



Compass Group (UK and Ireland) Ltd

**Control of Legionella in Water Systems
Operational Policy**

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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

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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 management equipment is managed without giving rise to danger

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 Pressure Systems Operational Policy and Compass Ventilation Systems Operational Policy.

This policy should be used in conjunction with the Legionella Policies of other organisations with responsibilities for Water Management when producing the Written Scheme of Control for a contract.

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
- 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 1999
- BS 8580:2010 Water quality. Risk assessments for Legionella control. Code of Practice British Standards Institution
- BS 8558:2011 Guide to the design, installation, testing and maintenance of services supplying water for domestic use within buildings and their curtilages
- BS EN 806 (Parts 1-5) Specifications for installations inside buildings conveying water for human consumption British Standards Institution
- Minimising the risk of Legionnaires' disease TM13 The Chartered Institution of Building Services Engineers 2013

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

Only employees and contractors with the appropriate knowledge, skills and training will be authorised or instructed to perform a specific level of inspection.

Where it is appropriate, safety 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 Contract Manager (CM)

The Contract Manager is defined as the person in the organisation, who is accountable for the operation and maintenance of the systems under Compass Group control. There may be a Multi-Party agreement which will require the Contract manager to liaise with other organisations using the building or in financial control of the Building Water Systems.

2.1.3 Co-Ordinating Authorising Engineer (CAE)

The Co-Ordinating Authorising Engineer is appointed in writing by the Duty Holder to take responsibility for the overall management of the Safety Rules and assignment of Authorising Engineers. The person appointed should possess the necessary degree of independence from local management to agree actions as required.

2.1.4 Authorising Engineer (AE)

An Authorising Engineer is appointed in writing by the CAE to take responsibility for the effective management of the Safety Rules. The person appointed should possess the necessary degree of independence from local management to take action within the Safety Rules as required.

2.1.5 Responsible Person, (RP)

The Responsible Person is appointed in writing by the Duty Holder on the recommendation of the Authorising Engineer 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 and this policy document and associated procedures. The RP 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.

2.1.6 Authorised Person (AP)

An Authorised Person is appointed in writing by the Contract Manager on the recommendation of the Authorising Engineer in accordance with the Safety Rules and Procedures and is responsible for the implementation and operation of the Safety Rules and Procedures with regard to work on, or the testing of, defined Mechanical Equipment.

2.1.7 Authorised Signatory (AS)

A person who has successfully completed the Authority to Work System Training to take responsibility for reviewing submitted Task Risk Assessments and Method Statements; and where applicable, issuing the Compass Authority to Work Document.

2.1.8 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 relevant 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.

2.1.9 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.

2.1.10 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.

They can be a Compass Group UK & Ireland, employee. Alternatively a suitable company nominated Water Treatment Company can be appointed. The person will carry out the tests and checks on the system at intervals set out in the written scheme, and completing log sheets and reporting any deviations from the controls set out in the written scheme to the responsible person.

2.1.11 Accompanying Safety Person (ASP)

An Accompanying Safety Person is a person not involved in the work or test who has received training in emergency first-aid and who has adequate knowledge, experience and the ability to avoid danger, keep watch, prevent interruption, apply first-aid and summon help.

The person is to be familiar with the tasks and equipment involved.

2.2 Definitions of Safety Documents

2.2.1 Authority to Work (ATW)

These are the safety documents (As per Appendix 1a) used when the works to be carried out are deemed to be Low Risk. Details of the Authority to Work, its use and limitations can be found in the Compass HSE Document Health Safety and Environment "Control of Third Party Risk" (HS 1.19).

2.2.2 Permit-to-Work (PTW)

This is a safety document (As per Appendix 1b), for use on pressure systems made dead. It is signed and issued by The Duty Authorised Person (Mech), to the Competent Person in charge of work to be carried out. It defines the scope of the work to be undertaken and makes known exactly what equipment is Isolated.

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.

