

Allocation of Responsibilities Management

The HSG 274 Part 1, 2 & 3 recommends the following responsibilities for management of water systems

Service / Task
Identification of the statutory Duty Holder, responsible person & deputies.
Notification to the local authority of any 'Evaporative cooling devices'
Conducting of a Legionellosis risk assessment
Provision of system schematics
Remedial or corrective actions required with priority / degree of risk
Programme for corrective action to be undertaken
Review of Legionellosis risk assessment
Production of the written scheme for prevention or control
Method Statements, COSHH, Risk assessments & Safety data sheets for works carried out.
Provision of control parameters, measurement methods, sample locations, and frequencies.
Emergency start-up and shut-down procedures
Description of normal and safe operation
Actions in the event of positive legionella results / outbreak
Providing training and identifying competence
Provision of a suitable record system (Logbook)
Maintaining the record system
Auditing the record system

The organisation responsible for completing a task is also responsible for supplying and maintaining records in the logbook for that tasks unless detailed below.





Allocation of Responsibilities

Evaporative Cooling System

The HSG 274 Part 1 recommends the following responsibilities for management of cooling tower water systems

Task / Duty Required
Operational Conformance
Water Cleanliness
System Physical Condition
Analysis of Cooling Water, Conductivity, Oxidising Biocide, pH and Dipslides
Chemical Water Checks
Chemical Analysis of Cooling Water
Chemical Analysis of Make-up Water
Dipslide Tests
Conductivity Sensor Calibration
Uniformity of Water Distribution
Corrosion Rate Monitoring
Check of Chemical Reservoir
Condition of Sprays / Troughs
Condition of Eliminators
Condition of Pack





Anker Elemental

Legionella. Controlled.

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Task / Duty Required
Condition of Pond
Condition of Immersion Heaters
Condition of Fan
Condition of Sound Attenuators
Legionella Sampling of Cooling Water
Review Meeting
Cleaning and Chlorination
Replenish Chemical Stocks



Allocation of Responsibilities Hot & Cold Water

The HSG 274 Part 2 recommends the following responsibilities for management of domestic water systems

Type of Water System	Detail
Calorifier inspection	Where an access hatch is fitted the internal condition should be evaluated and any debris removed. Where no hatch is fitted open the drain valve on the base of the vessel and comment on the temperature and visual condition of the water collected. (Drain cocks on the feed pipe or side of the vessel are not representative of the base of the vessel).
Water leaving and returning to the calorifier	Outgoing water should be at least 60 +/-2°C, and return at least 50°C (ideally closer to 55°C) If fitted, the thermometer pockets at the top of the calorifier and on the return leg are useful points for accurate temperature measurement. If installed, these measurements could be carried out and logged by a BMS system.
Sentinel Principal HWS return loop temperatures	This makes sure that the return temperatures on each principal loop are functioning as required. The water temperature should be at least 50°C when outlet water is not running.
Subordinate HWS return loops	Take the return temperatures on each subordinate loop (ideally monthly on a rota to cover all in a quarter). The water temperature should be at least 50°C when outlet water is not running.
Cold water services	Visually inspect cold water storage tanks and report remedial work where necessary.
Temperature profile	Take temperatures at a representative selection of other points to confirm they are below 20°C / above 50°C to create a temperature profile of the whole system over a defined time period. Peak temperatures or any temperatures that are slow to fall / rise should be an indicator of a localised problem. (minimum 25% of locations covered per annum).
Storage tank temperature monitoring	Check the tank water temperature remote from the ball valve and the incoming mains temperature. Record the maximum temperatures of the stored and supply water recorded by fixed maximum/minimum thermometers where fitted.
Sentinel cold tap temperatures	The water temperature should be below 20°C within 2 minutes of running the tap
Type of Water System	Detail

Shower heads	<p>Showerheads should be removed, disassembled, cleaned and disinfected.</p> <p>Or more frequently as required based on a risk assessment. In high-risk areas this should be done on a monthly basis.</p>
Expansion vessel flushing	<p>Where practical, flush through and purge to drain</p>
TMV In Service Inspection	<p>Fail safe and performance tests as required by TMV monitoring method statement and the recommendations of manufacturers.</p> <p>Pre-filters must be cleaned.</p>
Flushing of little used outlets & deadlegs	<p>Before carrying out flushing procedures, consideration should be given to removing infrequently used showers and taps. If they are removed, the redundant supply pipework should be cut back, as far as possible, to a common supply.</p>
OPTIONAL SERVICES (Not driven by L8)	<p>TVC and Coliform sampling.</p>
	<p>Legionella sampling.</p>



Allocation of Responsibilities Other Systems

The HSG 274 Part 3 recommends the following responsibilities for management of other water systems

Type of Water System	Service / Task
Ultrasonic humidifiers/foggers and water misting systems.	If equipment fitted with UV lights, check to ensure effectiveness of lamp (check to see if within working life) and clean filters.
	Ensure automatic purge of residual water is functioning
	Clean and disinfect all wetted parts
	Sampling for Legionella
Spray humidifiers, air washer and wet scrubbers	Clean and disinfect spray humidifiers/air washers and make up tanks including all wetted surfaces, descaling as necessary
	Confirm the operation of non-chemical water treatment if present
Water softeners	Clean and disinfect resin and brine tank – check with manufacturers what chemicals can be used to disinfect the resin bed
Emergency showers and eye-wash sprays	Flush through and purge to drain
Sprinkler and hose reel systems	When witnessing tests of sprinkler blow-down and hose reels, ensure that there is minimum risk of exposure to aerosols.
Lathe and machine tool coolant systems	Clean and disinfect storage and distribution system
Spa baths* *(modified routine)	Water treatment tests
	Specialist monitoring, sampling & calibration
	Check filters – sand filters should be back-washed.
Horticultural misting systems	Clean and disinfect pipework distribution systems, spray heads and make up tanks including all wetted surfaces, descaling as necessary
Dental equipment	Drain down and clean
Car/bus washes	Check filtration and treatment systems, clean and disinfect systems
Indoor fountains and water features	Clean and disinfect ponds, spray heads and make up tanks including all wetted surfaces, descaling as necessary