

Ref: PP 09

WATER SAFETY POLICY
The Management and Control of Water Quality

Executive Sponsor & Function:	Director of Place, Portfolio and Partnerships
Document Author:	Interim Assistant Director of Estates, Environment and Capital Development
Approved by:	Quality, Safety and Performance Committee
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1. AIM

1.1 General considerations:

Velindre University NHS Trust (the Trust) accepts its responsibility under the Health and Safety at Work etc. Act 1974 and the Control of Substances Hazardous to Health Regulation 2002 (as amended), to take all reasonable precautions to prevent or control the harmful effects of contaminated water to patients, visitors, staff and other persons working at or using its premises in line with the current version of the [Water Safety Plan](#), [Site-specific 'Written Schemes'](#), and [Water Safety Policy Appendices](#).

1.2 Extent of application:

This Water Safety Policy applies to all premises whether owned or occupied by the Organisation under lease or other Service Level Agreements (SLA) including:

- i. All premises owned and occupied exclusively by the Organisation.
- ii. All premises owned and occupied partly by the Organisation.
- iii. All premises not owned by the Organisation but occupied exclusively by the Organisation on a permanent basis.
- iv. All premises not owned by the Organisation but occupied partly by the Organisation on a permanent basis.
- v. All premises not owned by the Organisation but occupied partly by the Organisation on a temporary or periodic basis.

1.3 General aim:

The aim of this Policy is to introduce all structured Management practices required to allow the Organisation to deliver suitable and sufficient *Legionella* and *Pseudomonas aeruginosa*, "safe" hot water, cold water, drinking water and ventilation systems Management and Control in compliance with current Guidelines (WHTM's, HGN's, Model Engineering Specifications and Approved Codes of Practice), Legislation and Water Supply Regulations. It is expected that this Water Safety Policy will be complied with by all the Organisation's employees and by all appointed contractors, in whatsoever capacity, with or without contractual agreements.

2. MANAGERIAL APPOINTMENTS

2.1 General requirements:

As required by the Health and Safety Commissions (2013) Approved Code of Practice (L8 - Fourth Edition), the Organisation will undertake to:

- i. Identify and assess sources of risk;
- ii. Prepare site specific 'Written Scheme' for preventing, reducing or controlling the risk;
- iii. Implement and manage and monitor precautions;
- iv. Keep records of the precautions implemented for each of the premises under the Organisation's control.
- v. Appoint appropriate persons, at various positions, to be managerially responsible.

Group and individual responsibilities are described in Water Safety Policy Appendix 1 – Management Responsibilities.

2.2 Executive management at ‘Trust Level’:

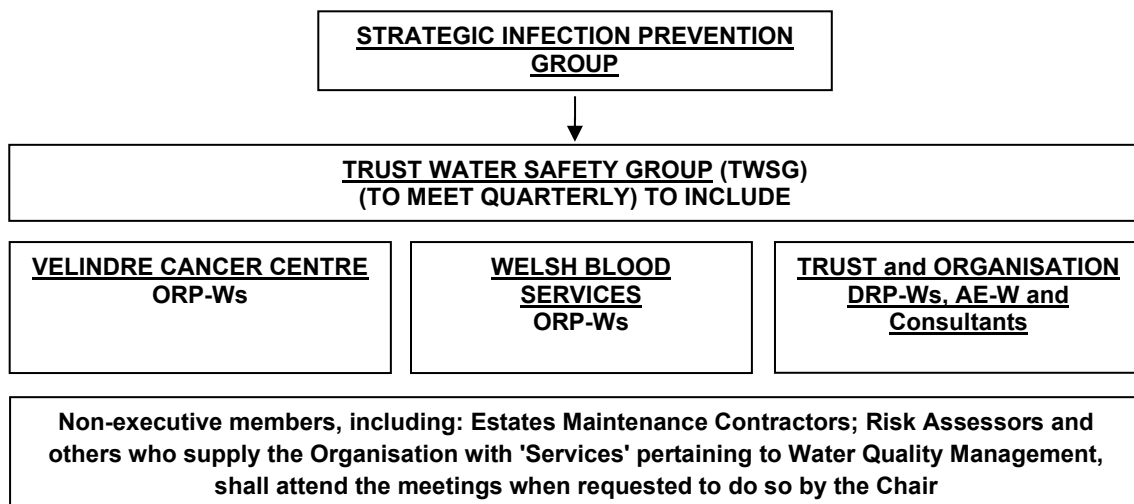
The Chief Executive shall appoint a Trust Water Safety Group (TWSG) Chair and Authorising Engineer-Water (AE-W), operating at Trust Wide Level.

