


water
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Water Safety Group, explained...



Pete Tyson
Commercial Director

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Understanding of....

- What is a WSG;
- Remit of a WSG;
- Assurance of the WSG;
- Audit.

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What is a WSG?



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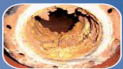

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What is a WSG?




Water safety in buildings

Edited by: David Cunliffe, Jamie Bartram, Emmanuel Brand, Yves Charlier, Jero Colbourne, David Drury, John Lee, Benedikt Schaefer and Susanne Surman-Lee



World Health Organization



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What is a WSG?


Department of Health

Health Technical Memorandum
04-01: Safe water in healthcare premises

Management
(e.g. Board, CEO, Duty holder)

Water Safety Group

Microbiologist

Facilities Management

Infection Prevention & Control

Estates Management

House Keeping

Specialist Department heads (e.g. Dialysis, ICU, Nursing)

Plumbers and Operatives

Auditor External Consultant

Risk Assessors

Water Contractors

Figure 2 Example WSG structure

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Is this your WSG....



No agenda and poor attendance

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Is this your WSG....



No agenda and poor attendance

Repeated meetings talking over same action list

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Is this your WSG....



No agenda and poor attendance

Repeated meetings talking over same action list

Focus is operational and no strategy

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Is this your WSG....



No agenda and poor attendance

Repeated meetings talking over same action list

Focus is operational and no strategy

No reporting on system performance

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Is this your WSG....



No agenda and poor attendance

Repeated meetings talking over same action list

Focus is operational and no strategy

No reporting on system performance

No reporting on RA or action plans

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Is this your WSG....



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No agenda and poor attendance

Repeated meetings talking over same action list

Focus is operational and no strategy

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AE [W] told ‘...minutes are not needed’

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Is this your WSG....



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AE [W] told ‘...minutes are not needed’

AE [W] told ‘not to say anything, unless spoken too’

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Is this your WSG....



No agenda and poor attendance

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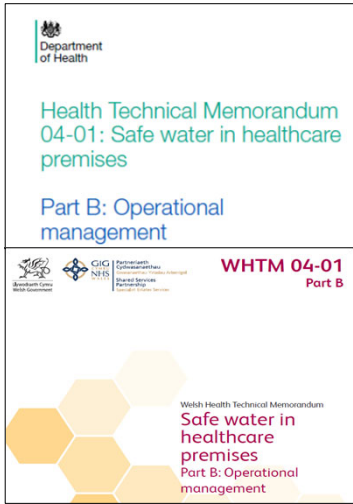
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Remit of a WSG....



Healthcare organisations should develop a WSP, which provides a risk management approach to the safety of water and establishes good practices in local water usage and potential hazards and control schemes.

The plan will include governance arrangements related to the management of water safety.

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Remit of a WSG....



Department of Health

Health Technical Memorandum
04-01: Safe water in healthcare premises

Part B: Operational management



WHTM 04-01
Part B

Welsh Health Technical Memorandum
Safe water in healthcare premises
Part B: Operational management

WSG - provides a forum in which people with a range of competencies can be brought together to share responsibility and take collective ownership for ensuring it identifies water-related hazards, assesses risks, identifies and monitors control measures and develops incident protocols.

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Remit of a WSG....



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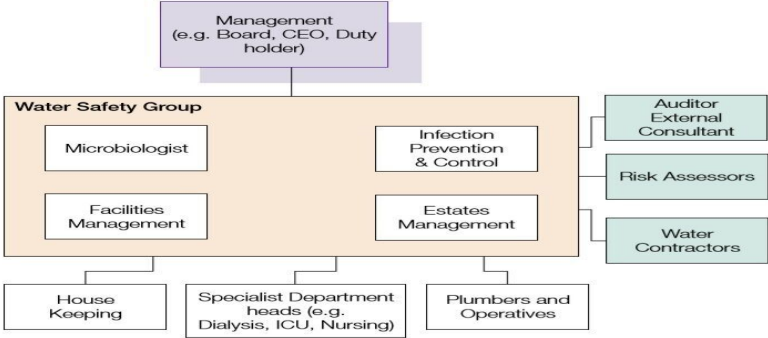


