



Compass Group (UK and Ireland) Ltd

Control of Legionella in Water Systems Operational Policy

Owner: Peter Priday

Dated: January 2025

Version Control

Version Number	Implementation Date	Review Date	Amendments
1.0	November 2015	November 2017	New Site-Specific Policies
2.0	August 2017	August 2018	Trading Name Changed to Compass Group. Group Policy, Site Specificity Removed.
2.1	August 2018	August 2020	None
2.2	August 2020	August 2022	None
2.3	September 2022	August 2024	Minor Grammatical Amendments Revision of Section 4.1 Legionella Safety Arrangements
2.4	January 2025	January 2028	Reformat of the Policy Statement. Inclusion of Technical Authority designation. Contract Manager designation changed to Operations Manager. General Definitions moved to Appendix 4.

Technical Authority Peter Priday

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Part 1 Policy Statement

Compass Group (UK & Ireland) Ltd (hereafter referred to as Compass Group) are committed to:

- Implementing this policy
- Ensuring all Water Systems are managed without giving rise to danger.
- Providing safe operation and maintenance of the Water Systems under their control.
- Monitoring this policy to ensure its effectiveness.

This policy has been created for the protection of those persons whose employment involves them using or carrying out work on water systems and equipment controlled by Compass Group and any person likely to be affected by the activities of Compass Group employees.

This policy should be read in conjunction with the Compass Group Pressure Systems Operational Policy and Compass Group Ventilation Systems Operational Policy.

Addition guidance can be found in the Compass Group Operational Policy for Electrical Systems and Safety Policies for Confined Spaces, Working at Height, and Lifting Equipment & Lifting Operations.

This policy is in accordance with the requirements of:

- The Health and Safety at Work Act 1974.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- Control of Substances Hazardous to Health Regulations.
- Workplace (Health, Safety and Welfare) Regulations.
- Management of Health & Safety Regulations.
- Water Management (L8) ACOP.
- HSG274 Part1: The control of legionella bacteria in evaporative cooling systems.
- HSG274 Part2: The control of legionella bacteria in hot and cold-water systems.
- HSG274 Part3: The control of legionella bacteria in other water systems.
- Water Supply (Water Fitting) Regulations.

No employee will work on any Water System unless authorised or instructed to do so by the Responsible Person for that system.

It is the duty of all persons, who may be concerned with the operation of, or work upon water systems and equipment to:

- **Comply with this Policy.**
- **Be conversant with all legislation governing the work they are called upon to undertake.**

Only employees with the appropriate knowledge, skills and training will be authorised or instructed to work on or monitor Water Systems. Where it is appropriate, training and instruction will be given.

Part 2 Definitions

2.1 Definitions of Personnel

2.1.1 Duty Holder (DH)

The Duty Holder is a person on whom Health and Safety Legislation imposes a duty in connection with safety. There may be a multi-party agreement which will require Duty Holders to be appointed by other organisations using the building or in financial control of the Building Water Systems.

2.1.2 Technical Authority (TA)

A person appointed, in writing by the Duty Holder to take responsibility for the creation and update of the Compass Group Control of Legionella Policy.

2.1.3 Operations Manager (OM)

The Operations Manager is defined as the person in the organisation, who is accountable for the maintenance of the premises.

2.1.4 Responsible Person, (RP)

The Responsible Person is appointed in writing by the Duty Holder for defined day to day Water Management responsibilities and for controlling any identified risk from Legionella bacteria. They should have a clear understanding of their duties, this policy document, and associated procedures. The Responsible Person is someone who has sufficient technical knowledge; training and practical experience of Water Management to implement the Written Scheme. There may be a multi-party agreement which will require Responsible Persons to be appointed by other organisations using the building or in financial control of the Building Water Systems.

2.1.5 Authorised Signatory (AS)

An Authorised Signatory is appointed in writing by the Duty Holder to take responsibility for the approval of the issue of an Authority to Work for low and medium risk work activities.

2.1.6 Subject Matter Expert (SME)

A role performed by a Water Management Consultant appointed in writing by the Contract Manager on the recommendation of the Responsible Person. They must possess the necessary technical knowledge, skill, and experience to complete a suitable and sufficient assessment to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the premises and any precautionary measures needed.

2.1.7 Water Hygiene Consultant (WHC)

A Water Treatment Company appointed to carry out all or part of the water management regime required under the written scheme. They must possess the necessary resources, technical knowledge, skill, and experience relevant to the contract requirements.

2.1.8 Competent Person (CP)

A Competent Person is appointed in writing by the Contract Manager on the recommendation of the Responsible Person for defined water management tasks. They must possess the necessary technical knowledge, skill, and experience relevant to the nature of the work to be undertaken, and be able to prevent danger or, where appropriate, injury.

2.1.9 Authorised Person (AP)

An Authorised Person is appointed in writing by the Operations Manager on the recommendation of the Authorising Engineer or Responsible Person for the issue of Permits to Work where a task involves a defined High-Risk System or Activity, such as Pressure Systems or Confined Space Entry.

