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QMS100218	**Water Hygiene Control Logbook**	
REVISION: 1	DOCUMENT CLASSIFICATION: 03 – Forms, Templates, Other	

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Contents

PURPOSE

The purpose of this Water Hygiene Control Logbook is to provide a structured record for the monitoring, inspection, testing, and maintenance activities required to effectively manage water systems and minimise the risk of waterborne diseases, including Legionella.

SCOPE

This Water Hygiene Control Logbook applies to the management, monitoring, inspection, and control of water systems and associated equipment within Kingston Landscape Group's premises.
The scope includes all relevant water outlets, distribution systems, storage facilities, and associated components that have the potential to impact water quality or create conditions suitable for the growth of waterborne bacteria, including Legionella.

MANAGEMENT PATHWAY

Site Name:	
Site Address:	

	Name	Position	Address/ Tel No.
Statutory duty holder			
Site managerially responsible person			
Service provider			

In accordance with ACOP L8, a risk assessment must be carried out and reviewed at least every 2 years or whenever there is reason to believe that the current assessment is no longer valid. The schematic diagram of the system(s) must also be regularly updated. We strongly recommend that regular reviews are arranged to ensure that necessary remedial actions are completed and that monitoring programmes are being carried out effectively.

Every site must have a clearly defined asset management structure with responsible persons nominated for each task. The training records and competency of all site staff involved in the management of the systems should be recorded within the site logbook. We would strongly advise that clear responsibility pathways are established and maintained and that regular training reviews be arranged to ensure compliance.

ACOP L8 paragraphs 67, 68 and 69 place great emphasis on record keeping particularly relating to the logbook recording contractor site visits, certificates of disinfection, and details of persons responsible for various maintenance tasks (i.e. temperature monitoring, flushing and sampling).

ACOP L8 requires that the site logbook is completed fully and records relating to the maintenance of the systems be retained for at least five years

ACTIONS IN THE EVENT OF DEVIATION FROM CONTROL

Any high risk non conformance must be identified to the site contact and immediately reported to a manager. The manager will send an e-mail to the relevant responsible person to make them aware of the non conformance and the possible outcomes. The manager will also endeavour to provide a detailed plan to remedy the problem.

In the event of significant deviation from the control scheme it may be recommended that one or more of the following is implemented:

A. Shut down any processes which are capable of generating and disseminating airborne water droplets and keep them shut down until sampling procedures and any remedial cleaning or other works has been done. Final clearance to restart the system may be required.

B. Take water samples from the system before any emergency disinfection being undertaken.

In the event of a positive legionella test it may be recommended that one or more of the following is implemented: More than 100 but less than 1000 cfu/l:

A. The outlet / system should be flushed daily for a minimum of 5 minutes until such Ame a negative result (less than 100 cfu/l) is obtained.
B. The system should be resampled
C. If a similar count is found again the control measures should be reviewed and a risk assessment carried out to identify any remedial actions
D. Disinfection of the system

More than
1000 cfu/l:

A. Place outlet / system out of use
B. The system should be resampled
C. If a similar count is found again the control measures should be reviewed and a risk assessment carried out to identify any remedial actions
D. Disinfection of the system

ACTIONS IN THE EVENT OF A LEGIONELLA OUTBREAK

In the event of a legionella outbreak it may be recommended that one or more of the following is implemented:

A. Inform the local authority of the outbreak
B. Shut down any processes which are capable of generating and disseminating airborne water droplets and keep them shut down until sampling procedures and any remedial cleaning or other works has been done. Final clearance to restart the system may be required.
C. Take water samples from the system before any emergency disinfection being undertaken.

D. Co-operate fully in an investigation of any plant that may be suspected of being involved in the cause of the outbreak. This may involve for example:

- Tracing of all pipe work runs
- Detailed scrutiny of all operational records
- Statements from plant operatives and managers

ROUTINE CONTROL SCHEME CHECKS & INSPECTIONS

Temperatures should be taken (monthly) by placing a thermometer into the stream of water and the temperatures should be recorded as below.

