WATER SAFETY PLAN

Holton Village Hall

Holton, Oxford, OX33 1PR

Document Reference:	HVH-WSP-2026-01
Related Risk Assessment:	HVH-LRA-2026-01
Issue Date:	27th September 2026
Review Date:	23 May 2027 (or sooner — see Section 8)
Prepared By:	Clive Ganczarski, CEng
Approved By:	Village Hall Management Committee
Version:	1.0

Prepared in accordance with:

HSE ACOP L8 (4th Edition) | HSG274 Parts 1, 2 & 3 | Health & Safety at Work etc. Act 1974
COSHH Regulations 2002 | Management of Health and Safety at Work Regulations 1999 | BS 8558

1. Introduction and Purpose

This Water Safety Plan (WSP) sets out how Holton Village Hall ("the premises") will control the risk of exposure to Legionella bacteria arising from its hot and cold water systems. It has been produced to implement the control measures identified in Section 7 of the Legionella Risk Assessment (Ref: HVH-LRA-2026-01, dated 23 May 2026), and should be read alongside that document.

The premises operates on an intermittent-use basis, with periods between hall bookings and events during which water outlets may not be used. This pattern of use increases the risk of stagnation, biofilm formation and bacterial growth, particularly in the toilets, bar and kitchen dishwashers. This Plan exists to ensure that the necessary immediate, short-term and routine control measures are carried out, recorded and reviewed.

2. Scope and Responsibility

This Plan applies to the whole of the hot and cold water services at Holton Village Hall, including the kitchen, bar, Ladies' toilets, Gentlemen's toilets, and the Disabled toilet, together with the hot water storage cylinder, immersion heater, oil-fired boiler, and associated pipework.

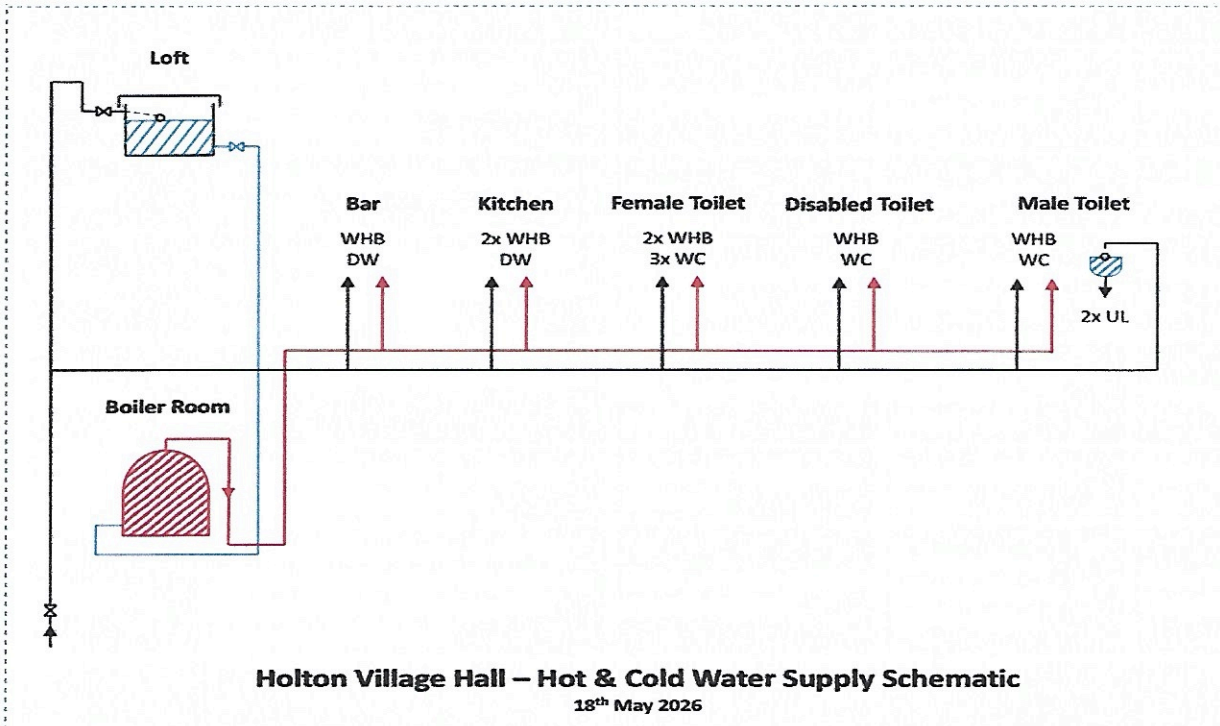
2.1 Responsible Person

A named Responsible Person (RP) with documented competence in Legionella management must be appointed by the Management Committee, in accordance with ACOP L8 Para 2.6. The RP is accountable for ensuring that the actions in this Plan are carried out, that records are kept up to date, and that this Plan is reviewed and revised as required.