2.2 Definitions of Safety Documents

2.2.1 Authority to Work (ATW)

This is a Safety Document used to control works conducted by contractors and third parties that have been identified as requiring operational controls. The Authority to Work authorises competent personnel to carry out specific work including works on Water Systems Equipment.

2.2.2 Permit-to-Work (PTW)

Permits to Work form part of the suite of Safety Documents issued by the relevant Authorised Persons (APs) where “High Risk” activities have been identified as part of the task. High Risk activities include Works on Pressurised Systems or Entry into a Confined Space.

2.3 Definitions of Safety signs

2.3.1 Safety Signs

These are temporary signs (as per Appendix 2a), bearing the words “do not open valve” or “do not close valve” which are to be secured by the Authorised Person at points of isolation, draining and depressurisation.

2.3.2 Danger Signs

These are temporary signs (as per Appendix 2b), bearing the words “Danger Hot Water” or “Danger Chlorinated Water”, which are to be displayed where there is an introduced Hazard.

2.3.3 Isolation Sign (Personal)

This is a temporary, non-metallic sign (as per Appendix 2c), bearing the words “caution – persons working on equipment” and displaying the photograph of the Competent Person. Which is to be secured at a point of isolation for their own safety by a Level 2 or 3 Competent Person.

2.3.4 Isolation Sign (Controlled)

This is a temporary, non-metallic sign (as per Appendix 2d), bearing the words “caution – persons working on equipment”. Which is to be secured at a point of isolation by a Level 3 Competent Person.

2.3.5 Information Signs

These are temporary, non-metallic signs (as per Appendix 2e), informing users of any changes in the normal operation of the Domestic Water Systems.

2.3.6 Warning Signs

These are permanent signs (as per Appendix 2f), indicating the presence of a known Hazard from a component of the water management system.

Part 3 Responsibilities

3.1 General Responsibilities

3.1.1 Compass Group Management

It is the responsibility of Compass Group Management to ensure that arrangements are in place to enable contracts to comply with all relevant statutes and Safety Rules. Specific responsibilities with regards water systems are outlined in Parts 3.2 to 3.4.

3.1.2 Compass Group Staff

It is the responsibility of all employees to comply with the management arrangements put in place for statutory compliance. Only Competent Persons with a valid Certificate of Appointment are to carry out works on the water systems. Specific responsibilities for Responsible and Competent Persons are outlined in Parts 3.5 to 3.7.

3.1.3 Contractors Working for Compass Group

It is the responsibility of all contractors to comply with the management arrangements put in place for statutory compliance. Only contractors in possession of valid Safety Documentation or Competent Persons Certificate are to carry out works on the water systems. Specific responsibilities with regards legionella control are outlined in Parts 3.7.

3.2 Duty Holder (DH)

3.2.1 General

The Duty Holder is responsible for ensuring the Appointments Structure including Responsible Persons have sufficient resources and the authority necessary to ensure that the water systems under the control of Compass Group comply with the requirements of all relevant legislation.

3.2.2 Appointment of The Technical Authority

The Duty Holder is responsible for appointing in writing a Technical Authority to produce and update the Compass Group Control of Legionella Policy.

3.2.3 Appointment of Responsible Person

The Duty Holder is responsible for appointing in writing the Responsible Person to effectively implement this policy in respect to the control of Legionella Risk from the Building Water Systems.

Please note that Compass Group may only complete the operational responsibilities as part of a contract. Therefore, other organisations using the building or in financial control may also have Duty Holder and Responsible Person obligations in respect of the water management process, and these will be established in the contract and outlined in the Written Scheme of Control.

3.3 Technical Authority (TA)

3.3.1 General

The Technical Authority is responsible for the production of the Compass Group Control of Legionella Policy.

The Technical Authority is to ensure that the Compass Group Control of Legionella Policy is maintained and updated to ensure compliance with current legislation and where appropriate industry best practice.

3.4 Operations Manager (OM)

3.4.1 General

Operational Managers are responsible for recruiting adequate personnel to complete the water management tasks to the required timescales and by suitably competent appointed employees or specialist contractors or consultants. Where an anomaly is identified the required remedial action to resolve the issue must be arranged and completed as soon as possible.

On contracts where the client is the sole Duty Holder for Water, the Operations Manager is to obtain a copy of the Client's Water Risk Assessment, confirm any responsibilities being placed upon the unit and act accordingly.

On contracts where Compass Group are the sole Duty Holder, or where the duty holding is shared, the Operations Managers have, under the requirements of the Health and Safety at Work Act 1974 subsequent Regulations to ensure that so far as is reasonably practicable the following are adhered to:

- a) Provision of adequate information, supervision, and instruction to ensure that work on Water Systems can be carried out safely.
- b) Provision of a safe place of work, including adequate working space, access, and lighting.
- c) The design and purchase of new Water Systems shall be carried out by persons with the appropriate accreditations, technical knowledge, experience and understanding of current regulations.
- d) All items of Water Systems Equipment shall be selected to take account of the environment in which they are to be installed / used.
- e) All new Water Systems installation work shall be inspected and tested prior to handover or putting into service.
- f) All Water Systems equipment shall be clearly labelled for identification purposes.
- g) Schematic drawings and plans shall be maintained to provide a comprehensive record of all Water Systems, and arrangements shall exist for updating following systems

modifications.

h) Water Systems shall be monitored and maintained as appropriate to prevent danger to persons and the environment so far as is reasonably practicable.