The TWSG Chair shall propose Responsible Persons to the AE-W who shall assess their suitability for the position nominated, and advise the TWSG Chair upon their suitability for appointment. This shall include all TWSG members (Departmental Responsible Persons – Water and Organisation Responsible Persons - Water) Following assessment, these persons shall be appointed to accept the strategic implementation and internal auditing responsibility for the control of the 'Water Quality Management and Control' and to be legally accountable, on a joint and several liability basis, for assessing and controlling identified risks from Legionella, Pseudomonas aeruginosa and other water borne pathogens and hazards.

2.3 Management at ‘Organisation Level’:

Through the Trust WSG, suitable Organisation Responsible Persons - Water shall be nominated, assessed and then appointed for each Organisation within the scope of this Policy. These persons will be responsible for implementing the specific management

2.4 Water Quality Management and Control Programme Management Structure:



2.5 Measures to be taken to attain the Policy objectives include:

- a) The appointment of a Trust Water Safety Group (TWSG) responsible for ensuring the suitable and sufficient implementation of Water Management and Control Programme on a Trust level.

- b) The appointment of Organisation Water Safety Groups (OWSG) responsible for ensuring the suitable and sufficient implementation of Water Management and Control Programme on an Organisation level.
- c) The appointment of suitably equipped, trained and financed Responsible Persons, on a Trust Wide and Organisation-specific level; capable of delivering the necessary Water Quality Management and Control Programme at the level appointed.
- d) Regular monitoring and independent auditing of all implemented Management Systems, Training Programmes and procedures, to establish and ensure their continuing efficacy and legislation compliance.
- e) The appropriate selection, design, installation and maintenance of plant.
- f) Regular independent third-party Audits designed to allow for the status of the Water Quality Management and Control Programme across the Organisation to be reported.
- g) Where in house (Trust) resource is not available, external resource may be appropriated to ensure the control schemes are implemented in line with the agreed requirements.

APPENDIX 1 MANAGEMENT RESPONSIBILITIES

All appointed Responsible Persons (members of TWSG and OWSG) shall, before being formally appointed in writing, be evaluated by the AE-W, using the '[Responsible Persons Evaluation Pro-forma](#)' found in Appendix, for their suitability to the appointment. Upon approval by the AE-W, the Chair of the TWSG shall issue formal appointment instructions to each Responsible Person, using the '[Letter of Nomination - Responsible Person](#)' found in Appendix.

1.1 Trust Water Safety Group (TWSG):

The Trust has set up this group as one element of its Water Quality Management and Control infrastructure, in order to achieve all Policy objectives. See [TWSG Terms of Reference](#) for remit, membership and responsibilities.

1.2 Organisation Water Safety Group (OWSG):

The Organisation has set up this group as one element of its Water Quality Management and Control Infrastructure, in order to achieve all Policy objectives.

The OWSG is a formal sub-group of the TWSG and shall formally report to this group through minutes of scheduled or extra-ordinary meetings. See [OWSG Terms of Reference](#) for remit, membership and responsibilities.

1.3 Trust Chief Executive (Duty Holder)

- i. Has the Corporate Responsibility for all aspects of Water Quality within all properties occupied by the Trust.
- ii. Shall nominate, in writing the TWSG Chair, and the Authorising Engineer-Water (AE-W).

