

## Role and Responsibilities of the Authorising Engineer (Water)

### 1.0 Role of the Authorising Engineer Water AE(W)

The Authorising Engineer Water AE(W) will act as an independent professional adviser to the healthcare organisation the AE(W) should be appointed by the organisation with a brief to provide services in accordance with the relevant legislation and guidance in place for water safety.

The AE(W) will act as an assessor and make recommendations for the appointment of Responsible Persons, monitor the performance of the service to which the AE(W) is appointed and provide an annual report to the Duty Holder.

Effectively carry out this role, particularly with regard to audit, the AE(W) should remain independent of the operational structure of the healthcare organisation. The roles and responsibilities are set out in more detail below.

Healthcare organisations should ensure that where facilities are provided under a PFI (Private Finance Initiative) or other similar provision models, a clear understanding exists on the role and duties carried out by each party

The Authorising Engineer should be a Member or Fellow of the Institute of Healthcare Engineering and Estate Management (IHEEM) and have:

A minimum of 10 years' experience in the following areas:

- Operational Management
- Statutory Enforcement
- Auditing

A minimum of 10 years' experience in at least 2 of the following areas:

- Risk assessment
- Design of Water Systems
- Project Management
- Water Quality/treatment

Be able to demonstrate:

- A good understanding of microbiology, water sampling, testing and analytical results
- The ability to provide independent and impartial advice
- A good understanding of the legal drivers affecting the water safety environment
- Effective professional and interpersonal skills with regard to:
  - Audit
  - Reporting
  - Assessment

The AE(W) should be registered on the Register of Authorising Engineers AE(W) maintained by the Institute of Healthcare Engineering and Estate Management (IHEEM), and will be bound by its Code of Conduct.

## 2.0 The Responsibilities of the Authorising Engineer AE(W)

- a) The Authorising Engineer will be required to advise healthcare organisations of the relevant standards relating to the safe management of water systems.
- b) Providing advice and support to the Healthcare Organisation to ensure:
  - Full risk assessments on all water systems have been carried out and documented
  - Healthcare Organisation has in place a suitable and sufficient water safety plan.
  - Contingency plans are in place to manage any incident where contamination is identified in a water system.
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  - Healthcare Organisation has in place a Water Safety Group with representation from the relevant departments including Estates, Facilities, Control of Infection, Nursing and a representative from Health Protection England. The AE(W) should be a member of this Group
- c) Assess and make recommendations to the Duty Holder of the healthcare organisation to appoint sufficient Responsible Persons RP(W) to provide the necessary arrangements for the management of water systems installed in that organisation.
- d) Define the exact extent of the systems and installations for which each Responsible Person (RP-W) has responsibility for and where appropriate any part of the system which is excluded from the Responsible Person's RP(W) responsibility.
- e) Maintain a register of all RP(W).
- f) Ensure the candidates for appointment as Responsible Person RP(W):
  - i) Satisfy the qualification requirements.
  - ii) Satisfy the training and familiarisation requirements
  - iii) Can demonstrate adequate knowledge of each system installation and type of equipment for which authorisation is sought.
  - iv) Has satisfied the AE(W) as to their competence and ability.
- g) The Duty Holder issues to each Responsible Person RP(W) on appointment, a certificate valid for a period not exceeding three years. If necessary make recommendations to the Duty Holder of the Healthcare Organisation to suspend or cancel the appointment of a RP(W) and withdraw their certification.
- h) At the request of the Duty Holder initiate and co-ordinate the investigations of reported injuries and dangerous occurrences involving Water Systems within the remit of the AE(W) responsibility. The AE(W) working with the organisation's risk management team and other statutory bodies shall make a report together with recommendations to the Duty Holder of the organisation.
- i) Advise the Duty Holder of any amendments to Legislation and Guidance and the implications of the changes.
- j) Ensure there is a system in place to notify and circulate relevant information which will include the notification of any defects or operational restrictions issued by a manufacturer, supplier or distributor, the statutory agencies and the NHS reporting agencies.
- k) Agree in writing with the Duty Holder any local derogation that may be necessary for their application to a particular item of plant, system or location.

- l) At random intervals not exceeding twelve months, the AE(W) is to carry out an audit of the healthcare organisations' water safety management systems it has in place; the audit should pay particular attention to:
- Operating records of the water systems under their management including schematic drawings, operational policies and procedures, water temperature records, plant and equipment maintenance, water testing results and subsequent action plans, incident records.
  - Identification of any training and development needs.

The reviews shall include a one to one meeting with the Organisation's Responsible Person(s) RP(W). The outcome of the reviews to be formally documented and a copy held by the AE(W) and copies provided to the Duty Holder and the RP(W).