



# WATER SAFETY:

## Technical Training

### Role of the Authorised Person

## Course Overview

**Our course is accredited with CPD and recognised by ILM, part of the City & Guilds Group.**

The training course is of vital interest for all individuals [typically referred to as the Authorised Person (AP) who are operationally responsible for the management of water systems within the built environment i.e. managing the risk of Legionella.

The AP is required to be qualified, sufficiently experienced, and skilled to fully operate the service, including its maintenance. This role involves the maintenance of records, quality of service, and system safety (integrity). The AP oversees the routine testing of the water, storage, and distribution system. The AP establishes and maintains the roles and validation of CP's (Competent Persons), who may be employees or appointed contractors.

The course will provide the AP with a thorough understanding of the water safety risks and risk assessments, including key requirements for the operation, monitoring, and maintenance of water systems to control such risks.



Duration: One Day



ILM Certification



Certificate of Attendance



Marked Assessment



Group or Individuals



Q&A Session included



Refresh every 3 Years



PO & Cards accepted

## Who should attend?

The training course is of vital interest to members of the Water Safety Group especially those individuals who have been identified either as the Responsible Person (Water), Deputy Responsible Person (Water) / Authorised Person (Water) who are operationally responsible for water safety within specific buildings within their organisation.

The Deputy Responsible Person (Water) / Authorised Person (Water) will be qualified, sufficiently experienced, and skilled to fully operate the service, including its maintenance. This role involves the maintenance of records, quality of service, and system safety (integrity). They shall be overseeing the routine testing of the water, storage, and distribution system. As well as establishing and maintaining the roles and validation of CP's (Competent Persons), who may be employees or appointed contractors.

This course covers water safety risks associated with Legionnaires' disease, *Pseudomonas aeruginosa* [Pa], and Scalding, that apply to organisations, although the risk associated with *Pseudomonas aeruginosa* will not necessarily apply to non-healthcare organisations.

## What prior knowledge should delegates have?

Essentially no prior knowledge is required for attendance on the course. However, those individuals attending would expect to have some experience and background in water safety. It is strongly advised those attending with no previous knowledge or training have read the following documents to help with the learning on the day of the course. It would be beneficial for those with previous knowledge to have read these documents as well!

- a. [Traditional water treatment methods and alternative technologies: Part 1](#)
- b. [Traditional water treatment methods and alternative technologies: Part 2](#)
- c. [Traditional water treatment methods and alternative technologies: Part 3](#)
- d. [Risk Assessments – Agreeing the Terms of Reference](#)
- e. [How to reduce your risk of scalding](#)
- f. [5 step guide – legionella risk management – education estates management](#)
- g. [Legionella risk assessment – the new British Standard](#)
- h. [Guide to Records and Record Keeping for Water Safety](#)

The delegates are required to complete an 'Assessment of Knowledge' pre- and post each module to identify if there has been a change in their knowledge of the elements covered in the module.

## What will the delegates learn?

- What is 'biofilm'
- Those who are the most susceptible to scald risk and when should a TMV be fitted.
- Those water systems where there is a reasonably foreseeable risk of exposure to legionella bacteria.
- The processes involved with undertaking a risk assessment.
- Understanding of 'risk appetite' and what is meant by 'ALARP'.
- The factors to be considered for 'likelihood' as part of the risk assessment process.
- When risk assessment reviews may need to be completed.
- The reporting requirements of the Operational Water Group [OWG] to the WSG.
- The temperature requirements for hot and cold water.
- Knowledge of supplementary control strategies.
- The monitoring frequencies for distribution systems.
- The management of little-used outlets.
- When microbiological [TVC and legionella] samples are to be taken.
- The different types of samples that can be taken from an outlet.
- The need to define applicable work instructions.
- Sources for exemplar forms when creating your own monitoring forms.
- Types of incidents that may occur which requires a defined incident plan.
- The importance of other applicable Health and Safety information.
- What surveillance monitoring requires.
- Awareness of other risk systems which need to be included in a risk assessment.
- Additional sources of guidance documents that outline the maintenance and monitoring of other risk systems.

