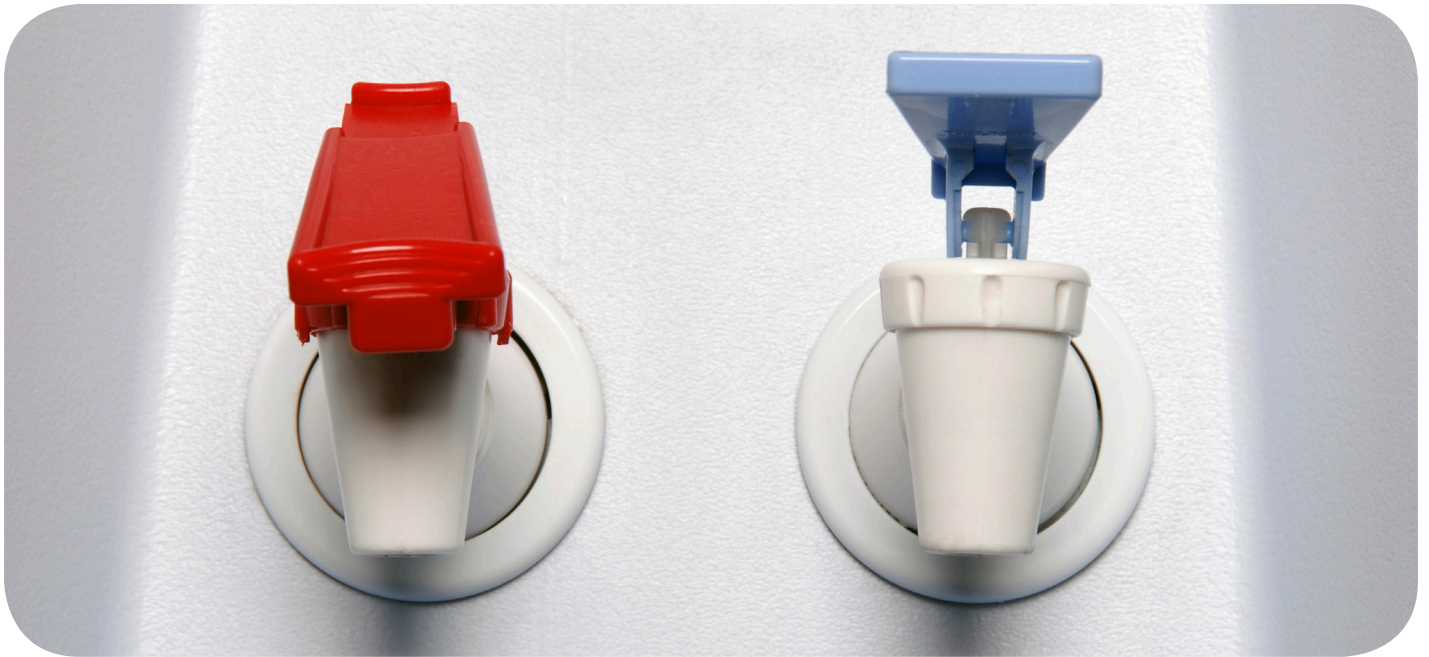


Getting the best from your water cooler



This water cooler is a great way to help you drink the water which is essential for a healthy lifestyle. Please observe the advice below to help ensure the water is at the best quality possible.

X	✓
<p>Don't drink directly from the tap</p> <p>Don't let the surfaces of reused cups or bottles touch the tap outlet</p> <p>Do not pour any unused water or beverage into the drip tray</p> <p>Don't touch the tap outlet or water stream</p> <p>Do not use cleaning, detergent or other sprays or mists around cooler</p> <p>Don't disconnect from the power supply</p>	<p>Where applicable use the clean cups provided</p> <p>Advise management if the machine is not working properly</p> <p>Report any water taste or appearance problems to management</p> <p>Ensure any reused personal water bottles have been cleaned</p>



Fòcas Luchd-Caitheimh Alba



Consumer Focus Scotland

Scottish Food Enforcement Liaison Committee



Using your water cooler safely

Taking a few simple steps will help ensure that your machine provides water of the best possible quality. A member of staff should be made responsible for the water cooler. In case of problems, for POU coolers they must be aware of the location of the water isolation valve, and if the BW cooler appears to be leaking, the cooler should be unplugged and the bottle removed. In both cases the service provider should be contacted.

The selection, location and installation of any cooler are important and the cooler should only be installed or relocated by a certified professional. All water contact parts should be Water Regulations Advisory Scheme (WRAS) approved.

Two types of cooler

Point of use (POU) coolers are connected directly to the building's water supply and provide mains filtered water.

Bottled water (BW) coolers use containers of water which need to be changed when emptied.

Many water coolers are supplied on a rental contract, often including sanitisation, maintenance and installation. Guidelines as to where to locate equipment (with specific recommendations for schools and health care), can be found on www.bwca.org.uk and www.epdwa.org. The use of BWCA or audited EDWCA members is recommended.

Sanitising is fundamentally different from cleaning. Sanitising involves removing any potentially harmful bacteria from the water contact points which can otherwise build up inside a cooler over a period of time. A POU cooler must have a new filter replacement every six months plus a full sanitisation service.

Routine use of the machine should pose no problems as long as some basic rules are adhered to:

- BW coolers should be sanitized every three months and POU Coolers every six months
- Dispensing taps should be sprayed once a week with an appropriate sanitising agent
- The exterior of the coolers, including drip trays should be cleaned regularly
- The best before date on BW containers should be checked and tamper evident labels removed before bottles are placed on the cooler
- Bottles should not be refilled from the tap or any other source and should be stored in a cool, clean, dark environment
- POU coolers should have a new filter replacement every six months
- Regular checks should be made to ensure the machine is working properly and is not damaged
- Only trained staff should be involved in the sanitising and maintenance of the cooler
- Water cooler users should be made aware of their responsibility to use units hygienically. The notice overleaf will help

In an emergency Scottish Water may advise that mains water is not to be drunk or that it should be boiled before drinking. In either case your POU cooler can only be used if the trade association involved broadcasts that it is safe to do so, this will be after consulting Scottish Water and is on the understanding that the association approved filtration systems have been fitted.

You should take the following steps:

- Place a notice on the POU cooler (plumbed in cooler) "WARNING DO NOT USE"
- Turn off the water supply to the cooler at the water isolation valve
- Disconnect the cooler from the water supply
- Drain the cooler through the taps until empty
- Contact your provider and advise of the situation, requesting temporary BW coolers
- Ensure the POU water cooler is sanitised and filters replaced before the cooler is put back into service

Bottled water coolers can still be used.