3.4.2 Recommendation of a Responsible Person

The Operations Manager is responsible for submitting a person for appointment as the Responsible Person. The Operations Manager is to work with the Responsible Person to effectively implement items a to h listed in 3.4.1.

3.4.3 Appointment of Competent Persons

The Operations Manager is responsible for appointing in writing adequate numbers of Competent Persons to work on, or the carry out monitoring and maintenance of, defined Water Systems and Equipment. These appointments will be endorsed by the Responsible Person.

3.5 Responsible Person (RP)

3.5.1 General

The Responsible Persons will be responsible for effectively managing the Legionella Risk from the Building Water Systems. Their Duties will be laid out in their Letter of Appointment but should include:

- Ensuring that water systems are fully compliant with all legal requirements.
- Ensuring effective communication with the Duty Holder regarding all aspects of the Legionella risk management programme.
- Ensuring effective communication with the Responsible Person(s) appointed by Client/Landlord Duty Holders as part of a Multi-Party Agreement.
- To ensure effective communication and management of all staff involved in the Legionella risk management programme, thus effecting full execution of any written scheme of precautions necessary to minimise the risk of Legionella proliferation in the areas under their control.
- Ensure the Water Risk Assessment and Written Scheme of Control are reviewed and updated.
- Ensure that a Water Risk Assessment Action Tracker is produced and regularly reviewed and updated.
- Ensure that the Maintenance and Monitoring Records held in the Water Systems Logbook(s) are accurate and up to date, and Non-Conformances are actioned and / or escalated as required.
- Make reasonable enquiries to ensure that Compass Group and Contractor Operatives who conduct Maintenance or Monitoring Operations on Water Systems are competent to carry out these duties.
- Where a person's competency has been established, endorse the appointment of said persons as Competent Persons.
- Assess the Performance and where required Coach all Competent Persons at intervals suitable to their duties but at least annually.

3.5.2 Control of Works on Water Systems

The Responsible Person shall control all works on the site Water Systems and Equipment. They will review and approve the Task Risk Assessments and Method Statements before approving the issue of the required Safety Documentation. They are also responsible for confirming permissions for Water Systems to be shut down.

3.5.3 Endorsement of Competent Persons

The Responsible Person is responsible for endorsing in writing the appointment of Competent Persons.

3.5.4 Provision of Support and Guidance to Competent Persons

The Responsible Person shall, when required, provide Guidance and Support to Competent Persons with regards the task they are conducting or on any aspects of this Policy or Current Legislation.

3.5.5 Reporting

The Responsible Person shall report to the Operations Manager with regards to the operation and maintenance of the site Water Systems and Equipment.

The Responsible Person shall report to the Technical Authority with regards any aspect of this Policy.

The Responsible Person shall report immediately to the Operations Manager any defects found in Water Systems and Equipment, any dangerous occurrence, any dangerous practices observed in the course of his duties and the actions they have taken.

3.6 Authorised Signatory (AS)

The Authorised Signatory is responsible for the practical implementation and operation of the Compass Group Authority to Work Process.

In operating the Authority to Work procedure for works on Water Systems, the Authorised Signatory's' duties include:

- a) Be satisfied the Competent Person is clear about the work to be carried out and will provide adequate supervision.
- b) Go through Safe System of Work submitted by the Competent Person, with the Responsible Person, to ensure all the relevant points listed in the checklist have been adequately covered.
- c) Check that the specified precautions in the Safe System of Work are in place.
- d) Check if other "High Risk" Permits or Isolations apply e.g., service isolations.
- e) Liaise with Authorised Persons to ensure isolations are completed and High Risk Permits Prepared.

- f) Explain to the Competent Person any other activities that may impact on the work.
- g) Ensure the Competent Person understands the emergency procedures.
- h) Issue the Authority to Work as per the procedure and follow the cancellation procedure once the work is complete.

3.7 Competent Person (CP)

3.7.1 General

All persons Conducting Maintenance or Monitoring Operations on the Building Water Systems should be assessed by the Responsible Person. If they are found to be suitably Trained, Knowledgeable and Experienced, The Responsible Person will endorse their Certificate of Appointment, issued by the Contract Manager, which will define their Specific Duties.

Competent Persons are responsible for conducting their activities in a safe manner, and that at all times, they work in accordance with relevant legislation, this policy and the site procedures.

3.7.2 Provision of Task Risk Assessments and Method Statements

The Competent Person or their Employer is responsible for producing suitable and sufficient Task Risk Assessments and Method Statements, before any task is conducted.

These Risk Assessments and Method Statements are to be reviewed by the Authorised Signatory and/or Responsible Person prior to any the task commencing.

