

The Water Supply (Water Quality) Regulations 2000 (Amendment) Regulations 2007

Risk Assessment Report (Company Declaration) Regulations 27 and 28

Water Supplier

Name or Reference of Supply System

Owner of Risk Assessment

Note: insert name and designation of company manager who has overall accountability for the operation of the water supply system covered by this RA report

Director

Note: give name and designation of the Director of the company holding the licence to operate who is empowered to sign off this Risk Assessment on behalf of the Board

Signatures

Note: the RA report must be signed here by the above two people;

Date

Note: insert date(s) of any Board meeting where this risk assessment was discussed or approved

Day to Day Contact

Note: insert the name and contact details of the person in the company assigned as the first point of contact for the DWI in respect of this report

[Enter Name of Supplier]
[Enter name or reference of supply system]
[Enter Date]

Regulation 28 Risk Assessment Report – Minimum requirements

Section A: Description and Key Facts

A.1 Name of Water Supplier
Company/Licensee/Inset Appointee
A.2 Name or Reference of supply system
A.3 Name of Catchment area and of all Treatment Works
A.4 Unique Site Reference(s) of Treatment Works
Note: These should be the same references as used for the Details table described in Annex B of the Information Direction
A.5 Type of Source
e.g. Surface, ground, mixed
A.6 Name(s) of Source(s)
A.7 National Grid Reference(s) of each abstraction point
Note: Include every source where there are pipes in place that potentially allow water from the source to be abstracted and conveyed directly or via blending with other sources to the treatment works. Denote if usage is continuous, intermittent, standby, emergency.
A.8 Maximum Design Capacity
Note: Specify this for each works serving the supply system
A.9 Normal Daily Output Range
Note: Specify this for each works; include seasonal variations where these comprise part of the normal operating regime.
A.10 Associated Supply System
Note: Provide a short geographical description of the community served (e.g. the Local Authorities served; any licensees and inset appointments; major industries, predicted growth in demand, any concessionary supplies or major private supplies).
A.11 Service Reservoir(s), Tower(s)
Note: Give name and unique site reference (ref Information Direction), identify any sites where treatment/blending occurs
A.12 Key Features of the Network
Note: Name and population of each water supply zone, approximate length of mains in km, other unusual features e.g. strategic trunk or ring main, key industrial/sensitive customers, rural/urban, predominant material of construction, typical age/type of property

[Enter Name of Supplier]
[Enter name or reference of supply system]
[Enter Date]

Section B: Summary of Risk Assessment

B.1 Water Safety Plan Methodology - Assessed Hazards and Hazardous Events

Note: This should not be a generic list but should comprise those hazards and/or hazardous events considered applicable and identified through the risk assessment for the particular works and associated system

B.2 Water Safety Plan Methodology – Risk Characterisation

Note: This should be a brief outline of the method of calculating risk e.g. likelihood/consequence criteria and definitions (see Annex B of DWI IL 02/2008 for an example of definitions). Further information on the companies' water safety plan methodology should be provided as an overview document.

B.3 Risk Assessment

Note: Give the date when the risk assessment was first completed and summarise the conclusion of the risk assessment in boxes below

Note: If this report relates to a review of a risk assessment, give original date and review date(s)

B.4 Acceptable Risk – control measures

Note: Summarise the control measures in place which together underpin the company's conclusion that the identified risk is acceptable

Note: This must be a comprehensive list of control measures in place in the catchment, at the sources/works, in the network and also any pertaining to customers or buildings, directly associated to a risk. The risk score must be provided pre and post control measure. Do not supply copies of procedures; the list should only signpost documentation available for audit.

B.5 Acceptable Risk – monitoring data

Note: For each control measure there should be validation procedure (regulatory compliance monitoring is not a control measure or a validation process)

Note: This should contain a high level description of the validation procedure and the nature of the records being kept in relation to each control measure

B.6 Unacceptable Risk

Note: Complete this box ONLY if the risk assessment using water safety plan methodology generated an unsatisfactory risk score for any hazard(s) AFTER taking into account existing control measures. When the risk is unacceptable, itemise the components of the residual risk including the risk score, highlight any substance, property, organism, parameter (i.e. hazard) potentially involved and indicate what data is available for inspection.

Note: Do not provide data files, these will be requested by the DWI if they are required, but do highlight if the data being relied on is different from, or supplements, data which will be included in Regulation 16A raw water data submissions to DWI in 2009 or is contained in monthly treated water compliance returns/incident reports/consumer contact returns etc.

B.7 Unacceptable Risk – Action Plan

Note: The action plan constitutes the Regulation 28 (3) report by the company; it should detail the mitigation measures in place (with date(s) when they first became operational) and also specify the further mitigation measures that the company intends to take (scheme or project plan name, responsible person/department, reference number and milestone dates). Action plans may include capital, operational and procedural improvements as well as investigations and distinguish between short, medium and long term measures.

Note: For control measures that rely on communications with a target audience, include a copy of the wording used in any leaflet, letter, poster, press release and provide a link to any website resource.

[Enter Name of Supplier]

[Enter name or reference of supply system]

[Enter Date]

B.8 Unacceptable Risk – Other Parties

Note: Give contact details of all persons other than company employees involved directly in carrying out the risk assessment and/or responsible for delivering any current and proposed control measures. For each person insert their Name, Designation, Organisation, Address, email, phone number.

B.9 Communication of Risk Assessments

Note: This applies to every risk assessment, it should be in the form of a stakeholder communication plan, and as a minimum should contain dates of meetings (whether held or planned) with the appropriate stakeholders e.g. CCDC of the local HPU, Local Authority EHOs, CCWater regional committee, Regional EA etc.

Note: The communication plan must be specific to this risk assessment

B.10 Any Other Matters

Note: Include any other matters that the Company wishes DWI to take into account when assessing this report.