Responsible Person: CLIVE GANCZAKOWSKI Appointed: 5 / 10 / 26

3. Water System Description

The hot and cold-water system, as shown in the schematic below, serves the kitchen, bar, and three toilet areas (Ladies', Gentlemen's and Disabled) from a single cold water main. Hot water is generated via an oil-fired boiler with an immersion heater as a secondary/backup heat source, and is stored in a hot water storage cylinder before distribution to outlets.



Holton Village Hall – Hot & Cold Water Supply Schematic
18th May 2026

4. Immediate Control Measures

The following actions must be completed and verified before the premises reopen to the public. Each item must be signed off by the Responsible Person and recorded in the Water Safety Log.

- Appoint a named Responsible Person with documented competence in Legionella management (ACOP L8 Para 2.6).
- Verify the hot water storage cylinder thermostat is set to, and maintains, a minimum of 60°C (HSG274 Part 2 Para 2.74).
- Implement a weekly outlet flushing programme covering all taps: minimum 2 minutes on cold, and run hot until 50°C is reached (ACOP L8 Para 2.15).
- Inspect all under-sink flexible hose connections; replace any that are deteriorated, kinked, or over 12 months old.
- Run a full empty hot wash cycle through both dishwashers (kitchen and bar) immediately, to purge stagnant water before first use.
- Check and set the immersion heater thermostat to a minimum of 60°C, and verify the cylinder reaches 60°C after a complete heating cycle when the immersion heater is the sole heat source.

5. Short-Term Control Measures (Within 1 Month)

The following action must be completed within one month of this Plan taking effect:

- Introduce quarterly temperature monitoring at all outlets, recorded in the Water Safety Log — hot water ≥50°C within 1 minute; cold water ≤20°C within 2 minutes.

6. Routine and Periodic Monitoring Programme

The following programme must be established and maintained by the Responsible Person. All records must be retained for inspection and reviewed as part of the annual audit of this Plan.

Frequency	Task	Target / Standard	Acceptance Criteria	Record
Weekly	Flush all outlets not in regular use	Minimum 2 minutes cold; run hot until 50°C reached	All outlets used regularly or flushed	Flushing Log
Weekly	Run a full empty hot wash cycle through kitchen and bar dishwashers if not used that week	Full hot cycle completed	Both dishwashers purged weekly	Flushing Log
Monthly	Check hot water storage temperature at cylinder	≥60°C	Storage ≥60°C	Temperature Log
Monthly	Clean dishwasher filters, spray arms and door seals on both units; check for scale, debris and biofilm	No visible scale, debris or biofilm	Filters clean; no scale or biofilm visible	Maintenance Log
Quarterly	Temperature check at all hot and cold outlets	Hot ≥50°C within 1 min; Cold ≤20°C within 2 min	Hot ≥50°C within 1 min; Cold ≤20°C within 2 min	Temperature Log
Annually	Inspect and replace all flexible hose connections on dishwashers	No hose in service over 12 months	Replaced within 12 months	Maintenance Log
Annually	Annual oil boiler service by OFTEC-registered engineer, including primary coil heat transfer performance and cylinder recovery check	Boiler serviced; cylinder recovers to ≥60°C	Boiler serviced; cylinder recovery to ≥60°C verified	Boiler Service Certificate

Frequency	Task	Target / Standard	Acceptance Criteria	Record
Annually	Inspect and descale hot water storage cylinder (as part of annual boiler service)	No significant scale or sediment	No significant scale or sediment	Inspection Report
Annually	Test and verify immersion heater thermostat operation	Set-point 60°C achieved within normal heat-up period	Immersion thermostat confirmed at 60°C	Maintenance Log
Annually	Full review of Legionella Risk Assessment and this Water Safety Plan	Assessment current and signed off	Assessment current and signed off	Updated RA Document
Annually	Review system schematic and confirm accuracy against physical installation	Schematic reflects installed system	Schematic up to date	Updated Schematic
After any system change	Review risk assessment and update Water Safety Plan following any modification to the water system	Documentation reflects current system	Assessment reflects current system	Revised Risk Assessment

7. Location-Specific Control Measures

The following areas have been identified as presenting particular risk due to patterns of intermittent use, and require the specific actions set out below in addition to the routine programme in Section 6.