3.7.3 Record keeping

On completion or cessation of the task, the Competent Person shall record the results and observations in the Water Logbook(s). Any Non-Conformances are to be reported to the Responsible Person with no unnecessary delay.

Part 4 Safety Arrangements

4.1 Legionella Safety Arrangements

4.1.1 General

It shall be the duty of all persons under the control of Compass Group to comply with this Policy, the Site Procedures, and all relevant legislation.

Only Competent Persons in receipt of a valid Certificates of Appointment or Safety Documentation shall carry out work on or monitoring of water systems and equipment.

The Responsible Person shall control all work on or monitoring of water systems and equipment.

All works on water systems or equipment will be conducted to a design and using methods that avoid the introduction of:

- a) Reduced Temperature Control through Poor Pipework Insulation, Reduced Circulation, System Imbalance etc.
- b) System Stagnation through Oversizing, Dead Legs, Dead Ends, Non-Circulation etc
- c) Cross Contamination through Poor Work Practices, Cross Connections, Lack of, or Bypass of Backflow Prevention Measures etc.
- d) Aerosol Production through unsuitable Outlet Selection.
- e) Materials which Proliferate Bacterial Growth.

4.1.2 Control of Compass Group Employees Working on Water Systems

All Compass Group Employees undertaking work on or monitoring of Water Systems controlled by Compass Group shall be suitably trained and records of their training recorded on the Training Matrix and copies of Certificates held in their Personnel or Training File.

When Compass Group Competent Persons are required to carry out work on or monitoring of Water Systems controlled by Compass Group the following procedures shall be adopted:

- a) The Competent Person shall have read and have access to this and other relevant policies.
- b) The Competent Person shall have read and understood the Task Procedure and Risk Assessment.
- c) Competent Person to use tools and equipment specifically allocated to works on Water Systems, or ensure all tools are disinfected before they are used on "Clean" Water Systems.
- d) The Responsible Person may monitor the works to ensure the required Procedure is being followed correctly.

- e) On completion of the works the Competent Person shall record the operations in the Water Logbook(s).

4.1.3 Control of Contractors Working on Water Systems

All Contractors engaged by Compass Group, and undertaking work on or monitoring of Water Systems controlled by Compass Group should be suitably trained and experienced.

When approved contractors are required to carry out work on Water Systems controlled by Compass Group the following procedures shall be adopted:

- a) Contract specifications shall state that the contractors shall be required to work in accordance with this and other relevant policies. Copies shall be sent to the contractor with the official order to do the work.
- b) The Contractor will provide Task Risk Assessments and Method Statements in advance of attendance to be reviewed and approved by the Responsible Person and Authorised Signatory. The Method Statement should include the controls to be employed to reduce the Risk from Legionella, these should include:
- Chlorination of installed Pipework or Equipment.
 - The use of WRAS approved materials.
 - The use of specific “clean / dirty” side tool sets or a tool disinfection regime.
- c) The Contractor will provide details of the Competency of attending technicians in advance of attendance to be reviewed and approved by the Responsible Person and Authorised Signatory.
- d) The Responsible Person shall outline any additional actions they require during and at the conclusion of the works in respect of the Control of Legionella. These actions could include:
- System Pasteurisation or Chlorination
 - Increased Flushing
 - Increased Monitoring
 - Additional Sampling
- e) A site access control arrangement shall be set up, which shall require contractors to report their presence on a day-to-day basis. This is to include any Induction, Authority to Work or Permit to Work Requirements.
- f) The Responsible Person shall monitor the works to ensure the required Legionella Controls are maintained.
- g) On completion of the works the Contractor must provide any relevant documentation such as service reports, chlorination certificates or test results.

4.1.4 Maintenance and Monitoring Records

A Water Systems Logbook shall be produced for each contract for which Compass Group have control of the Water Systems.

The Logbook will consist of a Folder or folders and shall include in its contents the following:

- A copy of the current Water Risk Assessment
- A copy of the current Water Risk Assessment Action Tracker
- A copy of the current Written Scheme of Control
- Up to date Water System Flushing Records
- Up to date Water System Monitoring Records
- Up to date Water System Maintenance Records
- Up to date Water System Sampling Records
- Copies of any Non-Conformance Action Reports

Any person engaged in work on or monitoring of water systems and equipment shall ensure the Records held in the Water Logbook are kept up to date and that Non-Conformances are reported to the Responsible Person without unnecessary delay.

The Responsible Person shall regularly review the contents of the Water Logbook to ensure they are being accurately recorded and up to date.

4.1.5 Non-Conformances and Positive Sample Results

Upon receipt of a Non-Conformance Report or a Positive Water Sample Result the Responsible Person shall initiate the appropriate action(s) outlined in the Written Scheme of Control. All actions taken by the Responsible Person should be recorded in the Water Logbook.

4.1.6 Legionellosis Outbreak

An outbreak is defined as “two or more cases where the onset of illness is closely linked in time (weeks rather than months) and where there is epidemiological evidence of a common source of infection, with or without microbiological evidence”.

