



UHSP-40 Water Hygiene Policy



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1. Objective

University of Leicester is committed to water hygiene in all relevant work activities and water systems on its estate. The relevant regulations and industry guidance that need to be adhered to are:

- Health and Safety at Work Act 1974
- Control of Substances Hazardous to Health Regulations 2002
- Cold Water Services Water Supply (Water Fittings) Regulations 1999
- Legionnaires’ disease. The control of legionella bacteria in water systems – HSE ACoP & Guidance L8
- University of Leicester Water Safety Plan (Books 1, 2 & 3)
- Legionnaires’ disease: technical guidance - HSG 274

2. Scope

The scope of this policy will cover all water systems within buildings the University has control of without exception. This shall include, but is not limited to the following:

- Domestic cold-water services - storage and distribution
- Domestic hot water services - generation storage and distribution
- Faucets, showers, bib taps, etc.
- Thermostatic mixing valves (TMV) / thermostatic mixing taps (TMT)
- Drinking fountains / water coolers / dispensers / ice machines
- Vending machines
- Irrigation systems
- Fire hose reels (where they are supplied by or share facilities with the domestic water system(s))
- Emergency showers/ eye wash stations
- Horticultural misting systems
- Wet air conditioning
- Portable air conditioning units
- Scientific and other equipment temporarily or permanently connected to the water system (i.e. experimenting / electric plating equipment, test rigs)
- Pressurisation units, water boosters, expansion vessels, water features and other systems considered to pose a risk (i.e. spas, pools, sports facilities, rain towers)

In buildings that we occupy that are owned by the NHS, we would be bound by their water safety policies in addition to our own.

3. Definitions

Water risk assessment: A risk assessment carried out by a competent person to ascertain the level of water hygiene risk present in a building (or area of a building).

Water safety plan: A written management plan which details how water hygiene risks are to be controlled and managed to ensure water hygiene safety within a building (or area of a building).

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Responsible person: A person within an operational area who has been assigned management / organisational responsibilities in relation to water hygiene assets and systems. Responsibilities exist throughout the management structure but, at an operational level, this would be a person who controls the use of an outlet and/or equipment. An organogram describing how responsible people are defined can be found in appendix I

Contractor: An individual, company or organisation engaged directly by the University or by a company operating from University premises to provide labour and / or services.

Person in control of works (e.g. project manager, asset manager, RM supervisor, RM technician, principal contractor’s site manager, CAT 3 suite manager College/departmental staff): The person in control of works will be the University’s principal point of contact with a maintenance / construction contractor.

Competent person (water): A person, organisation or contractor designated by the University to provide independent competent advice on water hygiene assets, systems and associated documentation. They may also carry out water hygiene-related work (i.e. water risk assessments, flushing of little used outlets, tank inspections and other water safety checks). Different competent persons may be used for different water hygiene-related tasks.

Authorising Engineer (AE): A person designated by the University to provide independent advice on water hygiene assets, systems and associated documentation (i.e. water safety plan). The AE is also responsible for providing independent auditing and witnessing of documentation on validation.

4. Responsibilities

Executive Board will:

- Provide leadership to ensure that these procedures are followed, including the provision of adequate resources

Director of Asset Management & Compliance is responsible for:

- Ensuring that this policy is implemented within Estates-controlled areas
- Ensuring that all employees under their control over are made aware of this policy and any responsibilities they have therein
- Appointing a responsible person for water hygiene to cover all water systems under Estates & Campus Services control
- Ensuring that legionella risk assessments for the estate are undertaken and that any actions and recommendations are undertaken (where actions or recommendations are required to be managed by departments, they will ensure that these details are passed to the relevant department to undertake)
- Where practicable (and where supported by advice by the University’s appointed water hygiene Authorised Engineer (AE), removing or draining down all redundant water outlets and associated pipework
- Preventing the use of any water-cooling towers (i.e. by ensuring they are removed from any property as soon as possible after acquisition by the University)
- Responding appropriately to any outbreak of legionnaires disease attributable to the University
- Ensuring that a water safety plan is in place and maintained

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Heads of College, Directors of Operations and Directors of Professional Service Division are responsible for ensuring that subordinates fulfil their water safety obligations as defined in this document and are provided with sufficient resources to allow them to do so.

Heads of Schools, Departments or Corporate Service Divisions are responsible for managing and controlling legionella risks within areas of control starting at the outlet and this extends to any equipment connected to outlets or may otherwise contain water. They will ensure that arrangements are in place to:

- Ensure that this policy is implemented in their area of responsibility
- Appoint a responsible person (or persons) in writing in order to manage agreed water hygiene activities relating to equipment or plant in their area / under their day-to-day control
- Provide sufficient time and resources for the responsible person to discharge their duties and cooperate fully with the water hygiene Authorising Engineer and the Estates & Campus Services water hygiene responsible person
- Ensure all responsible persons (and other staff engaged in water hygiene-related tasks) are provided with suitable training and instruction to enable them to discharge their duties
- Identify little-used outlets in their area of control and ensure these outlets are flushed weekly in accordance with the University’s water safety plan (records must be kept in a suitable logbook)
- Notify the Estates & Campus Services water hygiene responsible person of any little-used / redundant outlets or pipework **AND** any unoccupied buildings (or areas of buildings) under their control so that relevant actions can be taken to reduce the water hygiene risks
- Ensure that no equipment is connected to water outlets without approval being granted from the Estates & Campus Services water hygiene responsible person
- Raise and follow the provisions of any required water hygiene permits to work as required by the University’s water safety plan

Estates & Campus Services water hygiene responsible person:

Has a key role to play in operational duties and day-to-day management of water hygiene assets controlled by Estates & Campus Services. To this end, they will be responsible for:

- Appointing a suitably competent person (or organisation) to carry out water risk assessments on Estates buildings and for subsequent reviews as required
- Making departments aware of the content of the relevant water risk assessments and notifying them of any actions arising which are outside of the scope of Estates and Campus Services
- Appointing and arranging for competent persons to carry out water-hygiene related tasks as required by the water risk assessment and water safety plan
- Liaising with departmental staff and competent persons as required to facilitate and manage water hygiene tasks / risk assessments as well as close out of arising remedial actions (where required)
- Maintaining the University’s water hygiene compliance portal (ZetaSafe) and escalating any water hygiene non-conformances or incidents to the Director of Asset Management & Compliance without delay
- Liaise with the Director of Asset Management & Compliance, the Director of Health and Safety Services and the water hygiene Authorising Engineer regarding contact with external enforcement agencies

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Departmental responsible persons (Colleges / departments):

Assist with managing and controlling water hygiene risks from the point of outlet within their areas of control and to this end are responsible for:

- Assisting the Estates & Campus Services water hygiene responsible person in fulfilling their duties in areas not under direct estates control (refer to water safety plan for guidance)
- Allowing reasonable access to enable the risk assessment and any remedial works to take place
- Keeping under review the frequency of use of asset in areas under their control, and where assets become little use (less than once per week), putting in place an appropriate flushing regime in accordance with the provisions of the water safety plan
- Ensure that they do not arrange repair, maintenance or alteration works on hot and cold water systems within the building/area they are responsible for without notifying the Estates & Campus Services water hygiene responsible person (or his deputy) of the planned changes so an assessment can be made as to the potential water hygiene impact on the system
- Notify any individuals(s) who will be responsible for completing the routine water hygiene tasks and checks on the premises, i.e. weekly flushing tasks, to the Estates & Campus Services water hygiene responsible person (or his deputy)
- Ensuring that regular maintenance of showers and water systems in areas of their control are undertaken where required and recording results in a suitable logbook. This may include running showers for a set time, and running little used taps, WCs and water sources (all in accordance with the water safety plan)
- Reporting any concerns such as inappropriate temperatures to the Estates & Campus Services water hygiene responsible person without delay and ensuring they are followed up
- Reporting any damage, deterioration or changes in the use of the building, water systems and / or air conditioning plant within their area of operational responsibility to the Estates & Campus Services water hygiene responsible person
- Ensuring any modifications to hot or cold-water systems are only carried out after approval by the Estates & Campus Services water hygiene responsible person
- Raise and observe the requirements of water hygiene permits to work in accordance with the water safety plan
- Ensure that any recommendations arising from the legionella risk assessment which are the responsibility of the department are carried out as required

Persons in control of works:

Are involved in the selection of equipment / systems when new systems are specified, or existing systems are redesigned / modified as part of a refurbishment programme. With this in mind, and in order to ensure water hygiene, persons in control of works must:

- Ensure that design specifications detailed within the University water safety plan and associated documents are communicated to those responsible for installation and maintenance of water systems
- Ensure that contractors are made aware of the importance of following the water safety plan and in particular as regards water sampling
- Ensure that any concerns relating to system design (i.e. water safety plan derogation requests) are communicated without delay to the Estates & Campus Services water hygiene responsible person (or in his absence) to the Authorising Engineer
- Ensure any derogations from the water safety plan are authorised by the Estates & Campus Services water hygiene responsible person (or in his absence) by the Authorising Engineer in advance using the relevant form from the water safety plan

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- Ensure that any alterations to the existing water infrastructure (i.e. after refurbishment of a space) are notified to the Estates & Campus Services water hygiene responsible person (or in his absence) to the Authorising Engineer
- Ensure any permits or forms required by the water safety plan and University permit system are raised / completed and closed out as required

Space Management

The University Space Management Department is responsible for reporting to the Estates & Campus Services water hygiene responsible person any change of use or vacation of premises that they are aware of to ensure that water hygiene is appropriately managed.

Health and Safety Services:

Health and Safety services is responsible for the following:

- Advising on matters relating to water hygiene, including any changes in legislation and how these impact on the University activities
- Reviewing the effectiveness of this policy and advising on changes
- Chairing the strategic water safety group and liaising with key stakeholders as required
- Liaising with the water hygiene responsible / competent persons / Authoring Engineer in order to ensure successful implementation of this policy

The competent person (normally a third party contracted to provide this service):

Is responsible for carrying out preventative and reactive maintenance on water hygiene-related assets and for carrying out remedial measures when instructed to do so. As part of this role, the competent person will:

- Carry out water hygiene services on behalf of the University following instruction from the Estates & Campus Services water hygiene responsible person
- If the equipment is safe for use, suitably mark the equipment (if appropriate) allowing its use or continued use, (they may recommend non-critical repairs); or,
- If the equipment is not considered safe for use, issue a notice prohibiting its use. Details as to the reasons why the use has been prohibited will be provided to the Estates & Campus Services water hygiene responsible person or delegated deputy on the day of inspection together with details of work required to make the equipment safe (remedial work to be carried out by the appropriate party which may be within the department)

5. Related documents

- The Chartered Institution of Building Services Engineers TM13 2002 COP Minimising the Risk of Legionellosis
- British Standard Specification for design, installation and maintenance of services supplying water for domestic use within buildings and their curtilages
- "Safe" Hot Water and Surface Temperatures – Health Guidance Note 1998

7. Revision History

Date of Issue	Version number	Amendments Made
31/01/2020	1.0	First issue
14/12/2020	2.0	A large number of minor changes and clarifications