

**The New Generation Recreation Association
Charity Number: 1060362**

**WATER SAFETY
POLICY AND PROCEDURE**

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Signed by Chair:



The NGRA actively seeks to promote equality of opportunity and to ensure that no employee, service user, or member of the public is unlawfully discriminated against for any reason, including the 'protected characteristics' as defined in the Equality Act 2010. All who act on behalf of The NGRA will be expected to uphold these principles.

INTRODUCTION

The NGRA accepts its responsibility under the Health and Safety at Work etc. Act 1974 and the Control of Substances Hazardous to Health (COSHH) Regulations (2002) [as amended]. In doing so, all reasonable precautions in respect to the management of water systems will be taken to control the risk of harm to visitors, staff and other persons working at or using its premises.

Threats include infections caused by waterborne pathogens, scalding by hot water, chemically contaminated water and disruption to the water supply. The management of water safety will be a continual commitment by The NGRA.

POLICY STATEMENT

The purpose of this Policy is to safeguard all visitors and staff by minimisation of the risks associated with waterborne pathogens and to identify correct practice for the safe operational management of water systems.

AREA

This policy applies to all staff employed by The NGRA, volunteers, and any learner undertaking work experience or work-related activity. Managers have a responsibility to ensure staff are aware and receive training where appropriate.

LEGIONNAIRE'S DISEASE

What is Legionnaire's Disease?

Legionellae is a collective term for diseases caused by legionella bacteria including the most serious Legionnaires' disease, as well as the similar but less serious conditions of Pontiac fever and Lochgoilhead fever. Legionnaires' disease is a potentially fatal form of pneumonia and everyone is susceptible to infection. The risk increases with age but some people are at higher risk including:

- People over 45 years of age
- Smokers and heavy drinkers
- People suffering from chronic respiratory or kidney disease
- Diabetes, lung and heart disease
- Anyone with an impaired immune system

How is it spread?

Legionella is commonly found in small numbers in natural water sources such as rivers, lakes and reservoirs, but usually in low numbers. They may also be found in purpose-built water systems such as cooling towers, evaporative condensers, hot and cold-water systems and spa pools. If allowed to multiply (e.g., in stagnant water at a favourable temperature) then they can infect people through taps, showerheads or air conditioning systems.

Symptoms

- Chest infection
- Unproductive cough
- Aches and headache.
- Fever
- Confusion

DUTIES

Identify

- Identify all water outlets and consider if they are high, medium, low use
- To identify and assess the risk of exposure and any precautionary measures needed

Prevention

- To ensure all water outlets are maintained and operational
- Low-use water outlets must be identified and flushed through twice weekly by turning on each outlet and allowing it to run for 2 minutes or more
- Toilets must be flushed at least once
- Avoid inhalation of spray or water vapour wherever possible

Reporting

- In the event of an HSE investigation a complete audit trail is necessary in order to demonstrate compliance
- Documentation is vital - it protects the public, your colleagues and you
- Record EVERY outlet that you've flushed
- A log MUST be made - even if there are no low-use outlets to report (Appendix 1)
- To test water for Legionnaire's Disease

Water Temperatures

- **Cold Tap: Water must be less than 20° Celsius**
- **Hot Tap: Water must be more than 45° Celsius**

REVIEW

The policy and its associated procedures will be reviewed on a three yearly basis in accordance with the date shown. The purpose of the review is to evaluate the effectiveness of existing working arrangements under the procedure and to make any necessary amendments and updates on these. The review will be carried out by the Board of Trustees.

APPENDIX 1 - LEGIONNAIRE LOG

Legionnaire Log

Month _____

Date/Time	Location/Details	Temperature			Maintenance	
		Cold Water Run for 2 minutes Must be less than 20° Celsius	Hot Water Run for 2 minutes Must be more than 45° Celsius	Water Flush	Clean and De- scale	