The diagnostic Laboratories will inform the relevant authority:

- In England they will notify UK Health Security Agency (UKHSA), under the Health Protection (Notification) Regulations 2010.
- In Wales they will notify Public Health (Wales), under the Health Protection (Notification) Regulations 2010.
- In Scotland they will notify Public Health Scotland, under the Public Health (Notification of Infectious Diseases) (Scotland) Regulations 1988.

If the Water Systems controlled by Compass Group are suspected as the source, the relevant authority will contact the Responsible Person, who should take the following steps.

- a) Inform the Duty Holder(s) and any other Responsible Persons.
- b) Arrange Isolation Hot and Cold Outlets and Showers throughout Building.

- c) Arrange for Samples to be taken from all Tanks, Calorifiers, Outlets and Cooling Towers.
- d) Ensure System records are available to the Investigating Officers.
- e) Ensure Staff Health Records are available to the Investigating Officers.
- f) Co-Operate with the Investigating Officers in determining the source and agreeing an action plan.

Part 5 Monitoring and Maintenance

5.1 Monitoring and Maintenance of Water Systems and Equipment

5.1.1 General

All Water Systems Equipment shall be included on the site Asset Register. The assets on the register will have been inputted into the site CAFM System or Maintenance Plan.

The CAFM System or Maintenance Plan will produce Planned Preventative Maintenance (PPM) Task Sheets for every monitoring or maintenance activity for the assets.

5.1.2 Guidance

The scope and frequency of Monitoring and Maintenance of Water Systems and Equipment shall be based on a combination of Legislation, Supplier Recommendation, Contractual Requirements, The Written Scheme of Control and The Water Risk Assessment.

Therefore, the following is included in this policy as guidance only:

5.1.3 Incoming Water Mains

- Incoming Mains Water Temperature Monitoring every 3 Months.

5.1.4 Cold Water Storage Tanks

- Stored Water Temperature Monitoring every 3 Months.
- Internal Tank Conditional Monitoring every 6 Months.
- External Tank Conditional Monitoring every 12 Months.
- Stored Water Turnover "Drop Test" every 24 Months.

5.1.5 Cold Water Services

- Cold Water Infrequent Used Outlet Flushing every Week.
- Cold Water Sentinel Outlet Temperature Monitoring every Month.
- Cold Water Non-Sentinel Outlet Temperature Monitoring every 3 Months.
- Cold Water Sentinel Outlets Legionella Sampling every 3 Months.
- Cold Water Non-Sentinel Outlets Legionella Sampling every 12 Months.
- Thermostatic Mixing Valve Servicing every 12 Months.
- Boosted Cold Water Pump Duty Rotation every Week (If Boosted System).
- Boosted Cold Water Pump Maintenance every 3 Months (If Boosted System).
- Expansion Vessel Flushing every Month (If Boosted System).

5.1.6 Calorifiers

- Calorifier Flow and Return Temperature Monitoring every Month (If Flow and Return System).
- Calorifier Stored Water Temperature Monitoring every Month.
- Calorifier Drain Monitoring every 3 Months.

- Calorifier External Inspection every 3 Months.
- Calorifier Internal Inspection Every 12 Months.

5.1.7 Hot Water Services

- Hot Water Infrequent Used Outlet Flushing every Week.
- Hot Water Sentinel Outlet Temperature Monitoring every Month.
- Hot Water Non-Sentinel Outlet Temperature Monitoring every 3 Months.
- Hot Water Sentinel Outlets Legionella Sampling every 3 Months.
- Hot Water Non-Sentinel Outlets Legionella Sampling every 12 Months.
- Thermostatic Mixing Valve Servicing every 12 Months.
- Hot Water Services Pump Duty Rotation every Week (If Pumped System).
- Hot Water Services Pump Maintenance every 3 Months (If Pumped System).
- Hot Water Services Trace Heating Maintenance (If Applicable).

5.1.8 Cooling Towers and Evaporative Water Systems

- Cooling Water Conductivity Testing every Week.
- Cooling Water Ph Testing every Week.
- Cooling Water Microbial Activity “Dip Slide” Testing every Week.
- Cooling Water Biocide and Inhibitor Concentration testing every Week.
- Cooling Water Legionella Sampling every 3 Months.
- Make Up Water Hardness Testing every Week.
- Tower Internal Inspection every 6 Months.

Part 6 Training Requirements

6.1 General

All Persons conducting or overseeing the operation, monitoring, maintenance, or repair of Water Systems Equipment controlled by Compass Group will be suitably trained to conduct their role safely. The following table provides a guide as to the standards of training required for various Roles.

Duty Holders	WS1, or equivalent, Role of the Legionella Responsible Person / Duty Holder Training Course.
Responsible Persons	WS1, or equivalent, Role of the Legionella Responsible Person / Duty Holder Training Course. WS2, or equivalent, Management of Legionella Bacteria in Hot and Cold Water Systems Training Course (Optional).
Competent Persons	WS11, or equivalent, Legionella and ACOP L8 Awareness Training Course (Minimum). (C&G / BTEch) EUSR, IET or CMPE accredited training courses concomitant to the nature of the works undertaken.