1.4 TWSG Chair (Assistant Director of Estates, Environment and Capital Development):

- i. Shall have responsibility for monitoring and reporting the performance of the Water Quality Management and Control Regimes throughout the Trust to Board Level, this shall fulfil the requirements of WHTM00 Designated Person (Water).
- ii. Shall have responsibility for ensuring that all appointed Responsible Persons are suitably informed of current legal and guideline requirements pertaining to Water Quality Management & Control.
- iii. Shall lead in the compilation of the WSP, WSPolicy and other pertinent management documentation.
- iv. Shall control the distribution and dissemination of information from the WSP and WSPolicy
- v. Shall facilitate the appropriate formalised suitability evaluation and appointment of all Responsible Persons.
- vi. Shall lead in the roll-out of the WSP and ensure the adequate implementation of its requirements by commissioning periodic auditing of the status of

implementation of all requirements whether these are delivered by Organisation staff or by a third party (contractor).

- vii. Shall facilitate suitable and sufficient training of all associated members of Organisation staff.
- viii. In association with the TWSG and OWSG, shall prepare and issue any required tender documentation to manage all water system management, water dosing, Legionella and safe working water related contract in compliance with Organisation contract management procedures.
- ix. Assist in the development of schemes for risk minimisation and control in order of priority giving consideration to cost, risk and difficulty.

1.5 TWSG Vice Chair (Senior Nurse Infection Prevention and Control):

- i. Shall act as the TWSG Chair in their absence.
- ii. Shall carry out local clinical risk assessment of 'users' to enable for suitable implementation of appropriate Water Quality Management processes and procedures, and provide these assessments to TWSG
- iii. Provide advice the members of the TWSG and OWSGs in all matters relating to Legionella and *Pseudomonas aeruginosa* contamination and infection prevention and management.
- iv. Shall review the status of all Pseudomonas aeruginosa risk assessments within their organisation, and where required supervise the completion of suitable and sufficient risk assessments on all areas assigned High or Urgent Risk.
- iii. Shall assist in the compilation of the Organisation's Water Safety Plan (WSP).
- iv. Shall undertake an annual review of the practical implementation of aspects of the policy for which they are responsible.

1.6 Consultant Microbiologist:

- i. Shall assist with the interpretation of local clinical risk assessment of 'users' to enable for suitable implementation of appropriate Water Quality Management processes and procedures.
- ii. Provide advice the members of the NWSG and OWSGs in all matters relating to Legionella and *Pseudomonas aeruginosa* contamination and infection prevention and management.
- iii. Shall assist in the compilation of the Organisation's Water Safety Plan (WSP).
- iv. Shall undertake an annual review of the practical implementation of aspects of the policy for which they are responsible.

1.7 Trust Capital Manager:

- i. Shall have the responsibility for ensuring that all water systems are designed, modified, installed, tested and commissioned to the Guidance and standards referred to in this Policy and the WSP.
- ii. Shall have responsibility for ensuring the completion of the '[Permit for Hand-over and Occupation](#)' of new builds and major refurbishments.
- iii. Shall ensure that, all new and altered water systems, including minor and major modifications/refurbishments, comply with the requirements of the Guidance and standards referred to in this Policy and the WSP. In this respect, at the design stage the consulting engineer shall liaise with Organisation's AE-W.

- iv. Shall liaise with the members of the TWSG for the design, installation and commissioning of water systems equipment and provide these with a summary of the description and status of all current capital schemes.
- v. Shall ensure that the specification, and the consulting engineer's competence and interpretation of the requirements are suitably assessed and confirmed and supervise all contracts under the control of the department.
- vi. Shall ensure the Clerk of Works' competence and interpretation of the requirements.
- vii. Shall notify the water undertaker of any proposed installation of water fittings and to have the water undertakers' consent before installation commences, as required by the Water Supply (Water Fittings) Regulations 1999.
- viii. Shall, for all contracts under their control, provide as fitted and schematic diagrams of all modified or new water systems and equipment and to ensure that the OWSG are provided with copies.
- ix. Shall provide copies of commissioning results, maintenance and test instructions and details of any specific hazards pertaining to the systems and equipment which will include the full requirements of the WSP, particularly all certificates and permits pertaining to design verification, installation, commissioning and hand-over of new and/or refurbished buildings/areas.
- x. Shall ensure that operating and maintenance manuals are provided for all building services installation, including commissioning data, disinfection certificates and biological analysis results.
- xi. Shall supervise the completion of suitable and sufficient risk assessments on all water systems and 'wet' air conditioning plant of new and/or refurbished systems/buildings. The risk assessment shall be reviewed a few weeks after complete occupation.
- xii. Shall ensure that adequate spares are provided on initial handover.
- xiii. Shall inform users of any planned interruptions to water systems and equipment.
- xiv. Shall inform the TWSG of any forthcoming schemes.
- xv. Shall ensure that only appropriately trained contractors with the respective accreditation are employed to undertake work for the Organisation.
- xvi. Shall have the responsibility of periodically assessing the training requirements of all staff under their control who are associated with Legionella and *Pseudomonas aeruginosa* contamination management and arranging suitable training where required.
- xvii. Shall assist in the compilation of the Water Safety Plan (WSP).

