



Water Systems Management Policy

V.4 – October 2017

Policy Number	M.14		
Document Owner	Technical Services		
Review Frequency	3 Yearly		
Reviewed by	Scott Moncrieff		
Date First Approved	9th September 2009		
Date Approved	4th October 2017		
Next Review Due	October 2020		
Version Number	4		
Consultation Required	Yes		No
Equalities Impact Assessment	Yes		No
Added to Website	Yes		No

SSHC Reference	Standard 4 – Quality of Housing Outcome 5 – Repairs, Maintenance & Improvements
-----------------------	--

Related Documents

- Scottish Secure Tenancy Agreement
- Fyne Homes' Water Safety Management Plan
- Management of Water Safety in Buildings Procedure
- Water Safety Register
- Fyne Homes' Health & Safety Manual

Translation Statement

If you have any difficulties reading this information or need further help understanding our processes please contact us. We can make this document available in a variety of formats. All you need to do is let us know what you need and we will try to assist.

Compliance

This policy has been drafted to ensure that it complies with current legislation and industry good practice.

Equality & Diversity

Fyne Homes is committed to providing services which embrace diversity and which promote equality of opportunity. As an employer we are also committed to equality and diversity within our workforce. Our goal is to ensure that these commitments, reinforced by our Values, are embedded in our day-to-day working practices.

Openness & Confidentiality

Fyne Homes believes that its members, tenants and other interested parties should have access to information on how it conducts itself. This means that unless information requested is considered commercially sensitive or personally confidential it will be made available on request.

Data Protection

Fyne Homes recognises that the Data protection Act 1998 is an important piece of legislation to protect the rights of individuals in respect to any personal information that we may keep about them, whether on computer or in manual systems. We are registered with the Information Commissioner as a Data Controller under the Data Protection Act and must ensure that our practices in the handling of personal information are of a high standard and comply fully with the Act.

1. Introduction

1.1. Fyne Homes is committed to ensuring the health, safety and welfare at work of all its employees and others including service users, visitors, contractors, clients, tenants and members of the public who may be affected by its acts or omissions.

2. Aim

2.1. The overall aim of this policy is to:

2.1.1. Ensure that Fyne Homes complies with the appropriate current legislation relating to water safety and Legionella and outlines Fyne Homes' activities and responsibilities relating to that legislation.

2.1.2. Establish clear guidelines to be adopted in premises owned or occupied by Fyne Homes or its subsidiaries and to reduce Legionella related risks to as low a level as is reasonably practicable.

2.2. This policy aims to cover responsibilities of Fyne Homes and its subsidiaries as:

2.2.1. A Registered Social Landlord (to the tenant's homes and shops).

2.2.2. Employer (duty of care towards employees), and

2.2.3. Factor

3. Links to vision and strategic priorities

3.1. This policy aims to fulfil the needs of the Association's Strategic Priorities, in particular Meeting Housing Need - Invest in our properties through our programme of capital, cyclical and reactive maintenance.

4. Legal framework

4.1 This policy acts in accordance with:

- The Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Act
- The Construction (Design & Management) Regulations 2015
- Control Of Substances Hazardous To Health (COSHH) Regulations
- HSE Approved Code Of Practice L8 (Fourth Edition 2013)
- BS 8580:2010: Water Quality. Risk Assessments for Legionella Control C of P

5. Actions

5.1. To fulfil the aims of this policy Fyne Homes will:

5.1.1. Develop and maintain a Water Safety Management Plan to manage water borne bacteria in all buildings whether owned, rented by or let by Fyne Homes' or its subsidiaries.

5.1.2. Implement, review and keep up to date an effective Water Safety Management Plan so that the appropriate measures are undertaken to current legislative standards.

- 5.1.3. Promote the awareness of the Water Safety Management Plan and the hazards of water borne bacteria, through the training and induction of staff.
- 5.1.4. Create and maintain a Water Safety Register of all buildings owned, rented by or let by Fyne Homes' or its subsidiaries. The Water Safety Register will include all the communal cold water storage tanks and other areas of potential risk and will record where these are located and the works necessary to prevent exposure to water borne bacteria.
- 5.1.5. Put in place a procedure for keeping the Water Safety Register up to date and accurate by means of regular inspections.
- 5.1.6. Put in place a procedure to ensure that the latest version of the Water Safety Register is made available to those who need current information.

6. Monitoring and Reporting

6.1. The Technical Services Manager will be responsible for:

- 6.1.1. Ensuring that adequate monitoring and reporting is carried out as recommended in the Water Safety Management Plan.
- 6.1.2. Maintaining the Water Safety Register and to arrange for the condition of the affected properties to be regularly checked and assessed and to make any necessary amendments to the information contained in the Water Safety Register.

7. Reviewing process

- 7.1. This policy will be reviewed in line with the respective current Fyne Homes' policies, and/or where a change in legislation arises.
- 7.2. If there is a procedural delay in the policy revision then the relative legislation in force at the time will prevail.

Version number	Revision Date	Part of doc revised	Reason for revision	Approved by