

# Water Hygiene Policy

## *All Services*

The company acknowledge the possible risks to its employees, the children and young people we support and others visiting our premises in relation to water hygiene.

This policy has been devised to set out the company arrangements and procedures to meet all statutory obligations associated with water hygiene.

This policy forms part of the Polaris Quality Management system ISO 9001.

Policy Owner:	Business Management
Approved by:	Health & Safety Committee
Date approved:	02.08.2023
Next review date:	02.08.2026
Version No:	01
Replaces:	
Associated Procedures and Documents:	Water Hygiene Risk Review Form Shower Head Cleaning Record Infrequently Used Water Outlets Record Water Temperature Record

All group companies are detailed in the current legal structure

## Purpose and Objectives

The company will ensure that key personnel are responsible for the management and monitoring of water hygiene arrangements.

That they are suitably trained and competent to undertake and document the following legal requirements:

- Ensuring a water hygiene risk assessment is completed and reviewed every 2 years
- Taking monthly water temperatures and recording the results
- Cleaning shower heads quarterly
- Ensuring infrequently used outlets are flushed weekly
- Liaise with contractors to get any water storage tanks / butts cleaned / treated regularly
- Effectively communicating any significant findings that arise from the above procedures to key personnel involved
- Ensuring that suitable resources are available for the above procedures to be undertaken
- Ensuring the adequate provision and documentation of any necessary training
- Acting promptly to address any issues/concerns raised
- Ensuring that we have access to competent health and safety advice, which will be achieved with the assistance of our Health and Safety Manager

The above actions have been delegated to key responsible staff to manage as identified within the Responsibility Matrix within the Health and Safety Policy.

Any actions that arise from operating these arrangements will be used to review the company health and safety management system.

## Procedure

The water hygiene for each site is the responsibility of the Headteacher or Manager with the assistance of the Property Maintenance Manager or Caretaker if/where applicable.

### Education Settings

Each site will have a water hygiene risk assessment completed and then reviewed every 2 years by an external competent contractor due to the complexity of the water systems on site. This should highlight any additional controls needed above those in the below process.

The caretaker is responsible to complete and record the below checks;

- Monthly water temperature checks
- Infrequently used water outlets are flushed weekly
- Shower heads are cleaned quarterly

Where water temperatures are not within the thresholds on the check forms they should be addressed and the Headteacher should be informed.

Where there are any water storage tanks / butts on site these should be cleaned / treated by a competent person.

Where there is a legionella outbreak, the system should be treated as necessary and suggested by external competent contractors and water tested until the tests are negative for legionella.

### Residential Settings

Each site will have a water hygiene risk assessment completed by an external competent contractor and then reviewed every 2 years. As a standard rule, the review will be completed internally unless there is an increased risk where an externally competent contractor should be used for this review. This should highlight any additional controls needed above those in the below process.

The Manager or individual nominated by the manager is responsible to complete and record the below checks;

- Monthly water temperature checks
- Infrequently used water outlets are flushed weekly
- Shower heads are cleaned quarterly

Where water temperatures are not within the thresholds on the check forms they should be addressed and the Manager should be informed.

Where there are any water storage tanks / butts on site these should be cleaned / treated by a competent person.

Where there is a legionella outbreak, the system should be treated as necessary and suggested by external competent contractors and water tested until the tests are negative for legionella.

### Office Settings

Many of our office settings have shared water systems and so the responsibility to maintain the water hygiene of the building will be with the landlord / managing agent. Where we have sole use of the water systems then a water hygiene risk assessment should be completed by an external competent contractor and then reviewed every 2 years. As a standard rule, the review will be completed internally unless there is an increased risk where an externally competent contractor should be used for this review. This should highlight any additional controls needed above those in the below process.

The Manager or individual nominated by the manager is responsible to complete and record the below checks;

- Monthly water temperature checks
- Infrequently used water outlets are flushed weekly
- Shower heads are cleaned quarterly

Where water temperatures are not within the thresholds on the check forms they should be addressed and the Manager should be informed.

Where there are any water storage tanks / butts on site these should be cleaned / treated by a competent person.

Where there is a legionella outbreak, the system should be treated as necessary and suggested by external competent contractors and water tested until the tests are negative for legionella.