

## INFORMATION SHEET

### Safe Use of Taps and Other Drinking Water Outlets

Taps, hydro boils and chilled water outlets are typically high contact areas susceptible to contamination. This can lead to an increase in the spread of communicable diseases if they are not used and managed safely.

Estates and campus services are responsible for maintaining a robust mains water hygiene monitoring and maintenance regimes.

Faculties/PSUs are responsible for contacting the relevant service providers to ensure that any bottle or mains fed chilled water outlets are thoroughly cleaned and serviced.

#### Key Principles

Please follow the principles below when using shared taps and drinking water outlets:

- Wash your hands regularly using soap and water or use hand sanitiser.
- Fill your own water bottle or thermos flask with water before leaving the house to avoid the need to fill up as often in the workplace.
- Only use your own personal mug or water container and ensure it is washed between uses.
- Prior to use, sanitise the water outlet and any contact areas such as a lever or push button, with an antibacterial wipe or spray that is provided.
- Ensure no part of your refillable bottle touches the water outlet. If this happens then clean and sanitise all areas.
- Empty and clean the drip tray on water dispensers regularly.
- Clean any areas contaminated by coughing, sneezing, or touching with sanitiser wipes.
- Use elbow, back of hand or knee to operate public fountain dispensers. Allow the water to flow for seconds before filling.

Public facing water dispensers will be cleaned periodically as part of the University cleaning regime.

If cleaning stocks of hand wash/ sanitiser are low, please use the [Estates Helpdesk](#) to order more:

- Email: [wshelpdesk@swansea.ac.uk](mailto:wshelpdesk@swansea.ac.uk)
- Call: 01792 295240