2.4 General Definitions

2.4.1 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 <5µm that can be inhaled deep into the lungs.

2.4.2 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.)

2.4.3 Biofilm

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

2.4.4 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.

2.4.5 Cold Water Service

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

2.4.6 Danger

Risk of injury or death.

2.4.7 Dangerous Condition

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

2.4.8 Dangerous Occurrence

An incident which may be dangerous to any person, whether or not an accident has occurred.

2.4.9 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.

2.4.10 Domestic Water Service

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

2.4.11 Emergency Procedure

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

2.4.12 Evaporative Condenser

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

2.4.13 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

2.4.14 Hazard

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

2.4.15 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)

2.4.16 Injury

Death or personal harm to persons.

2.4.17 Legionnaires Disease

A form of pneumonia caused by Legionella bacteria

2.4.18 Legionella

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

2.4.19 Legionellosis

Any illness caused by exposure to Legionella

2.4.20 Microorganisms

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

2.4.21 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 log book carried out by a person competent to do so.

2.2.22 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 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

2.4.23 Personal Supervision

Supervision is given by a person having adequate technical knowledge and experience, who is present at all times.

2.4.24 Risk

The relationship between the likelihood of exposure causing a person to be harmed during their work activity and/or use of water sources on premises, and the severity of the potential harm.

2.4.25 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.

2.4.26 Samples

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

2.4.27 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.

2.4.27 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.

2.4.28 Stagnation

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

2.4.29 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.

2.4.30 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 it with Cold Water before it reached the Outlet

2.4.31 Water Log Book

A document to be completed by the responsible person and/or the persons acting under their control. The aims of the Water Log Book 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.
- Provide a record of monitoring and maintenance activities as required by the ACOP and defined in the written scheme.

2.4.32 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 – eg 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.

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 and 3.3

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 Authorised or Competent Persons with a valid Certificate of Appointment are to carry out works on the water systems. Specific responsibilities for Authorised and Competent Persons are outlined in Parts 3.6 and 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 a valid Permit to Work or Competent Persons Certificate are to carry out works on the water systems. Specific responsibilities with regards legionella control are outlined in Part 3.7

3.2 Duty Holder (DH)

3.2.1 General

The Duty Holder is responsible for ensuring the Management Structure including the Contract Managers and Authorising Engineers 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 a Co-Ordinating Authorising Engineer

The Duty Holder is responsible for appointing in writing a Co-Ordinating Authorising Engineer to take responsibility for the overall management of the Safety Rules. The Co-Ordinating Authorising Engineer may be directly employed or sub-contractor, but in either case must be independent from the Site Management Structure.

3.2.3 Appointment of Contract Manager

The Duty Holder is responsible for appointing a Contract Managers to take responsibility for the day to day and safety management of the site.

3.2.3 Appointment of Responsible Person

The Duty Holder is responsible, with the endorsement of the Authorising Engineer, for appointing in writing the Responsible Person to effectively manage the 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 Contract Manager (CM)

3.3.1 General

Contract 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.

3.3.2 Appointment of Competent Persons

The Contract Manager is responsible for appointing in writing adequate numbers of Competent Persons (Risk Assessment, Water Hygiene, PPM's etc.) to carry out functions as required by L8 ACOP, site specific risk assessment and written scheme of control. These appointments will be endorsed by the Responsible Person. If the Contract Manager is appointed as the Responsible Person then no endorsement is required.

3.4 Co-Ordinating Authorising Engineer (CAE)

3.4.1 General

The Co-Ordinating Authorising Engineer is responsible for overall management and review of the Safety Rules. They are also responsible for ensuring that Authorising Engineers are informed of any changes in legislation or operational restrictions

3.4.2 Appointment of Authorising Engineers

The Duty Holder is responsible for appointing in writing adequate numbers of Authorising Engineers to take responsibility for the effective management of the Safety Rules. The Authorising Engineers may be directly employed or sub-contractor, but in either case must be independent from the Site Management Structure

3.4.3 Audit of Authorising Engineers

The Co-Ordinating Authorising Engineer is responsible for the annual audit of all Authorising Engineers to ensure their continued suitability for the role.