WHTM 04-01
Part B

Welsh Health Technical Memorandum
Safe water in healthcare premises
Part B: Operational management

HTM04-01 Part A:

- a) The WSG should have clearly identified lines of accountability up to the Duty Holder
- b) The roles, responsibility and accountability of the WSG should be defined in writing and understood and accepted by all involved



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WHTM 04-01
Part B

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Safe water in healthcare premises

Part B: Operational management

Remit of the WSG

6.9 The following is a typical list of tasks assigned to the WSG:

- to work with and support the IPC team;
- to ensure effective ownership of water quality management for all uses;
- to determine the particular vulnerabilities of the at-risk population;
- to review the risk assessments;
- to ensure the WSP is kept under review including risk assessments and other associated documentation;
- to ensure all tasks indicated by the risk assessments have been allocated and accepted;
- to ensure new builds, refurbishments, modifications and equipment are designed, installed, commissioned and maintained to the required water standards;
- to ensure maintenance and monitoring procedures are in place;
- to review clinical and environmental monitoring data;
- to agree and review remedial measures and actions, and ensure an action plan is in place, with agreed deadlines, to ensure any health risks pertaining to water quality and safety are addressed;
- to determine best use of available resources;
- to be responsible for training and communication on water-related issues;
- to oversee water treatment with operational control monitoring and to provide an appropriate response to out-of-target parameters (that is, failure to dose or overdosing of the system);
- to oversee adequate supervision, training and competency of all staff;
- to ensure surveillance of both clinical and environmental monitoring.

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WHTM 04-01
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Remit of a WSG....

1. Responsibilities

• Collective roles defined for effective ownership of water safety

• Training and competency of staff known and reviewed

2. Design of new / refurbishment / specifications

3. Assessment of Risks

• Remedial actions and procedures are defined

4. Control Measures

• Strategy defined

• Status of system performance is known

5. Incidents and Issues

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Assurance of the WSG....

Terms of reference (TOR) define the purpose and structures of a [project](#), [committee](#), [meeting](#), [negotiation](#), or any similar collection of people who have agreed to work together to accomplish a shared [goal](#).^{[1][2]} Although the terms of reference of a project are often referred to^[by whom?] as the [project charter](#),^[3] there are significant differences between the two. This article will describe the importance of a TOR containing detailed definitions however, a project charter is defined as containing high-level requirements, assumptions, constraints and descriptions as well as a budget summary without detail and a milestone-only schedule.^[4]

Terms of reference show how the object in question will be defined, developed, and verified. They should also provide a documented basis for making future decisions and for confirming or developing a common understanding of the scope among stakeholders. In order to meet these [criteria](#), [success factors](#)/risks and constraints are fundamental. They are very important for project proposals.^[citation needed]

Creating detailed terms of reference is critical^[citation needed] as they define the:

• vision, objectives, scope and deliverables (i.e. what has to be achieved)

• [stakeholders](#), roles and responsibilities (i.e. who will take part in it)

• resource, financial and quality [plans](#) (i.e. how it will be achieved)

• [work breakdown structure](#) and schedule (i.e. when it will be achieved)



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Assurance of the WSG....

AGENDA

1. Responsibilities

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2. Design of new / refurbishment / specifications

3. Assessment of Risks

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4. Control Measures

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• Status of system performance is known

5. Incidents and Issues

Water Safety Management Group

Terms of Reference

1. Purpose of Group

2. Areas of Responsibility

3. Membership

3.1 Membership of the Group will include.

Designation	Members	Core Members	Organisation

4. Objective

• to work with and support the IPC team;

• to ensure effective ownership of water quality management for all uses;

• to determine the particular vulnerabilities of the at-risk population;

• to review the risk assessments;

• to ensure all actions indicated by the risk assessments have been allocated and accepted;

• to ensure the WSP is kept under review including risk assessments and other associated documentation;

• to ensure new builds, refurbishments, modifications and equipment are designed, installed, commissioned and maintained to the required water standards;

• to ensure maintenance and monitoring procedures are in place and that records of all maintenance, inspection and testing activities are kept up to date and properly stored;

• to ensure accurate records for all assets relating to hot and cold-water distribution systems are set up and regularly maintained;

• to review clinical and environmental monitoring data;

• to agree and review remedial measures and actions, and ensure an action plan is in place, with agreed deadlines, to ensure any health risks pertaining to water quality and safety are addressed;

• to determine best use of available resources;

• to be responsible for training and communication on water-related issues;

• to oversee water treatment with operational control monitoring and to provide an appropriate response to out-of-target parameters;

• to oversee adequate supervision, training and competency of all staff and associated contractors involved in water safety.