Part 7 Monitoring and Review

7.1 Technical Authority Review of the Operational Policy

At intervals not exceeding 3 Years the Technical Authority will conduct, a Review of this Policy.

The reviewed documents will be submitted to the Duty Holder for approval and publication on the Compass Group HSE Website.

7.2 Responsible Persons Review of Water Management

Following their appointment the Responsible Person will carry out a compliance review.

The review will cover the following areas:

- The Current Water Risk Assessment and Action tracker.
- The Current Written Scheme of Control.
- Operating Procedures and Method Statements
- Task Risk Assessments
- Water Logbook Records.
- Non-Conformance Action Reports.
- Appointed Competent Persons.

The Responsible Person shall produce a report following the review, highlighting any deficiencies, and outlining an action plan.

These reviews are to be repeated at intervals not exceeding every 12 Months.

Appendices

1. Model Safety Documentation

1a Authority to Work

1b Confined Spaces Permit to Work

2. Model Safety Signs

2a. Model Safety Signs

2b. Model Danger Signs

2c. Model Isolation Sign (Personal)

2d. Model Isolation Sign (Controlled)

2e. Model Information Signs

2f. Model Warning Sign

3. Pipework Markings

4. General Definitions

1. Model Safety Documentation

1a. Authority to Work

Authority To Work		COMPASS GROUP		SAFETY FIRST in everything we do	
Date	Your Name	Your Contact Number	Company Name	Site Pass Issued	Pass Number
				Yes	No
Valid For Above Date Only		Specific details of work to be carried out		Time In	Contractor/Vendor Signature (on receipt and acceptance)
Site Induction/Orientation Complete					
Safe System of Work Approved				Time Out	Contractor/Vendor Signature (on departure and cancellation)
Competence Checked		Is a High Risk PERMIT TO WORK required before work commences?		Yes	No
Equipment and PPE checked		Type:	Permit Number:	When Date and Time	
Asbestos Register Checked		Appointed Person Issuing Authority to Work		This Pass Must be returned to point of issue upon departure	
Vehicle Reg		Printname		Signature	
		Time		Date	
				Authority Number	
				123456	

1b. Confined Spaces Permit to Work

Permit to Work No XXXXX

PERMIT TO WORK WITHIN CONFINED SPACES

Site: Location:

Confined Space Ref: Description:

1. ISSUE: Issued to: Employed by:

Points of Mechanical Isolation:

Points of Electrical Isolation:

Points of Fuel Isolation:

Warning Signs Posted at:

Method of Access / Egress:

Method of Ventilation:

Emergency / Rescue Arrangements:

Fire Fighting Arrangements:

Works to be Carried Out:

No other works to be carried out under this Permit to Work

I hereby declare that the above Confined Space is safe to enter, services have been isolated and the atmosphere has been checked:

Signed: Name: Date: Time:

Duty Authorised Person (CS) Capitals

2. RECEIPT: I hereby declare that I accept responsibility for overseeing the works within the Confined Space as detailed on this Permit and that no attempt will be made by me, or any person under my control, to carry out any other works.

Signed: Name: Date: Time:

Competent Person Capitals

Note: Once Issued and Receipted this document must remain under the control of the Competent Person until all works are finished. It must then be cleared and returned to the Authorised Person

3. CLEARANCE: This is to certify that the work above has been *completed / * Stopped and that all persons under my control have been withdrawn and warned that it is no longer safe to work in the Confined Space specified on this Permit and that all tools and equipment used have been cleared * Delete as appropriate

Signed: Name: Date: Time:

Competent Person Capitals

4. CANCELLATION: I have checked the Confined Space area and * I am / * I am not satisfied that the works have been completed satisfactorily and the area shall be * Returned to Service / Rejected for rework under a new Permit. This Permit to Work is hereby Cancelled * Delete as appropriate

Signed: Name: Date: Time:

Duty Authorised Person (CS) Capitals

Schematic Diagram: Detailing Points of Work and Isolation. Methods of Access / Egress and Ventilation.

Description / Notes

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Pre Entry Checks (Circle)			
Access Equipment	Y / N / NA	Fire Prevention	Y / N / NA
Air Monitors	Y / N	Lighting / Power	Y / N / NA
Communications	Y / N	Lifting Equipment	Y / N / NA
Area Purged	Y / N / NA	COSHH	Y / N / NA
Ventilation	Y / N / NA	Hot Works	Y / N / NA
Area Drained	Y / N / NA	PPE	Y / N
Residues Removed	Y / N / NA	RPE	Y / N
Static Control	Y / N / NA		

Pre Entry Atmospheric Gas Tests	
O2 - Oxygen	% Vol
CO - Carbon Monoxide	ppm
H2S - Hydrogen Sulphide	ppm
CH4 - Methane	% LEL

Signed: Name: Date: Time:

Duty Authorised Person (CS) Capitals

2. Model Safety Signs

2a. Model Safety Signs



**DO NOT OPEN
VALVE**

NAME DATE

REASON
.....

