safestream

Water Hygiene | Dust & Fume Extraction

Keeping your water clear, and your air clean

Training Policy

1. Purpose

This policy sets out the requirements for the training, competence, and continuing professional development (CPD) of engineers who carry out inspection, testing, and servicing of Local Exhaust Ventilation (LEV) systems. Its aim is to ensure that all LEV engineers are trained to a consistent, professional, and legally compliant standard, in line with the **Control of Substances Hazardous to Health Regulations (COSHH)** and industry best practice (e.g., HSE HSG258) and the requirements for the training, competence, and continuing professional development (CPD) of engineers who carry out inspection, monitoring, cleaning, disinfection, and servicing of water systems. Its aim is to ensure that all Water Hygiene Service Engineers are trained to a consistent, professional, and legally compliant standard, in line with the Approved Code of Practice L8 (ACoP L8), HSG274 Parts 1–3, the Water Supply (Water Fittings) Regulations, and industry best practice.

2. Scope

This policy applies to all employees, contractors, and trainees engaged in the inspection, testing, servicing, and maintenance of both:
- Local Exhaust Ventilation (LEV) systems, and
- Water hygiene systems (including monitoring, cleaning, disinfection, and risk assessment of domestic, commercial, and industrial water systems).

This policy applies to all employees, contractors, and trainees engaged in the inspection, testing, servicing, and maintenance of LEV systems on behalf of the company.

3. Training Objectives

For Water Hygiene Service Engineers, training is intended to ensure they can:
- Understand the principles of water system design, operation, and hygiene.
- Identify hazards and risks associated with Legionella, Pseudomonas, and other waterborne pathogens.
- Carry out monitoring tasks including temperature checks, flushing, and sampling.
- Perform cleaning, disinfection, and remedial works in accordance with ACoP L8 and HSG274.
- Apply relevant water safety, health, and environmental regulations.
- Accurately complete logbooks, risk assessments, and client reports.
- Communicate effectively with clients regarding compliance and corrective actions.

Training is intended to ensure that LEV engineers can:

- Understand the principles of LEV design and function.
- Identify hazards and risks associated with airborne contaminants.

- Carry out thorough examination and testing (TExT) of LEV systems in line with statutory requirements.
- Perform routine maintenance and servicing of LEV equipment.
- Accurately record findings and produce clear reports for clients.
- Apply relevant health, safety, and environmental regulations.
- Communicate effectively with clients regarding compliance and corrective actions.

4. Training Requirements

All Water Hygiene Service Engineers must complete the following training as a minimum:

4.3 Core Training (Water Hygiene)
- Induction Training: Company policies, health & safety, PPE use, hazard reporting.
- Occupational Health Awareness: Legionella, Pseudomonas, and other waterborne risks.
- Water Hygiene Fundamentals: Water system design, stagnation, temperature control, biofilm.
- Statutory & Guidance Framework: ACoP L8, HSG274, Water Supply Regulations, BS 8580-1.
- Monitoring Skills: Temperature monitoring, flushing, sampling, and logbook completion.
- Cleaning & Disinfection: Cold water storage tanks, calorifiers, showers, outlets.
- Report Writing: Clear and compliant water hygiene reports and records.
- Safe Systems of Work: Permit-to-work, COSHH, chemical handling, confined space awareness.

4.4 Advanced/Role-Specific Training (Water Hygiene)
- City & Guilds or equivalent Legionella Control training.
- BS 8580-1 Risk Assessment training.
- Confined space training (where applicable).
- Chemical handling and COSHH awareness specific to biocides.
- Manufacturer-specific training on water treatment equipment (e.g., softeners, dosing systems).

All LEV engineers must complete the following training as a minimum:

4.1 Core Training

- **Induction Training**: Company policies, health & safety, PPE use, hazard reporting.
- **Occupational Health Awareness**: Understanding hazardous substances and routes of exposure.
- **LEV Fundamentals**: Principles of airflow, capture velocity, hood design, ducting, filtration, and discharge systems.
- **Statutory and Guidance Framework**: COSHH Regulations, HSG258, BS EN standards, and other relevant legislation.
- **Inspection & Testing Skills**:
    - Airflow measurement techniques (anemometers, pitot tubes, smoke tests, etc.).
    - Performance evaluation against design standards.
    - Fault identification and risk assessment.

- **Servicing & Maintenance**: Cleaning, filter replacement, minor repairs, and system optimisation.
- **Report Writing**: Preparing TExT reports in compliance with legal requirements.
- **Safe Systems of Work**: Permit-to-work procedures, lockout/tagout, confined space awareness.

4.2 Advanced/Role-Specific Training

- P601: Thorough Examination & Testing of LEV Systems (BOHS or equivalent).
- Electrical or mechanical competency training (if required for servicing).
- Manufacturer-specific training on specialised LEV equipment.

5. Competency Assessment

For Water Hygiene Service Engineers:
- New engineers must undergo supervised on-the-job training with a senior engineer until assessed as competent.
- Competency will be evaluated through observation of monitoring, cleaning, and sampling activities, written assessment, and review of completed logbooks and reports.
- Refresher training must be undertaken every 3 years or sooner if legislation, guidance, or water systems/equipment change.

- New engineers must undergo supervised on-the-job training with a senior engineer until assessed as competent.
- Competency will be evaluated through observation, written assessment, and review of inspection reports.
- Refresher training must be undertaken **every 3 years** or sooner if legislation, guidance, or equipment changes.

6. Continuing Professional Development (CPD)

For Water Hygiene Service Engineers, CPD may include:
- Attending Legionella or water hygiene technical courses or seminars.
- Reviewing updated HSE guidance such as ACoP L8 and HSG274.
- Internal workshops or toolbox talks on water safety management.
- Participation in industry forums or Legionella Control Association (LCA) events.
- Manufacturer training on water treatment equipment and monitoring tools.

- Engineers must complete a minimum of **10 hours CPD per year**, which may include:
    - Attending technical courses or seminars.
    - Reviewing updated HSE guidance.
    - Internal workshops or toolbox talks.
    - Participation in industry forums or manufacturer training.

7. Record Keeping

- Training records, qualifications, and competency assessments must be maintained for each engineer.
- Records will be reviewed annually during performance appraisals.

8. Responsibilities

For Water Hygiene Service Engineers:
- Training Manager / H&S Manager: Ensure that water hygiene training is planned, delivered, and updated in line with current legislation and guidance.
- Line Manager / Supervisor: Monitor competency of water hygiene engineers and provide opportunities for CPD.
- Engineer: Take responsibility for engaging in training, following safe water hygiene practices, and maintaining up-to-date knowledge of water safety and compliance requirements.

- **Training Manager / H&S Manager**: Ensure training is planned, delivered, and updated.
- **Line Manager / Supervisor**: Monitor competency and provide opportunities for CPD.
- **Engineer**: Take responsibility for engaging in training and maintaining up-to-date knowledge.

9. Policy Review

This policy will be reviewed every **12 months** or sooner if significant changes occur in legislation, industry standards, or company requirements.

George Taylor / David Whatmough
Safestream Water and Air Ltd
Director
30/08/25