Netural</i>	
	Women	<i>Netural</i>	<i>Netural</i>	
Race	Asian or Asian British People	<i>Netural</i>	<i>Netural</i>	
	Black or Black British People	<i>Netural</i>	<i>Netural</i>	
	Chinese people	<i>Netural</i>	<i>Netural</i>	
	People of Mixed Race	<i>Netural</i>	<i>Netural</i>	
	White people (including Irish people)	<i>Netural</i>	<i>Netural</i>	
	People with Physical	<i>Netural</i>	<i>Netural</i>	

	Disabilities, Learning Disabilities or Mental Health Issues			
Sexual Orientation	Transgender	<i>Netural</i>	<i>Netural</i>	
	Lesbian, Gay men and bisexual	<i>Netural</i>	<i>Netural</i>	
Age	Children	<i>Netural</i>	<i>Netural</i>	
	Older People (60+)	<i>Netural</i>	<i>Netural</i>	
	Younger People (17 to 25 yrs)	<i>Netural</i>	<i>Netural</i>	
Faith Group		<i>Netural</i>	<i>Netural</i>	
Pregnancy & Maternity		<i>Netural</i>	<i>Netural</i>	
Equal Opportunities and/or improved relations		<i>Netural</i>	<i>Netural</i>	

Notes:

Faith groups cover a wide range of groupings, the most common of which are Buddhist, Christian, Hindus, Jews, Muslims and Sikhs. Consider faith categories individually and collectively when considering positive and negative impacts.

The categories used in the race section refer to those used in the 2001 Census. Consideration should be given to the specific communities within the broad categories such as Bangladeshi people and the needs of other communities that do not appear as separate categories in the Census, for example, Polish.

3. Level of Impact

If you have indicated that there is a negative impact, is that impact:			
		YES	NO
Legal (it is not discriminatory under anti-discriminatory law)		N/A	N/A
Intended			

If the negative impact is possibly discriminatory and not intended and/or of high impact then please complete a thorough assessment after completing the rest of this form.

3.1 Could you minimise or remove any negative impact that is of low significance? Explain how below:	
n/a	
3.2 Could you improve the strategy, function or policy positive impact? Explain how below:	
n/a	
3.3 If there is no evidence that this strategy, function or policy promotes equality of opportunity or improves relations – could it be adapted so it does? How? If not why not?	
n/a	

Scheduled for Full Impact Assessment	Date:23 rd February 2018
Name of persons/group completing the full assessment.	Kevin Bolan Associate Director Estates
Date Initial Screening completed	23 rd February 2018

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