SAFETY PROGRAMME No.....

CONTACT No.....



**DO NOT CLOSE
VALVE**

NAME DATE

REASON
.....

SAFETY PROGRAMME No.....

CONTACT No.....

2b. Model Danger Signs



Danger
Very Hot Water



Danger
Chlorinated Water

2c. Model Isolation Sign (Personal)



2d. Model Isolation Sign (Controlled)



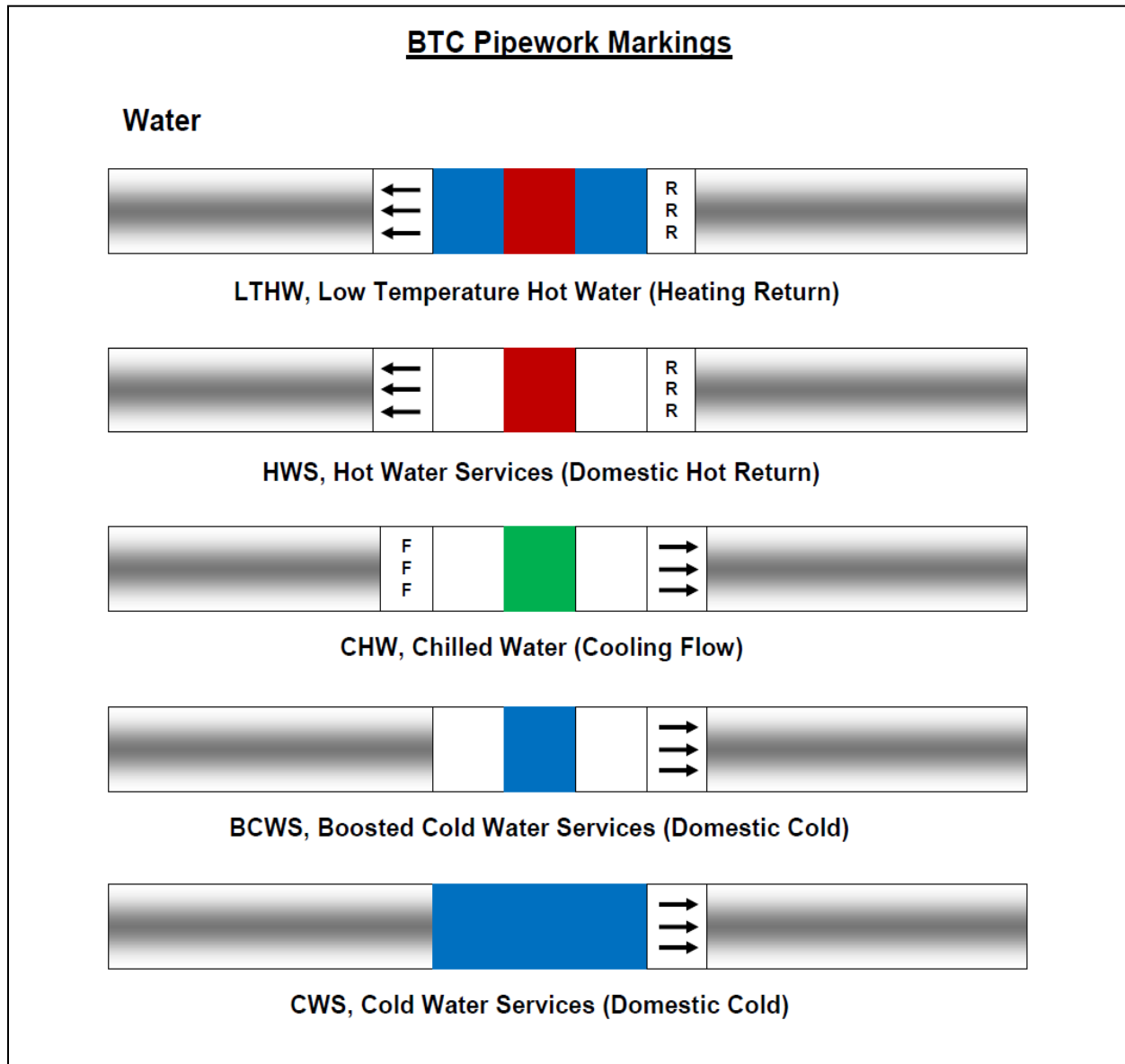
2e. Model Information Signs



2f. Model Warning Sign



3. Pipework Markings



4. General Definitions

Aerosol

A suspension in a gaseous medium of solid particles, liquid particles, or solid and liquid particles having negligible falling velocity. In the context of this document, it is a suspension of particles which may contain legionella with a typical droplet size of $<5\mu\text{m}$ that can be inhaled deep into the lungs.

Audit

The structured process of collecting independent information on the efficiency, effectiveness, and reliability of the safe system of work, and drawing up plans for corrective action “Independent” does not necessarily mean external to the organisation.