3.5 Authorising Engineer (AE)

3.5.1 General

The Authorising Engineer is responsible for advising and providing guidance to The Contract Manager and Responsible Persons on water safety and relevant legislation. They are also responsible for notifying the Contract Manager and Responsible Persons of any defect reports or operational restrictions relating to the water systems and equipment on site.

3.5.4 Endorsement of Responsible Persons Appointments

The Authorising Engineer is to endorse the appointment or re-appointment of Responsible Persons. The endorsement will follow an interview and assessment, following which the Authorising Engineer should be satisfied that the prospective Responsible Person meets the qualifications and requirements of role.

3.5.5 Audit of Responsible and Authorised Persons Appointments

The Authorising Engineer shall audit the performance and record the operational experience of each Responsible Person at twelve monthly intervals. Following the audit The Authorising Engineer will produce a written report highlighting any actions required.

3.6 Responsible Person (RP)

3.6.1 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 at all times with the Authorising Engineer or Duty Holder regarding all aspects of the Legionella risk management programme.
- Ensuring effective communication at all times 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 log Book(s) are Completed Correctly, Kept Up To Date and Non Conformances are Actioned and / or Escalated immediately.
- Make reasonable enquiries to ensure that Compass 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.

3.7 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 themselves 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 Responsible Person prior to any the task commencing.

3.7.3 Record keeping

On completion or cessation of the task, the Competent Person record the results and observations in the Water log Book(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 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.

4.1.2 Control of Compass Employees Working on Water Systems

All Compass 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 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 ready 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 operation in the Water Log Book

4.1.3 Control of Contractors Working on Water Systems

All Contractors engaged by Compass, and undertaking work on or monitoring of Water Systems controlled by Compass should be suitably trained and records of their training filed in the contractors file.

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 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. 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“ and “dirty“ side tool sets or tool disinfection regime
- c) 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
- d) 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
- e) The Responsible Person shall monitor the works to ensure the required Legionella Controls are maintained.
- f) 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 Log Book shall be produced for each contract for which Compass have control of the Water Systems.

The Log Book 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 Log Book 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 Log Book 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 Log Book.

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 Public Health (England), under the Health Protection (Notification) Regulations 2010, that you have a suspected “Legionnaires Disease” Outbreak.
- In Wales they will notify Public Health (Wales), under the Health Protection (Notification) Regulations 2010, that you have a suspected “Legionnaires Disease” Outbreak.
- In Scotland they will notify Health Protection (Scotland), under the Public Health (Notification of Infectious Diseases) (Scotland) Regulations 1988, that you have a suspected “Legionnaires Disease” Outbreak.

If the Water Systems controlled by Compass 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 Planned Preventative Maintenance on Mechanical 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 & Competency

6.1 General

All Persons involved in the Management of Legionella Risk where Water Systems are controlled by Compass Group will be Suitably Trained to conduct their role safely.

6.2 Duty Holders

Duty Holders should have successfully completed the WS16 or equivalent “Water Systems Management” course within the last 3 Years.

6.3 Responsible Persons

Responsible Persons should have successfully completed the WS2 or equivalent “Responsible Persons” course within the last 3 Years.

If they have less than 3 years’ experience of Water Systems, they could also attend a WS1 or Equivalent “Legionella in Hot and Cold Water Systems” course.

6.4 Competent Persons

Competent Persons should be suitably trained and experienced to conduct the operations defined on their Certificate of Appointment.

As a minimum they should have successfully completed a recognised the WS11 or equivalent “Legionella Awareness” course within the last 12 Months.

Part 7 Monitoring and Review of the Water Management Safety Policy

7.1 Responsible Persons Audit of Water Management

Following acceptance and sign off of this safety policy and appointment of a Responsible Person they will carry out a compliance audit.

