

**Emergency Contacts**

Person responsible:	<input type="text"/>	Deputy responsible:	<input type="text"/>
Contact number:	<input type="text"/>	Contact number:	<input type="text"/>
Water company:	<input type="text"/>	Water Retailer:	<input type="text"/>
Contact number:	<input type="text"/>	Contact number:	<input type="text"/>
Fire Brigade:	<input type="text"/>	Water Hygiene:	<input type="text"/>
Contact Number:	<input type="text"/>	Contact number:	<input type="text"/>
Insurance Company:	<input type="text"/>	Water Infrastructure:	<input type="text"/>
Contact number:	<input type="text"/>	Contact number:	<input type="text"/>

**Water Assets**

Where is your water meter located?

Where is the external stop tap to the building?

Where is the internal stop tap to the building?

Is there more than 1 supply into the building?

Is there a bypass on the supply(s)?

Where is the schematic of the site?

None essential services switched off -

Check all outlets are off -

Meter reading

Date Taken

Date informed water retailer

### Water Hygiene

Where is your water risk assessment (WRA)?

Is it up to date and including a schematic of the water system?

Have all remedial actions been carried out? If there is a current plan to carry these out explain.

Do you have a flushing regime in place?

Where is the log located to record flushing?

Who will carry it out?

Are they trained in how to flush properly?

Have you considered their risk to COVID-19/Legionella?

Do you have a plan to minimise aerosol generation?

### Access to the building

Ensure that the person(s) who will be responsible for the previously mentioned have access to the building in the event of a lock down.

If this will be carried out by your staff ensure they have keys and alarm codes as necessary to enter the building and leave secured.

If using contractors ensure you discuss with them and plan what will happen in the event of a local lockdown and how they will be able to access buildings when closed.