

## ***Department of Estates***

### ***Water Management Group – Terms of Reference***

#### **Purpose**

The purpose of Water Management Group [WMG] is to ensure that water safety is proactively being managed on a day to day basis, with the aim of ensuring the safety of all water used by students, staff and visitors, minimising the risk of infection associated with waterborne pathogens. It 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.

#### **Membership**

The total membership comprises:

- Chair - Authorising Engineer (Water)
- Director of Estates – Operations
- HR Deputy Director: Safety and Employee Wellbeing
- Deputy Responsible Person - Academic
- Deputy Responsible Person - AHS
- Deputy Responsible Person - STV
- Compliance, Safety and Information Manager
- Authorised Person (Water)

Deputies for absent members will be permitted to attend the meeting. Additional members may be invited as required e.g. faculty technicians, termed contractors and risk assessors. The membership of the Group will be kept under review to ensure that it best reflects the requirements of governance within the university.

It is expected that members will attend at least 80% of scheduled meetings.

#### **Frequency of Meetings**

WMG meetings will be held on a Quarterly basis and chaired by the AE (Water).

\*(Monthly meetings will be held by the Authorised Person (Water) with the respective engineers for each estate, Academic, AHS & STV, to review status and compliance reports)

#### **Quorum**

The WMG will be considered quorate when 75% of its core membership is present - consisting of the following group members:

- Chair - Authorising Engineer (Water)
- Director of Estates – Operations

- HR Deputy Director: Safety & Wellbeing Services
- Deputy Responsible Person - Academic
- Deputy Responsible Person - AHS
- Deputy Responsible Person - STV
- Authorised Person (Water)

### **Remit of Water Management Group:**

- To ensure operational personnel remain suitably trained and competent in their respective duties.
- To ensure the Written Scheme is current and accurately reflects current policy's, regulations and water hygiene operations across the university estate.
- 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 provide a forum for those individuals with delegated roles and responsibilities and to take collective ownership for ensuring it identifies water-related hazards, assesses risks, identifies and monitors control measures and develops incident protocols.
- To review the ZetaSafe database to ensure that out of compliance occurrences are being noted and that any longer-term issues with individual assets, relating to hot and cold water distribution systems, are being addressed with plans in place for their remediation.

Ensure the water treatment strategies along with operational control monitoring remain effective.

Ensure awareness of new builds, refurbishments, modifications and any equipment proposed. Review the proposed design, install, commissioning records and report to the WMG advising of issues which may compromise water standards.

Confirm adequate resources to ensure water safety is achieved, any lack of resources shall be reported to the WMG for addressing.

### **Agenda Setting**

A set agenda is issued for each WMG meeting. This will be issued along with any amendments to the agenda and any supporting papers for the meeting at least 5 working days prior to the WMG meeting by the Chair.

#### AGENDA:

- 1.00 Introduction & Apologies;
- 2.00 Matters Arising;
- 3.00 Review of Appointments, Training & Competence Matrix;
- 4.00 Review of WSP – Policy;
- 5.00 Review of WSP - Water Risk Assessments;
- 6.00 Review of WSP – Written scheme of control [maint & monitoring procedures];
- 7.00 Compliance - Review Operation Control / Monitoring data;

8.00 Compliance – CWST Inspections & Sample Results;  
9.00 Compliance – Audit;  
10.00 Review of Projects [new builds, modifications, refurbishments];  
11.00 Communications to assist WSG to the organisation;  
12.00 A.O.B

### **Reporting Arrangements**

Minutes of each meeting will be prepared by the Chair - Authorising Engineer (Water) and circulated to the WMG and all nominated Responsible Persons. The University of Bath WMG reports to:

The University Executive Committee, who in turn report to the University Council.

### **Review Date**

These Terms of Reference will be reviewed annually and/or were there has been a material change to the operation of the water hygiene regime. The objective of the review is to ensure the WMG are delivering against the purpose and remit detailed.

**November 2020**