

NHS Lothian Water Safety Group (WSG) - Terms of Reference

1. Remit of the WSG:

The WSG will oversee the commissioning, development, implementation and monitoring of the NHSL's Water Safety Management Policy, NHSL Water Safety Plan(s), Legionella Risk Assessments and Written Schemes of Control.

The remit of the Water Safety Group is to provide assurance to NHS Lothian Board through a robust governance structure that NHS Lothian is compliant with legislation and technical guidance relating to water delivery systems; water quality, and that any risk to patient, staff or visitor safety arising from water exposure or systems is minimised.

This includes, but is not limited to:

- Providing leadership for the overall provision of water services management and supervision for maintenance, operational and design procedures
- The development of a NHS Lothian Board (NHS Lothian) Water Safety Management Policy and Operational Water Safety Plan(s).
- Ensuring that there is in place up to date NHS Lothian and Third Party providers Legionella risk assessments and written schemes of control for all microbiological issues associated with healthcare water systems.
- Condition and maintenance of water delivery systems in healthcare premises.
- The safety of microbiological quality of water.
- A forum to discuss water related issues.
- Oversee implementation of relevant legislation, policy and guidance.
- Ensuring that there are effective inspection and maintenance systems in place.
- Oversight of all safety aspects of water and water delivery e.g. drainage, scald risk etc.
- Provide a level of assurance on the water safety risk(s) to the NHS Lothian Health and Safety Committee on quarterly basis.
- Oversight of Water Safety in Capital Projects, including review and approval of derogations and escalations of matters from the Project Water Safety Groups
- Providing oversight of NHS Lothian staff and contractor competencies for working on Water Safety systems and processes

2. Membership:

- NHS Lothian Chief Executive is the designated Duty Holder with overall responsibility for Health & Safety including Water Safety.

- Operational Duty Holder Management is delegated to the Acute Hospital Site Directors and the Health and Social Care Partnership Chief Officer's.
- This duty is further delegated and discharged on behalf of the organisation by the Director of Estates & Facilities as the Designated Person (Water) and the Head of Hard FM as the Responsible Person (Water) and supported by a multidisciplinary team of relevant stakeholders.
- The chair of the WSG shall deliver a report to NHS Lothian H&S Committee on quarterly basis to provide assurance that it is meeting its obligations under the Health and Safety at Work Act and SHTM 04:01.
- Estates and Facilities will provide a report to the Pan Lothian Infection Control Committee (PLICC) to provide assurance that we are meeting our statutory obligations; and to report on any open non conformances.

Name	Designation and Function
Jim Crombie	Deputy Chief Executive Executive Office Executive Lead for Water and Committee Chair
Morag Campbell	Director of Estates & Facilities, NHSL (Designated Person Water)
Tommy Logan	Head of Hard FM (Responsible Person Water)
Dennis Kelly	Authorising Engineer (Water)- External consultant, Pro Lp Consulting
Donald Inverarity	Consultant Microbiologist, NHSL
Lindsay Guthrie	Associate Director for Infection Prevention and Control, NHSL
David Collins	Head of Health and Safety NHSL
Karen Fraser	Head of Risk, Quality & Assurance NHSL
Gary Whyte	Senior PFI Estates Lead, NHSL
Heather Mcleary	Lead Assurance Manager
Bob Stewart	Area Manager West Lothian Acute WL Community (AP) (Hard FM)
Jamie Ramsay	Area Manager Edinburgh Acute (AP) (Hard FM)
David George	Area Manager REH Edinburgh Community (Hard FM)
Stevie Greenan	Area Manager East and Midlothian (AP) (Hard FM)
Sasha Hill	Soft FM Area Manager (Little France)
Jenni Semple	Soft FM Area Manager (West Lothian)
Gordon Fender	Soft FM Area Manager (Edinburgh Acute)

Brian Robb	Soft FM Area Manager (East & Midlothian)
Karen Howieson	Soft FM Area Manager (Edinburgh Community)
David Hill	Decontamination Lead, NHSL
Laura Partridge	Service Manager Dental
Hania Klinge	Capital Planning Department Representative

Other members can be co-opted as required e.g. Medical Physics, External Water Expert Advisors, and Director of Capital Planning.

The meeting shall be considered quorate where a minimum of 8 members including the posts below are present.

- The Chair (or deputy)
- Designated Person (Water) or deputy
- Responsible Person (Water) or deputy
- Consultant Microbiologist or deputy
- Authorising Engineer (Water)

3. Meeting Frequency

Meetings will be held quarterly as a minimum. Outwith this period meetings may be convened at the request of the chair in response to emerging issues or concerns.

Cancelled meetings must be rescheduled within one month of the planned date.

Papers must be submitted to admin 2 weeks before the meeting date, and papers will be circulated at least 7 days before the meeting.

Items to be added to the agenda must be submitted to admin 2 weeks before the meeting or can be discussed at the meeting.

4. Reporting & Governance

The NHS Lothian Water Safety Group is a sub group of the Health & Safety Committee and the Pan Lothian Infection Control Committee.

Through these meetings, water safety compliance is reported to the Healthcare Governance Committee and the Staff Governance Committee, and a level of assurance provided to NHS Lothian Board.

The Water Safety Group will produce an annual summary report for the Healthcare Governance Committee.

Acute Hospital Site WSG's will receive water safety summary reports from Hard FM providers on compliance with the Water Safety Plan(s), Legionella Risk Assessments and Written Schemes of Control. Reports will be provided to Site Health & Safety Committees and Infection Prevention and Control Committees for local governance and reporting.

The Critical Systems Review Groups will also provide information to the Local Health and Safety Committee Chairs.

The Water Safety Policy will be reviewed every 3 years as a minimum unless the Water Safety Group instructs otherwise due to changes in Legislation or the SHTM 04:01.

The terms of reference for the NHS Lothian WSG will be reviewed every year or sooner if required by a change of personnel, policy, or technical requirements.