What exports am I supposed to be sending out to the owners / users?
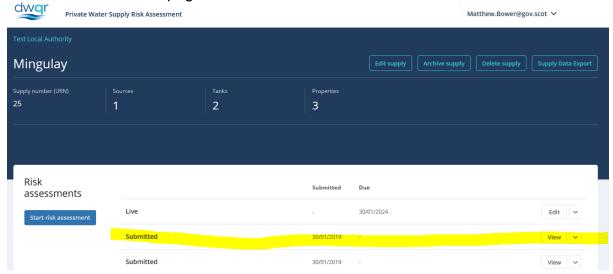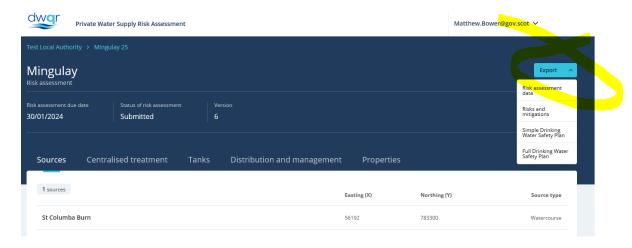
We have deliberately left this flexible – it's up to you decide what is appropriate for the audience and communicate in a way that they will understand and that is consistent with your local authority's policy.

There are currently four types of reports. You can only produce these from RAs that have been submitted, not ones that are live. We will refine these and develop more as we get a better feel for how people want to use the tool. You can access these reports by clicking on a submitted version of a risk assessment (highlighted) on the site's risk assessment page:

You will see a blue "Export" button in the top right corner – clicking on this reveals four options:

Risk Assessment Data
This is a full excel report of all the information put into the RA, Including controls, validations and verifications. It's probably more use for the local authority than for owners and users, but may be helpful if someone wants the complete risk assessment.

Risks and Mitigations
This is a linear summary table in excel of all risks and control measures. The format is basic but this is probably a more useful table to provide to owners and users.

Simple Drinking Water Safety Plan
This is produces a simple excel table that shows basic statements on what needs to be done to look after the supply. It is designed for basic PWS and less experienced users.

The statements are tailored to the risks that are entered into the RA, for example if it is identified that source protection is a high risk, a comment of what might be done to protect the source will be shown in the table. If minimal risk is identified in that area, the comment won't appear. The statements can be presented in their own right or lifted from the table and inserted into a local authority's own communication.

Full Drinking Water Safety Plan
This produces a fuller drinking water safety plan that can be adapted by the user to include the whole supply or parts of it, down to individual property level. It will produce a word document that includes all details of the risks above a threshold set by the user. These are broken down by location (e.g. source, tank etc), and list the control measures that are in place for each location as well as summarising the highest mitigated risk score.

There is then a space for actions required to reduce the risk at each location that is designed to be completed by the owner with the LA's support. At the end of the document, there is a template table to list all those responsible for aspects of the supply (with some suggested roles) and a template emergency plan, again with suggested scenarios.

It is anticipated that this format will be more useful for larger commercial supplies who need some guidance on the sort of information they should be recording.