Cold Water Outlet Temperatures

The water should reach the control temperature of ≤20°C within 2 minutes of opening the outlet. Any deviation should be reported to the responsible person. Where TMV's are present on outlets the temperature readings should be measured prior to the TMV device.

Hot Water Outlet Temperatures

The water should reach the control temperature of ≥50° within 1 minute of opening the outlet. Any deviation should be reported to the responsible person. Where TMV's are present on outlets the temperature readings should be measured prior to the TMV device. Note: Healthcare environments require a temperature of >55

Cold Water Storage Tank Inspections

Where cold water storage tanks are present temperature checks should be carried out every 6 months. The temperature of the incoming mains water (ball valve inlet), tank temperature and closest outlet fed from the tank should be measured to ensure the are ≤20°C. Additionally an inspection of the tanks condition should be carried out on a yearly basis to identify its cleanliness and general operating condition (insulation, insect screens, lids etc)

Shower head Descales

Where showers are present shower heads should be cleaned and descaled every 3 months (or more frequently if required). This can be done by leaving the head to soak in a descaling solution for approximately 5 minutes before washing the solution off thoroughly. If required the head can be soaked in the solution again.

Infrequently Used Outlet Flushing

Any outlet which is not used at least once a week is classed as infrequently used. Outlets which fall in this category should be flushed thoroughly for around 5 minutes once a week.

Calorifier Checks

Where calorifiers are present temperatures should be taken every month on the flow and return points. The flow should be achieving temperatures of ≥60° C and the return ≥50° C. In addition to temperature checks yearly blowdowns should be carried out.

All the aforementioned checks should be recorded in the enclosed logbook tables

Appendix A - Water System Contractor Activity Log

All refurbishment, plumbing and repair activities that may effect the operation of the water system should be logged in the table below:

Date	Company	Nature of work	Carried Out by	Approved By

Appendix B - Water System Defect Log

All defects iden5fied and any remedial actions taken to rectify the defect within the water system should be logged in the table below:

Date of Defect	Name of person who identified the defect	Nature of Defect	Rectified Date	Name of person who has rectified the defect	Action Taken

Appendix C - Infrequently Used Outlets Flushing Log

Outlet Location	Date	Signature	Outlet Location	Date	Signature

Appendix D – Water Outlet Checks

Cold Water Outlet Temperature Checks (≤20°C Monthly).

Year: _____

Outlet Location	Outlet Type	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	Nearest outlet												
	Furthest outlet												
	Other outlet (if applicable)												
	Other outlet (if applicable)												

Hot Water Outlet Temperature Checks (>50 C Monthly)

Year: _____

Outlet Location	Outlet Type	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	Nearest outlet												
	Furthest outlet												
	Other outlet (if applicable)												
	Other outlet (if applicable)												

Appendix E - Water Sampling Log

Date	Location	Asset Type	Name of Person Sampling	Organisation	Reason for Sampling (routine, suspected issue, pre/post disinfection etc	Sample Type (legionella , TVC etc)

Appendix F - Calorifier Temperature Checks & Blowdowns

Year: _____

Calorifier Location / No.	Temperature Type	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	Flow (≥60° C)												
	Return (≥50° C)												
	Blowndown Month (Yearly)												
	Flow (≥60° C)												
	Return (≥50° C)												
	Blowndown Month (Yearly)												
	Flow (≥60° C)												
	Return (≥50° C)												
	Blowndown Month (Yearly)												

Appendix G - Cold Water Storage Tank Temperature Checks & Condition Inspections

Tank Location / No.	Temperature Type	Month	Temperature	Tank Location / No.	Temperature Type	Month	Temperature
	Inlet Ball Valve (≤20°C)				Inlet Ball Valve (≤20°C)		
	Tank (≤20°C)				Tank (≤20°C)		
	Closest outlet fed from tank (≤20°C)				Closest outlet fed from tank (≤20°C)		
	Condition Comments				Condition Comments		
	Inlet Ball Valve (≤20°C)				Inlet Ball Valve (≤20°C)		
	Tank (≤20°C)				Tank (≤20°C)		
	Closest outlet fed from tank (≤20°C)				Closest outlet fed from tank (≤20°C)		
	Condition Comments				Condition Comments		