## Course Agenda

- **Module 1: Water Safety Plan: Part 3.1 - Risk Assessment & Schematics**
  - Scope of Risk Assessments and their Findings
  - Asset & System Identification Register
  - Schematic Drawings and Risk Assessment Reviews
- **Module 2: Water Safety Plan: Part 4.1 - Scheme of Control Measures**
  - Risk Assessment Remedial Actions
  - Scheme of Control Measure & Monitoring
  - Sampling Plans
- **Module 3: Water Safety Plan: Part 4.2 - Standard Operations Procedures [SOP]**
  - Examples of Work Instructions
  - Monitoring Records
- **Module 3: Water Safety Plan: Part 5.1 - Support Schemes**
  - Incident Plans – positive water samples, loss of supply
  - Other Health & Safety Information
  - Surveillance Monitoring
- **Module 3: Water Safety Plan: Part 6.1 - Logbook**
  - Governance Arrangements / Applicable Control Measures & SOPs
  - Report on task outcomes / Defect & remedial actions log
  - Sampling data and other relevant data on water safety
- **Module 4: Other risk systems**

## What are the learning outcomes for the course?

There are six aims of the course:

1. Provide delegates with an overview of risk assessment need, standards for assessment, the importance of risk systems, and asset details.
2. What are the available control strategies for controlling waterborne pathogens including considerations for their application?
3. Establishing a scheme of control measures for hot and cold-water systems, including monitoring and the need for sampling plans.
4. Understanding of possible incidents related to water safety and actions required to address/re-establish control.
5. Record keeping – the importance and formats.
6. Awareness of other water risk systems and the monitoring and maintenance requirements.

## How will the learning outcomes be assessed?

Confirmation of learning is sought throughout the course delivery through a variety of learning methods including:

- Pre-Course Personal Assessment – delegates are required to record 3x personal learning objectives.
- Assessment of Knowledge – the delegates are required to complete an 'Assessment of Knowledge' pre and post each module to identify if there has been a change in their personal knowledge of the elements covered in the module.
- Post-Course Personal Assessment – delegates are required to confirm if their 3x personal learning objectives have been achieved and to write a reflective statement on their learning experience.
- Workshops and Individual Exercises – designed to enhance the learning experience and support all learning styles.
- Written Assessment Paper – questions to be answered 'open book' using their delegate's manual and their own notes taken throughout the day. The written assessment is completed at the end of the course.

## Course Delivery

The Water Hygiene Centre Authorised Person training can be delivered by our consultants in the following ways:

- **In-house** – Your tutor will deliver your training at your premises, reducing the cost and time of travel and enabling all staff to be present onsite. We require a minimum of 8 delegates and a maximum of 16 delegates. POA.
- **Open Training** – Tutors will deliver your training using Microsoft Teams on a date organised by the Water Hygiene Centre. This is ideal for organisations that have a small number of individuals to train. A full list of dates available can be viewed on our website by [clicking here](#). Price starts from £350 + Vat / delegate.

## Equality of Access

Any delegate assessment should be a fair test of their knowledge and the skills they have obtained, however, for some delegates, the usual format of assessment may not be suitable. The Water Hygiene Centre is committed to making sure individuals with special educational needs, disabilities, temporary illness or injury or other adverse circumstances outside their control are not unfairly disadvantaged when undertaking written assessments.

To remove barriers that prevent delegates from undertaking assessments, reasonable adjustments may be made, and special consideration may be given. These arrangements ensure that a delegate can undertake assessments on a fair and equitable basis, and they allow the delegate to receive recognition of their achievements while ensuring the integrity, validity, and reliability of the assessment is maintained.

The Water Hygiene Centre will ensure they do not unfairly exclude the assessment needs of a particular learner by applying:

- Reasonable adjustment – applied for and agreed before the training course commences.
- Special consideration – given during or within 5 working days of any assessment for reasonable adjustments to be made. A reasonable adjustment aims to reduce the negative impact of a disability (as defined by the Equalities Act 2010). The objective is that a delegate with a disability experiences no substantial disadvantage to a delegate who does not.
- Reading the questions to the delegate and/or writing down their answers. Note: this must be carried out after all other delegates have completed their assessments and these have been collected. The arrangement must be conducted for the duration of the assessment (e.g., from start to finish).

Allowing delegates to use a bilingual dictionary if English is not their first language. In some cases, reasonable adjustments may not be permitted due to published legal criteria.