5. Frequency of Meetings

6. Agenda Setting

7. Quorum

8. Reporting Arrangements

9. Review Date

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Assurance of the WSG....

AGENDA



Staff training and competence

6.27 The WSG should implement a programme of staff training to ensure that those appointed to devise strategies, carry out control measures and undertake associated monitoring are appropriately informed, instructed and trained. They should also be assessed as to their competency. It is also essential that they have an overall appreciation of the practices affecting water hygiene and safety, and that they can interpret the available guidance and perform their tasks in a safe and technically competent manner.

6.28 The WSG should review the competence of staff on a regular basis, and refresher training should be given; records of training attendance need to be maintained. Although training is an essential element of ensuring competence, it should be viewed within the context of experience, knowledge and other personal qualities that are needed to work safely. Competence is dependent on specific needs of individual installations and the nature of risks involved.

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Assurance of the WSG...

AGENDA



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Management of water safety risks and issues

6.31 Identified water safety risks and issues should be assessed, prioritised and included on a risk register for discussion and management by the WSG and advice given on when these should be escalated to senior management/board level. Consideration should also be given to the potential and known threats from unauthorised access to the water supply for malicious purposes (see also NHS Protect's (2012) guidance on the security and management of NHS assets).

6.32 When the risks have been identified, an action plan needs to be developed with defined roles and responsibilities, and agreed


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Biocidal treatment

Note

Any biocidal treatment system should not adversely affect the materials of construction.

4.7 In addition to maintaining a temperature control regimen, there may be occasions where additional biocidal treatment is required for the effective control of *Legionella* and other opportunistic waterborne pathogens. However, the selection of suitable treatment is complex and depends on a number of parameters, and the chosen biocide should be properly managed. This is particularly the case with cold water services compared with hot water services where, with the benefit of circulation, water is returned to the calorifier/water heater and is then pasteurised. However, it should be taken into consideration that effective concentrations of some biocides are difficult to

to the transitional arrangements while the active substance review is ongoing;

- be suitable for drinking-water use.

4.10 The WSG should be actively involved in the decision-making process and should involve consultation with the water undertaker to ensure the suitability of biocidal products for their intended application.

4.11 There is no single water treatment regimen that is effective and appropriate in every case, and each system has both merits and limitations. The implementation of a biocide regimen together with maintaining temperature control requires constant vigilance to ensure the safety of particularly vulnerable patients in healthcare premises. For example, dedicated treatment and supply arrangements may be required for renal and haemodialysis units or for making up infant feeds where concentrations of biocides in the water would be harmful to patients.


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Assurance of the WSG....

AGENDA



General requirements

1.11 Where new healthcare premises are planned or existing premises are to be altered or refurbished, the WSG should be consulted at the earliest possible opportunity and water risk assessments be completed for all projects. This will enable the total water hygiene requirements to be assessed in the planning stages, and appropriate action taken, including ensuring that any pressure testing, flushing and cleaning does not lead to stagnation or contamination before being placed into service. The risk assessment should be reviewed once the system is operational.

1.12 At all stages of the design, installation and commissioning of new or extended water systems, the design team should liaise and consult with the local WSG in a timely manner, give consideration to HTM 04-01 Parts B and C and incorporate all operational managements requirement into their design.

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Audit

WSG status	Yes / No
Remit of WSG defined?	
Terms of Reference established, based remit?	
Membership of WSG and communications pathway defined?	
Frequency of WSG meetings and whether quorate defined?	
Set agenda for WSG meetings exists which delivers on ToR?	
Minutes of WSG meetings exist with action log inc. who?	

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