Biofilm

A community of bacteria and other microorganisms, embedded in a protective layer with entrained debris, attached to a surface.

Calorifier

An apparatus used for the transfer of heat to water in a vessel by indirect means, the source of heat being contained within a pipe or coil immersed in the water.

Cold Water Service

An installation of plant, pipes, and fittings in which cold water is stored, distributed, and subsequently discharged.

Dangerous Condition

A condition that is likely to lead to a dangerous occurrence.

Dangerous Occurrence

An incident which may be dangerous to any person, whether an accident has occurred.

Dead Leg

These are pipes leading to a fitting through which water only passes infrequently when there is draw-off from the fitting, redundant or abandoned legs of pipework.

Domestic Water Service

Hot and cold water intended for personal hygiene, culinary, drinking water or other domestic purposes.

Emergency Procedure

A procedure to address a serious issue involving water quality, water systems or the adequacy of controls under the written scheme.

Evaporative Condenser

A heat exchanger in which refrigerant is condensed by a combination of air movement and water sprays over its service.

Evaporative Cooling

A process by which a small portion of a circulating body of water is caused to evaporate thereby taking the required latent heat of evaporation from the remainder of the water and cooling it.

Hazard

An act or circumstances that could result in the possibility of harm to persons or property.

Hot Water Service

An installation of plant, pipes and fittings in which water is distributed and subsequently discharged (not including cold water feed tank or cistern)

Legionnaires Disease

A form of pneumonia caused by Legionella bacteria.

Legionella

A type of aerobic bacterium which is found predominantly in warm water environments.

Legionellosis

Any illness caused by exposure to Legionella.

Microorganisms

An organism of microscopic size including bacteria, fungi, and viruses.

Monitoring

Checks carried out on Water Management equipment in compliance with the L8 ACOP and as defined in the written scheme. These are formal recorded checks within a logbook carried out by a person competent to do so.

Non-Conformance

A state or situation where the water system is not performing to its design criteria or where the monitoring of that system highlights a system operating outside of the required parameters. These include temperature readings that are not within parameters, samples are reported to contain unsatisfactory bacteria count or another condition is identified, these must be reported to the Responsible Person and remedial action taken within defined timescales.

Risk Assessment

Identifying and assessing the risk from exposure to legionella from work activities and water sources on premises and determining any necessary precautionary measures.

Samples

A quantity of water drawn from the water system in a controlled manner which is sent for laboratory analysis.

Sentinel Outlets

The Outlets on the Domestic Hot and Cold-Water Systems which are Nearest to and Furthest from the water source. These outlets are preferably not supplied via a Thermostatic Mixing Valve and are used to monitor the System Water Temperatures.

Sludge

General term for soft mud-like deposits found on heat transfer surfaces or other important sections of a cooling system. Also found at the base of calorifiers & cold-water storage tanks.

Stagnation

The condition where water ceases to flow and is therefore liable to microbiological growth.

Strainer

A coarse filter usually positioned upstream of a sensitive component such as a pump control valve or heat exchanger to protect it from debris.

Thermostatic Mixing Valve (TMV)

A device fitted to the Domestic Water System which controls the Hot Water at an Outlet by controlled mixing of the Hot Water with Cold Water before it reached the Outlet.

Water Logbook

A document to be completed by the responsible person and/or the persons acting under their control. The aims of the Water Logbook are to:

- Provide a framework for monitoring water quality to minimise the risk of Legionellosis.
- Provide evidence of management control and compliance with legislative requirements defined in the ACOP and the Water Risk Assessment.
- Provide a record of monitoring and maintenance activities as required by the ACOP and defined in the written scheme.

Written Scheme of Control

Where the risk assessment shows that there is a reasonably foreseeable risk of exposure to legionella bacteria, the use of water systems, parts of water systems or systems of work that lead to exposure must be avoided so far as is reasonably practicable. Where this is not reasonably practicable, there should be a written scheme for controlling the risk from exposure that should be properly implemented and managed. The written scheme should specify measures to take to ensure that it remains effective.

The written scheme should include:

- The Water Management Structure, including the names of the Duty Holder(s) and Responsible Person(s), including those of clients and landlords who may be part of Multi Party Agreement.
- Physical treatment programme – e.g. using temperature control for hot & cold water systems.
- Chemical treatment programme, including a description of the manufacturer's data on effectiveness, the concentrations and contact time required.
- Health and safety information for storage, handling, use and disposal of chemicals.
- System control parameters (together with allowable tolerances); physical, chemical, and biological parameters, together with measurement methods and sampling locations, test frequencies and procedures for maintaining consistency.

- Remedial measures to take in case the Non-Conformances or Positive Sample Results, including lines of communication.
- Cleaning and disinfection procedures.
- Emergency procedures.

It should also describe the correct operation of the water system plant, including:

- Commissioning and recommissioning procedures.
- Shutdown procedures.
- Checks of warning systems and diagnostic systems in case of system malfunctions.
- Maintenance requirements and frequencies.
- Operating cycles – including when the system plant is in use or idle.