1.8 Organisation Responsible Person – Water (OWSG Chair):

- i. Shall accept responsibility for the Organisational implementation of an Organisation specific Water Quality Management & Control Programme in accordance with the requirements of the WSP and other pertinent Water Quality Management & Control guidance documentation and instruction. In line with WHTM00, this shall fulfil the Position of Authorised Person (Water)
- ii. Shall Chair the OWSG under their jurisdiction.
- iii. Shall facilitate the development of Written Schemes for risk minimisation and control in order of priority giving consideration to cost, risk and difficulty.
- iv. Shall have the responsibility of periodically assessing the training requirements of all staff and third-party organisations (contractors) under their control who are

- associated with Water Quality Management and Control; arranging suitable training where required, and recording these assessments.
- v. Shall assist in the compilation of the Water Safety Plan (WSP).
 - vi. Shall appoint a Deputy Organisation Responsible Person (Water) to act up in their absence, including Deputy Chair OWSG.
 - vii. Shall review the status of all risk assessments within their organisation, and where required supervise the completion of suitable and sufficient risk assessments on all water systems and 'wet' air conditioning plant within each site under their control.
 - viii. Shall consider the risk assessment findings and, together with the members of the OWSG, prioritise any remedial works.
 - ix. Shall instruct and supervise the completion of all prioritised remedial work highlighted during the risk assessment or the review.
 - x. Shall, where practicable, ensure record drawings of systems are available and kept updated.
 - xi. Shall be responsible for ensuring that all processes, procedures, Permits, and Certification detailed in the WSP are suitably executed and implemented.
 - xii. Shall keep maintenance and monitoring records and make available for inspection, all records to be kept for 5 years.

1.9 Departmental Responsible Person - Water:

- i. Shall accept responsibility for the Organisational implementation of an Organisation specific Water Quality Management & Control Programme in accordance with the requirements of the WSP and other pertinent Water Quality Management & Control guidance documentation and instruction.
- ii. Shall attend TWSG and/or OWSG under their jurisdiction
- iii. Shall act as the contact point between their Department and the TWSG and/or OWSG and report to the performance of the Water Quality Management and Control Regime within their remit, and disseminate to their department the findings and requirements of the TWSG and/or OWSG.
- iv. Shall assist in the compilation of the Water Safety Plan (WSP).
- v. Shall appoint a Deputy Organisation Responsible Person (Water) to act up in their absence.

1.10 Competent Persons:

Competent Persons are Technicians, trades staff and contractors who have received approved training and have sufficient experience to service, maintain and clean water systems in a safe and effective manner.

- i. Shall ensure that all procedures, safe working practices and permits to work are followed and that any personal protective equipment or clothing is used.
- ii. Shall report to the Organisation Responsible Person (Water) of all defects, unusual occurrences and other anomalies, and record such defects in writing in the defects register before leaving site.
- iii. Shall complete written records when required.

1.11 Authorising Engineer - Water (AE-W):

- i. Shall act as an independent professional adviser to the Organisation. The AE-W shall be appointed by the TWSG Chair with a brief to provide services in accordance with Welsh Health Technical Memoranda guidance.

