

19 February 2014

Information Letter 02/2014

**To: Board Level and Day to Day contacts of Water and Sewerage Companies and Water Companies in England and Wales**

Dear Sir/Madam

**Regulation 28 reporting requirements**

**Purpose**

1. The purpose of this letter is to provide companies<sup>1</sup> with reporting requirements for regulation 28 of the Water Supply (Water Quality) Regulations<sup>2</sup> (the Regulations) and regulation 29 of the Water Supply (Water Quality) Regulations 2010 (Wales).

**Background**

2. Regulation 27<sup>3</sup> requires a water company to carry out a risk assessment for each of its treatment works (including the water source and catchment) and the connected supply system. Regulation 28<sup>4</sup> requires a water company to provide to the Secretary of State and Welsh Ministers (in practice the Drinking Water Inspectorate) a report of each Regulation 27<sup>3</sup> risk assessment and any subsequent review of the risk assessment.
3. The Inspectorate advised that the risk assessment methodology used by companies must be based on the Water Safety Plan approach published by the World Health Organisation (WHO) in the Guidelines for Drinking Water Quality 2004 taking account of subsequent updates and associated guidance manuals published by WHO.
4. A framework for reports was appended to IL 7/2008 in preparation for initial submissions against regulation 28<sup>4</sup> by 1 October 2008. This document also illustrated the minimum information required to comply with regulation 28<sup>4</sup>.

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<sup>1</sup> This term refers to water undertakers, water supply licensees and inset appointees

<sup>2</sup> The Water Supply (Water Quality) Regulations 2000 (England) (as amended)

<sup>3</sup> Regulation 28 in The Water Supply (Water Quality) Regulations 2010 (Wales)

<sup>4</sup> Regulation 29 in The Water Supply (Water Quality) Regulations 2010 (Wales)

5. The Inspectorate has conducted a review of these information requirements and the adequacy of company reports. The main conclusion of the review was that improvements could be made to the reporting framework to improve the efficiency of assessing compliance with regulations 27<sup>3</sup> and 28<sup>4</sup> and to better reflect current good practice by companies in risk assessment, risk management and risk communication.
6. The Inspectorate has worked closely with companies to develop an updated reporting framework and we are grateful to all those who contributed to this process.
7. Annex A to this letter describes the updated framework to be used by companies. Annex B contains a specification for the reports to be submitted. Annex C contains a list of Hazards to use when populating reports. These Annexes will be maintained as 'live' documents on the Inspectorate website, and minor updates may be made from time to time. These requirements should be considered in conjunction with the Inspectorate's guidance document (Guidance on the implementation of the Water Supply (Water Quality) Regulations 2000 (as amended) in England)<sup>5</sup>.

### **Action by companies**

8. To submit to the Inspectorate by 21 March 2015 a full resubmission of all regulation 28<sup>4</sup> reports for risk assessments accurate to 31 December 2014 using the updated framework available on the Inspectorate's website.

### **Enquiries**

Any enquiries regarding this letter should be made to Annabelle May on 07867 553 069 or by email to [annabelle.may@defra.gsi.gov.uk](mailto:annabelle.may@defra.gsi.gov.uk)

Copies of this letter are being sent to Pamela Taylor, Chief Executive, Water UK; Carol Skilling, Water Resources Management, Department for Environment, Food and Rural Affairs; Olwen Minney, Water Management Team, Welsh Government; Sue Petch, Drinking Water Quality Regulator for Scotland; Margaret Herron, Drinking Water Inspectorate for Northern Ireland; Tony Smith and Chairs of the Regional Consumer Council for Water; Ian Barker, Environment Agency; Liz Stretton, Food Standards Agency; and Frances Pollitt at Public Health England.

This letter is being sent electronically to Board Level and day to day contacts. Please acknowledge receipt by email to [dwi.enquiries@defra.gsi.gov.uk](mailto:dwi.enquiries@defra.gsi.gov.uk). Hard copies are not being sent but the letter may be freely copied.

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<sup>5</sup> Guidance on the Implementation of the Water Supply (Water Quality) Regulations 2010 in Wales

Yours faithfully

A handwritten signature in black ink that reads "Milo Purcell". The signature is written in a cursive, slightly slanted style.

Milo Purcell  
Deputy Chief Inspector (Regulations)