The Audit will cover the following areas:

- The Current Water Risk Assessment and Action tracker
- The Current Written Scheme of Control
- Water Log Book Records
- Non-Conformance Action Reports
- Appointed Competent Persons

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

These audits are to be repeated no less that every 12 Months.

7.2 Authorising Engineer Audit of Responsible Person and Water Management

The Authorising Engineer will arrange for a Site Safety Audit of the Responsible Person and the Legionella Controls of Water Systems.

The Audit will cover the following areas:

- This Policy
- The Current Water Risk Assessment and Action Tracker
- The Written Scheme of Control
- Site Task Procedures and Risk Assessments
- Contractor Method Statements and Risk Assessments
- Water Log Book Records
- Non-Conformance Action Reports
- Appointed Competent Persons

The Authorising Engineer shall produce a report following the audit, highlighting any deficiencies and outlining an action plan. Any urgent deficiencies may be enforced with either a Practice Enforcement Notice or Suspension Notice.

These audits are to be repeated no less that every 12 Months.

APPENDICES

Appendix 1. Permits

1a Model Authority to Work

1b Model Permit to Work

Appendix 2. 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

Appendix 3. Pipework Markings

Appendix 1

1a. Authority to Work

Authority To Work				 in everything we do				
						Date	Your Name	Your Contact 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		This Pass Must be returned to point of issue upon departure		
Asbestos Register Checked		Appointed Person Issuing Authority to Work				Authority Number		
Vehicle Reg		Printname		Signature		123456		
		Time		Date				

1b. Permit to Work

Permit to Work No XXXXXXXX	
PERMIT TO WORK ON PRESSURE SYSTEMS	
Site Location System	Schematic Diagram Detailing Points of Work, Isolation, Draining and Venting
1. ISSUE: Issued to Employed by I hereby declare that the following Pressure Systems Equipment is dead and has been isolated and depressurised All other equipment on the system and other systems is to be considered live. Points of Isolation Points of Draining Points of Venting Safety Signs Displayed at Danger Signs Displayed at Works to be Carried Out No other works to be carried out under this Permit to Work Signed Name Date Time <i>Duty Authorised Person (Mech)</i> <i>Capitals</i>	<div style="border: 1px solid black; height: 200px; width: 100%;"></div> Associated Safety Programme No Description / Notes Signed Name Date Time <i>Duty Authorised Person (Mech)</i> <i>Capitals</i>
2. RECEIPT: I hereby declare that I accept responsibility for carrying out on the equipment as detailed on this Permit and that no attempt will be made by me, or any person under my control, to carry out work on any other equipment. Signed Name Date Time <i>Competent Person</i> <i>Capitals</i> 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 on the equipment specified on this Permit and that all tools and equipment used have been cleared * Delete as appropriate Signed Name Date Time <i>Competent Person</i> <i>Capitals</i>	
4. CANCELLATION: I have checked the point(s) or zone of work and * I am / * I am not satisfied that the works the works have been completed satisfactorily and the equipment 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 <i>Duty Authorised Person (Mech)</i> <i>Capitals</i>	

Appendix 2

2a. Model Safety Signs



A rectangular safety sign with a white background. At the top center is a red prohibition symbol (a circle with a diagonal slash). Below the symbol is a red rectangular box containing the text "DO NOT OPEN VALVE" in white, bold, uppercase letters. Underneath the red box are four lines of red dotted text for recording information: "NAME DATE", "REASON", "SAFETY PROGRAMME No.....", and "CONTACT No.....".



A rectangular safety sign with a white background. At the top center is a red prohibition symbol (a circle with a diagonal slash). Below the symbol is a red rectangular box containing the text "DO NOT CLOSE VALVE" in white, bold, uppercase letters. Underneath the red box are four lines of red dotted text for recording information: "NAME DATE", "REASON", "SAFETY PROGRAMME No.....", and "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



Appendix 3.

3a Pressure Systems Pipeline Markings