- ii. Shall act as auditor and assessor and make recommendations for the appointment of members of the TWSG and OWSG, monitor the performance of the TWSG and OWSGs and provide an annual Governance Audit to the TWSG. To carry out this role effectively, particularly with regard to audit, the AE-W shall remain independent of the operational structure of the Organisation.
- iii. Shall be a member of the TWSG and attend at the Group's meetings.
- iv. Shall provide training, advice and assistance in all Legionella and *Pseudomonas aeruginosa* Management & Control and Safe Water Management matters, including the PPM Programme, Log-Book system and all relevant Management Manuals.
- v. Shall sanction any interpretation of HTM 04-01 and any other relevant professional guidance, any local house rules and any derogation that may be necessary for their application.
- vi. Shall ensure that any amendments or updates to WHTM 04-01 and associated documents, or any replacement guidance issued and any other relevant mandatory or statutory professional guidance is brought formally to the attention of the Organisation and are understood by all appropriate personnel by recording / documenting the process.
- vii. Shall, on receipt of an "operational restriction" or "Estates Alert" related to water storage and distribution systems, ensure that all TWSG members are made aware and receive copies.
- viii. Shall agree in writing any local deviation/derogation from HTM's or other mandatory / statutory guidance that may be necessary for their application to a particular location.
- ix. Shall, when required to do so, provide to the members of the TWSG ad-hoc general 'remote' verbal advice on matters pertaining to Legionella and *Pseudomonas aeruginosa* management and control and other Water Quality Management issues.
- x. Shall, when required to do so, provide input advice to the design process in respect to the construction/installation phase and for the subsequent operational service thereafter.
- xi. Shall, in conjunction with the appointed design engineer, contribute to the design process, to ensure all water and air systems, implicated within the design remit, comply with the requirements of the WSP.
- xii. Shall, when required to do so, upon completion, provide a certificate of compliance for new water systems including major modifications/refurbishments.
- xiii. Shall undertake an annual review of the practical implementation of aspects of the policy for which they are responsible.

1.12 Water Safety Consultant:

- i. Shall be independent from all other contractors who provide the Organisation with services and/or products pertaining to Water Quality Management and Control.
- ii. Shall be suitably trained and qualified to perform all auditing tasks described in the Water Safety Plan and be a member of the Legionella Control Association (LCA).
- iii. Shall carry out a System and Process Audit, as instructed by the TWSG Chair and present findings to the TWSG and OWSG chairs.

- iv. Shall provide input advice to the design process in respect to the construction / installation phase and for the subsequent operational service thereafter.
- v. Shall, upon completion, provide a risk assessment for new water systems including major modifications / refurbishments.

1.13 Risk Assessor:

- i. Shall be independent from all other contractors who provide the Organisation with services and/or products pertaining to Water Quality Management and Control.
- ii. Shall be suitably trained and qualified to perform all risk assessment tasks described in the Water Safety Plan and be a member of the Legionella Control Association (LCA).
- i. When commissioned to do so, shall carry out a suitable and sufficient Legionella risk assessment compliant with: a) HTM 04-01 Parts A, B and C; b) UKAS; c) HSG274 Part 2 (2014) – ‘The control of *Legionella* bacteria in hot and cold water systems’; d) BS 8580 – ‘Water quality: risk assessments for *Legionella* control – Code of Practice’; e) BSRIA’s (1999) FMS 4/99 – ‘Guidance and the standard specification for water services risk assessment’; and f) BSRIA’s (2015) BG 57/2015 – ‘Legionnaires’ disease.
- iii. When commissioned to do so ensure that risk assessments are reviewed and/or updated when there are significant changes to statutory standards, operational requirements and when there are significant changes to a building’s domestic water and wet air systems.
- iv. When commissioned to do so, ensure that risk assessments are carried out on all process and equipment, such as medical equipment (where applicable).
- v. Ensure that, for all buildings/areas assessed to be of Moderate Risk or higher, issue an [‘Interim Problem Notification Pro-Forma’](#) found in the WSP, detailing any necessary immediate corrective and remedial actions which need to be carried out. In addition, the [‘Notification’](#) shall indicate the Short/Medium-term and Long-term corrective and remedial actions that need to be carried out. The list of remedial actions shall be suitably divided and allocated to each organisation for completion. Each organisation must report to the OWSG on the status of completion of remedial works thus allocated.