Location	Notes and Known Risks	Required Actions
Kitchen	Sink in regular use during events; dishwasher (commercial/domestic) connected to cold supply presents stagnation and biofilm risk in inlet hose, pump, spray arms and filter between events.	• Flush sink and run empty dishwasher hot cycle weekly. • Clean dishwasher filter and spray arms monthly. • Replace inlet hose annually. • Confirm drain air-break is fitted.
Bar	Bar sink and dishwasher used only during licensed events; long periods of disuse significantly increase stagnation risk in both sink supply and dishwasher circuit. Flexible hose connection likely under bar sink.	• Weekly flushing of bar sink is essential. • Run empty dishwasher hot cycle weekly. • Clean dishwasher filter and spray arms monthly. • Replace dishwasher inlet hose annually. • Remove sink spray aerator. • Replace flexible hose annually. • Log temperatures quarterly.
Ladies' Toilets	Hand basins potentially infrequently used between events.	• Weekly flushing. • Monitor outlet temperatures quarterly.
Gentlemen's Toilets	As per Ladies' Toilets. Urinal cistern present — ensure cold mains supply does not run warm; risk of urinal auto-flush being turned off between events.	• Weekly flushing of hand basin. • Ensure urinal auto-flush system is operational. • Monitor cold supply temperature.
Disabled Toilet	Single-occupancy facility likely used infrequently — high risk of stagnation in both hot and cold supplies. TMV (thermostatic mixing valve) may be fitted for scalding protection of vulnerable users.	• Weekly flushing is critical. • If TMV fitted: inspect annually and verify outlet temperature of 38–41°C. • Maintain flushing log. • Monitor temperatures quarterly.

8. Water Safety Log and Records

A Water Safety Log must be maintained on-site (paper or digital) and must contain, as a minimum:

- Flushing records for all outlets and both dishwashers.
- Temperature monitoring records (monthly cylinder checks; quarterly outlet checks).
- Maintenance records (dishwasher cleaning, hose replacement, TMV servicing).
- Boiler service certificates and cylinder inspection reports.
- Training records for the Responsible Person and any contractors engaged.
- Records of any thermal or chemical disinfection carried out, including dates, temperatures, duration and the person responsible.
- A record of any changes made to the water system, and the corresponding review of this Plan and the Risk Assessment.

Records must be retained for a minimum of five years and made available to enforcing authorities, insurers or auditors on request.

9. Thermal and Chemical Disinfection

In the event of known or suspected Legionella contamination, or following a period of extended system shutdown (e.g. the hall closed for more than one month), thermal disinfection of the entire hot water system must be carried out by a competent person in accordance with HSG274 Part 2 and BS 8558.

9.1 Thermal Disinfection Procedure

- Raise the hot water storage cylinder temperature to a minimum of 70°C and hold for at least 1 hour.
- Sequentially flush each hot water outlet until a temperature of 60°C or above is achieved and maintained for a minimum of 1 minute.
- Ensure all persons are excluded from the affected area during thermal disinfection due to scalding risk.
- After disinfection, return the cylinder thermostat to normal operating temperature (60°C) and verify correct operation.
- Record the date, temperatures achieved, duration, and the name of the person carrying out disinfection in the Water Safety Log.

9.2 Chemical Disinfection

Chemical disinfection (chlorination or other biocide treatment) may be required as an alternative or supplementary measure in some circumstances. This must be carried out by a specialist contractor in accordance with HSG274. Specialist advice should be obtained before undertaking chemical disinfection.

10. Training and Competency

Under ACOP L8 (Paragraphs 2.6–2.12), the Village Hall Management Committee, as duty holder, must ensure that all persons involved in the management, operation and maintenance of the water systems have appropriate training, skills and competence.

- The Responsible Person must receive training relevant to their duties, which may include a recognised Legionella Disease Awareness course (RoSPA, CPD Certified).
- Any contractors engaged to carry out maintenance, temperature monitoring, or disinfection must be competent and hold relevant qualifications or evidence of experience.
- Training records must be maintained and reviewed as part of this Water Safety Plan.

11. Review and Amendment of This Plan

This Water Safety Plan must be reviewed:

- At least annually, as a minimum.
- Following any significant change to the water system (alterations, additions, or removals).
- Following any known or suspected Legionella case linked to the premises.
- After a period of extended shutdown or recommissioning.
- When there is reason to believe the current Plan may no longer be valid.

Any review must be cross-referenced with, and where necessary trigger an update to, the Legionella Risk Assessment (Ref: HVH-LRA-2026-01).

12. Declaration and Sign-Off

This Water Safety Plan has been reviewed and accepted by:

	Responsible Person	Committee Chairperson
Name	C. GANCZARSKI	MEL AULT
Signature	[signature]	[signature]
Date	5/10/26	5/10/26
Next Review Due	5/10/26	

Addendum: Logging Sheets

The following logging sheets support the routine and periodic monitoring programme in Section 6. Photocopy or reproduce each sheet as required, or maintain the same fields digitally within the Water Safety Log referred to in Section 8.

