

Title:			
Safe Management of Mains-Fed Water Dispensers (Radiotherapy Department, Western General Hospital) SOP			
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1.0 Purpose

To ensure the safe and hygienic operation of mains-fed water dispensers, preventing contamination, and ensuring compliance with health and safety regulations.

2.0 Scope

This SOP applies to all mains-fed water dispensers located within, [Radiotherapy Department and HEBA Clinic, Western General Hospital](#).

3.0 Responsibilities

Site Water Authorised Person (AP): Set up and manage the service contract with approved, competent contractor for bi-annual servicing of all dispensers.

Head of Therapeutic Radiography: Oversee the implementation of this SOP and ensure compliance.

Radiotherapy and HEBA Clinic Department Staff: Perform and record cleaning and flushing tasks.

Contracted Service Provider: Conduct bi-annual servicing of dispensers.

4.0 Cleaning and Flushing

Cleaning and flushing tasks are the responsibility of Radiotherapy and HEBA clinic Department Staff. The tasks should be assigned by the relevant Manager to the appropriate staff member.

4.1 Materials Required

- Checklist [Appendix A](#)
- Nitrile gloves
- Food-safe grade wipes (example 'Vinco')
- Measuring container (2L, if cooler unused for 2 to 14 days)



4.2 Daily Cleaning Procedure

It cannot be emphasised enough how important it is to use a fresh, food-grade safe wipe to disinfect the dispense point.

Never clean the outside of the appliance and then finish off with the dispense point, as you risk contaminating the very area you aim to protect.

- **Stage 1** - Using a food-safe grade wipe, clean the dispensing nozzle. Dispose of wipe immediately after use.
- **Stage 2** – Using a new wipe, wipe all external surfaces of the dispenser

4.3 Flushing

- If the dispenser has not been used for more than **2-14 days**, dispense and discard 2 litres of water to avoid stagnation and reduce the risk of bacterial growth.
- If the dispenser has not been used for **more than 14 days**, cease using the dispenser, attach 'DO NOT USE' signage and contact your Site Water AP to advise. The site Water AP will then contact the contracted service provider to arrange a service visit and sanitisation.

4.4 Record Keeping

The completion of cleaning and flushing tasks must be recorded using the [Appendix A](#) checklist. This record must be kept by the relevant Manager in the Radiotherapy and HEBA Clinic Departments, and submitted monthly to the Site Water Approved Person (AP) as noted in Section 5.

5.0 Monthly Reporting

Cleaning and flushing records must be submitted on a monthly basis by the Radiotherapy and HEBA Clinic Departments, to the Site Water Authorised Person (AP). These records are to be shared with Water Authorising Engineer (AE) by the Site AP, as part of the annual Water Audit.

6.0 Bi-Annual Servicing

A competent approved contractor must service each water dispenser at a frequency of six-monthly intervals. The Site Water Authorised Person (AP) is to set up and manage this contract. Each service visit will include a thorough inspection, sanitisation, and maintenance of all internal components. The filter must also be replaced.

7.0 Compliance, Review and Audit

Compliance:

- Adherence to this SOP is mandatory for all staff with responsibilities noted under Section 3.

Review:

- This SOP should be reviewed annually or whenever there are changes in regulations or hospital policies.

Audit:

- The management process must be audited on an annual basis by an Assurance Manager from the Estates and Facilities, Risk Quality and Assurance Team, ensuring servicing records, flushing and cleaning procedure records are kept up to date.

This SOP ensures that the water dispensers are maintained in a hygienic condition, reducing the risk of contamination and ensuring the safety of all users.

Appendix A

Daily Mains-Fed Water Dispenser Checklist

Radiotherapy Department, Western General Hospital

Name of staff member overseeing tasks:

Location of dispenser:

Week commencing date:



Action	Mon	Tue	Wed	Thu	Fri
Applies only to patient and publicly accessible dispensers. Ensure correct signage is displayed 'For hygiene reasons, please only use cups provided to fill water, no personal bottles permitted' (see Appendix B).					
Put on gloves for skin protection.					
Applies only if dispenser is unused for 2 -14 days Dispense and discard 2 litres of water (see 4.3 'Flushing' if unused for more than 14 days).					
Empty and discard drip tray contents.					
Check unused cups are stored in cup dispenser.					
Dispose of any used cups in nearby bin.					
Using a food-grade safe wipe, clean the dispensing nozzle.					
Using new food-grade wipe(s), clean all surface areas that are likely to be touched frequently, including; <ul style="list-style-type: none"> • top, side and front panels • cup dispenser • drip tray and grill • push button controls 					
Dispose of used gloves and wipes.					
Name of individual completing task:					

Appendix B



For hygiene reasons,
please only use cups
provided to fill water.
No personal water
bottles permitted.