1.14 Water Quality Management Contractors and Sub-contractors:

- i. A contractor is the person or organisation commissioned, under contract, by the TWSG or the OWSG to be responsible for the maintenance, supply, installation, validation and verification of hot and cold water services and ‘wet’ air handling systems, and for the conduct of the installation checks and tests.
- ii. All contractors involved in the Water Quality Management Programme, shall be suitably trained and qualified to perform tasks described in their contract and detailed in the Water Safety Plan and be a member of the Legionella Control Association (LCA). However, where a specialist contractor is required to carry out emergency remedial works and does not meet the membership criteria listed above, they may be employed by the discretion of the site TWSG or the appropriate OWSG.
- iii. Shall issue all reports in a format agreed by the OWSG and as detailed in the Written Scheme.

- iv. Shall work with members of the TWSG and OWSGs to identify hazards and reduce risks by following safe working practices.

1.15 Infection Prevention and Control (IPC) Responsibilities

The Infection Prevention and Control (IPC) team plays a critical role in ensuring the safe management of water systems across all healthcare settings. Their responsibilities include:

- I. Conducting clinical risk assessments in collaboration with estates and microbiology teams to identify vulnerable patient populations and high-risk areas.
- II. Assist in carrying out 'Local Contamination Risk Assessment' as detailed in the WSP
- III. Advising on the implementation of control measures to prevent waterborne infections, including *Legionella* and *Pseudomonas aeruginosa*.
- IV. Participating in the development and review of the Water Safety Plan (WSP), ensuring alignment with infection control standards and clinical safety requirements.
- V. Leading investigations into suspected water-related infections and contributing to incident response protocols.
- VI. Providing expert input into the design and commissioning of water systems in clinical areas to ensure infection control principles are upheld.

APPENDIX 2 – RESPONSIBLE PERSONS SUITABILITY ASSESSMENT

PRO-FORMA

Proposed Responsible Persons Suitability Assessment

Department:						
Position nominated for:						
Name:						
Position (job title):			Management level:	Low	Middle	High
Is nominee currently acting in this position?	Yes	No	If Yes; how long has nominee acted in this position:			
Has candidate held this position previously?	Yes	No	If Yes; when and for how long:			
Is nominee expected to take executive decisions:	Yes	No	If Yes; is nominee at an appropriate position to adequately complete this task?		Yes	No
Is nominee expected to take financial decisions?	Yes	No	If Yes; is nominee at an appropriate position to adequately complete this task?		Yes	No
Is nominee a member of the TWSG/OWSG?	Yes	No	If Yes; how long has nominee been a member?			
				If Yes; is nominee a regular attendee at the TWSG/OWSG meetings?	Yes	No
Is nominee suitably trained?	Yes	No	If No; is nominee scheduled to attend training imminently?		Yes	No
Is nominee aware of relevant guidance and legislation	Yes	No	If No; what level of knowledge is possessed by the nominee			
Is nominee aware of the remit of this nomination?	Yes	No	If No; has the nominee been provided with a remit description?		Yes	No
Is nominee willing to accept the nomination?	Yes	No	If No; why not?			
Additional Information						
Is nominee approved?	Yes	No	If No; why not?			

Signed - AE-W: Date:

APPENDIX 3 – COMPETENT PERSONS SUITABILITY ASSESSMENT AND APPOINTMENT PRO-FORMA

Proposed Competent Persons Suitability Assessment

Organisation:					
Name:					
Position (job title):					
Is the nominee a Contractor?	Yes	No	If a Contractor, have they provided suitable accreditation certification?	Yes	No
Is nominee currently acting in this position?	Yes	No	If Yes; how long has nominee acted in this position:		
Has candidate held this position previously?	Yes	No	If Yes; when and for how long:		
Tasks covered by this Assessment					
Has nominee been provided with relevant approved Trust Procedures for tasks and agrees to abide by their requirements?	Yes	No	If no Trust Procedures are available for the task, have Procedures been provided for ORP-W to approve?	Yes	No
Has nominee been provided with Policy and Written Scheme for relevant site and agrees to abide by their requirements?	Yes	No			
Is nominee suitably trained in Legislation and Guidance	Yes	No	If No; is nominee scheduled to attend training imminently?	Yes	No
Is nominee suitably trained in Tasks covered by this assessment?	Yes	No	If No; is nominee scheduled to attend training imminently?	Yes	No
Is nominee willing to accept the nomination?	Yes	No	If No; why not?		
Additional Information					
Is nominee approved?	Yes	No	If No; why not?		