1. **7.3 Routine and Periodic Controls**

The following programme must be established and maintained by the Responsible Person:

Frequency	Task	Target / Standard	Record Required?	
Weekly	Flush all outlets not in regular use for minimum 2 minutes	All outlets used regularly or flushed	Yes – flushing log	
Weekly	Run a full empty hot wash cycle through kitchen and bar dishwashers if not used that week	Both dishwashers purged weekly	Yes – flushing log	
Monthly	Check hot water storage temperature at cylinder	Storage ≥60°C	Yes – temperature log	
Monthly	Clean dishwasher filters, spray arms, and door seals on both units. Check for scale, debris, and biofilm	Filters clean; no scale or biofilm visible	Yes – maintenance log	
Quarterly	Temperature check at all hot and cold outlets	Hot ≥50°C within 1 min; Cold ≤20°C within 2 min	Yes – temperature log	
Annually	Inspect and Replace all flexible hose connections on dishwashers	Replaced within 12 months	Yes – maintenance log	
Annually	Annual oil boiler service by OFTEC- registered engineer. Include check of primary coil heat transfer performance and cylinder recovery temperature.	Boiler serviced; cylinder recovery to ≥60°C verified	Yes – boiler service certificate	
Annually	Inspect and descale hot water storage cylinder (include within annual boiler service)	No significant scale or sediment	Yes – inspection report	
Annually	Test and verify immersion heater thermostat operation. Confirm set-point	Immersion thermostat confirmed at 60°C	Yes – maintenance log	

Frequency	Task	Target / Standard	Record Required?
	is 60°C and temperature is achieved within normal heat-up period.		
Annually	Full review of this risk assessment and Water Safety Plan	Assessment current and signed off	Yes – updated RA document
Annually	Review system schematic and confirm accuracy against physical installation	Schematic up to date	Yes – updated schematic
After any system change	Review risk assessment and update Water Safety Plan following any modifications to the water system	Assessment reflects current system	Yes – revised RA

8. Location-Specific Notes

Location	Notes and Known Risks	Required Actions
Kitchen	Sink likely to receive regular use during events; stagnation risk lower than toilet outlets but still present between events. Dishwasher (commercial or domestic type) connected to cold water supply – presents stagnation and biofilm risk in inlet hose, pump, spray arms, and filter when not in regular use.	Flush sink and run empty dishwasher hot cycle weekly. Clean dishwasher filter and spray arms monthly. Replace inlet hose annually. Confirm drain air-break is fitted.
Bar	Bar sink and bar dishwasher used only during licensed events. Potentially long periods of disuse increase stagnation risk significantly in both the sink supply and the dishwasher internal water circuit. Flexible hose connection likely under bar sink.	Weekly flushing of bar sink essential. Run empty dishwasher hot cycle weekly. Clean dishwasher filter and spray arms monthly. Replace dishwasher inlet hose annually. Remove sink spray aerator. Replace flexible hose annually. Log temperatures quarterly.

Appendix A: Weekly Flushing Log

Record every outlet flushed and both dishwasher hot wash cycles run — target: minimum 2 minutes cold flush per outlet; run hot until 50°C is reached (Section 6).

Date	Outlet / Location	Cold Flush Duration (min)	Hot Temp Reached (°C)	Time to Reach Hot Temp (min)	Flushed By (Initials)	Comments / Action Taken

Appendix B: Temperature Monitoring Log

Record monthly cylinder checks and quarterly outlet checks — target: hot ≥50°C within 1 minute; cold ≤20°C within 2 minutes; cylinder storage ≥60°C (Section 6).

Date	Outlet / Location	Hot Water Temp (°C)	Time to Reach (min)	Cold Water Temp (°C)	Time to Reach (min)	Within Target? (Y/N)	Recorded By	Comments

Appendix C: Maintenance Log

Record dishwasher cleaning, hose inspection/replacement, TMV servicing, and any other maintenance activity relevant to Legionella control (Section 6).

Date	Location / Item	Task Carried Out	Findings	Action Taken	Completed By	Next Due Date

Appendix D: Annual Cylinder / System Inspection Report

Complete one copy of this form for each annual inspection (hot water storage cylinder descale/inspection, and as part of the annual boiler service — Section 6). Photocopy or reproduce as required for future years.

Inspection Date:	
Inspected By (Name):	
Company / Qualification:	
Item Inspected:	
Reference to Schematic:	

Visual Condition Observed (scale, sediment, biofilm, corrosion, etc.):

Photographs Taken? (Y/N):	
Cylinder Recovery to ≥60°C Verified? (Y/N):	
Remedial Action Required? (Y/N):	

Details of Remedial Action Required (if any):

Remedial Action Completed (Date):	
System Returned to Normal Service (Date):	
Next Inspection Due:	
Signed (Responsible Person):	