Signed – ORP-W:

Date:

Signed – Nominee:

Date:

APPENDIX 4 – STANDARD LETTER OF APPOINTMENT

Ref:
Date:

FOR THE ATTENTION OF [NAME OF NOMINEE HERE]

Dear [name of nominee here]

Re: Yours nomination as Chair of the Trust Water Safety Group (TWSG)/Organisational Water Safety Group (OWSG) *delete as appropriate*

The TWSG/OWSG *delete as appropriate* is a multidisciplinary group formed to accept ownership of delivering the highest water quality across the Organisation by ensuring the correct management of water systems and other associated processes and practices, to reduce the risk of microbial growth including opportunistic pathogens such as *Legionella* and *P. aeruginosa* which is vital to user safety in line with current guidance including WHTM04-01 and ACoP (L8).

You shall be jointly legally accountable and responsible for ensuring that the TWSG/OWSG *delete as appropriate* identifies microbiological hazards, assesses risks, identifies, implements and monitors control measures, and develops incident protocols.

The TWSG/OWSG *delete as appropriate* Terms of Reference are attached for your consideration.

This section to be completed by nominee

I have read and understood the TWSG/OWSG *delete as appropriate* Terms of Reference and I accept my position as Chair of the TWSG/OWSG *delete as appropriate* as nominated.

[Name of nominee here]

Signature:

Date:

This section to be completed by Duty Holder and AE-W

I authorise the nomination of [Name of nominee here] as a Chair of TWSG/OWSG *delete as appropriate*

Duty Holder:

AE-W

Signature:

.....

Name:

.....

Date:

.....

Ref:

Date:

FOR THE ATTENTION OF [NAME OF NOMINEE HERE]

Dear [name of nominee here]

Re: Your nomination as a member of the Trust Water Safety Group (TWSG)/Organisational Water Safety Group (OWSG) *delete as appropriate*

The TWSG/OWSG *delete as appropriate* is a multidisciplinary group formed to accept ownership of delivering the highest water quality across the Organisation by ensuring the correct management of water systems and other associated processes and practices, to reduce the risk of microbial growth including opportunistic pathogens such as *Legionella* and *P. aeruginosa* which is vital to user safety in line with current guidance including WHTM04-01 and ACoP (L8).

Irrespective of who chairs each group, you, as a nominated member shall be jointly legally accountable and responsible for ensuring that the TWSG/OWSG *delete as appropriate* identifies microbiological hazards, assesses risks, identifies, implements and monitors control measures, and develops incident protocols.

The TWSG/OWSG *delete as appropriate* Terms of Reference are attached for your consideration.

This section to be completed by nominee

I have read and understood the TWSG/OWSG *delete as appropriate* Terms of Reference and I accept my position in the TWSG/OWSG *delete as appropriate* as nominated.

[Name of nominee here]

Signature:

Date:

This section to be completed by TWSG Chair and AE-W

I authorise the nomination of [Name of nominee here] as a member of TWSG/OWSG *delete as appropriate*

Signed for on behalf of the TWSG:

TWSG Chair

AE-W

Signature:

.....

Name:

.....

Date:

.....

APPENDIX 5 – MANAGEMENT HIERARCHY

Trust Management Hierarchy		Appointment completed Y/N
Position	Current named individual	
Trust Chief Executive		
TWSG Chair		
Trust IPAC Lead		
TWSG Vice Chair		
Consultant Microbiologist		
OWSG Chair		
Trust Capital Manager		
Authorising Engineer - Water		
External Independent Water Safety Consultants/Risk Assessors		
Departmental Responsible Persons		