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# **Local Exhaust Ventilation Policy**

## Document Control:

<b>Policy Owner:</b>	Director of Health & Safety or equivalent position
<b>Policy Author(s):</b>	Kate Thompson – Author (Safety Lead) Graham Hakes – Communication and Operationalisation.
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## Amendment History:

<b>Version Number:</b>	<b>Effective Date:</b>	<b>Summary of Amendments:</b>	<b>Author:</b>
V2 05 11 20	05/11/20	Amended to take into account the Code of Practice	John Phillips
V2.1 05 11 21	July 2022	Minor amends agreed at UHSEC	John Phillips
V2.2 08 09 22	08/09/22	Minor administrative changes	John Phillips
V2. 3 10 03 26	10 03 26	Review – minor amendments, converted responsibilities to a Responsibilities grid, change of template. Minor clarification changes in policy statements.	Kate Thompson

### 1. Purpose

- 1.1 The Control of Substances Hazardous to Health Regulations 2002 (CoSHH Regulations) are concerned with the control of airborne contaminants in the workplace. The regulations place duties on an employer in relation to Local Exhaust Ventilation (LEV) equipment, a useful control measure for such contaminants.
- 1.2 These duties include, but would not be limited to, maintenance and inspection of key items such as capture hoods, cabinets, vented cupboards, ducting and pipework, fans and motors, filters, stacks, ‘make-up’ air systems and wall vents. The regulations set minimum standards for the maintenance and inspection of LEV systems to prevent any form of ill health that could result from the hazards associated with airborne contaminants.

### 2. Scope

- 2.1 This Policy applies to and within all buildings across the University’s campuses, including Gibbet Hill, Westwood and Stratford Innovation Campus. This Policy is supported by a Code of Practice and guidance on the management of LEV Systems, which are available on the University’s Health and Safety web pages. Micro-Biological Safety Cabinets are excluded from this policy and are covered under separate guidance.

2.2 Under the provisions of Regulation 26, Safety Regulations and associated University Health and Safety Policy document, it is the duty of all staff, students and others working in the University to comply with this Policy, together with any other instructions, rules and guidance that may apply.

### 3. Responsibilities

The table below outlines the key responsibilities associated with this Policy and should be read alongside the detailed role responsibilities set out in the [Leadership and Management of Health and Safety at the University of Warwick](#) documents.

<b>Role</b>	<b>Responsible for</b>
<b>Heads of Departments</b>	Ensuring this Policy is implemented within their respective areas. Including but not limited, ensuring completion of risk assessment, suitable control measures are implemented, and cooperation with host employer.
<b>Departmental Senior Administrative staff</b>	supporting Heads of Department in meeting the expectations placed upon them in relation to delivering the requirements of this Policy.
<b>Technical Services Managers (or similar roles e.g. Facilities or Building Manager)</b>	ensuring that all LEV equipment within their area are managed safely and effectively. This includes notifying Estates Compliance of any new LEV equipment, ensuring that relevant risks are assessed, equipment is appropriately maintained, technical staff are trained and supervised, and that all applicable safety arrangements are implemented and communicated within their area.
<b>Supervisors &amp; Managers (including Academic staff e.g. Principal Investigators)</b>	<i>ensuring that all people, activities, and research projects they lead are planned, conducted, and supervised safely.</i> This includes notifying Estates Compliance of any new LEV equipment, ensuring that relevant risks are assessed, equipment is appropriately maintained, staff and students are trained and supervised, and that all applicable safety arrangements are implemented and communicated within their area
<b>All staff</b>	complying with this Policy and the associated arrangements, instructions and guidance.
<b>Estates Director</b>	ensuring the Director of Maintenance, has the necessary resources and governance structures in place to allow Estates to manage their responsibilities under this policy..
<b>Director of Maintenance</b>	<b>Head of Maintenance supported by the Mechanical Maintenance Manager (Estates)</b> is responsible for implementing this policy and overseeing compliance with standards for LEV equipment.
<b>The Director of Health and Safety or equivalent position</b>	advising on the standards and regulations that must be achieved in order to meet legal requirements; for keeping the University's Health and Safety website up to date with the related policy documents; and for ensuring that spot checks and audits are carried out to provide assurance that activities are being carried out in compliance with this Policy.

## **4. Policy Statement**

- 4.1 Each department where LEV systems are operated must identify a Departmental Point of Contact with the necessary knowledge and skills to liaise with Estates and owners of LEV to support implementation of this policy.
- 4.2 The Estates Department must also identify a competent person with the necessary knowledge and skills to act as the Contract Supervisor for such LEV systems, and to manage any contracts with external specialists.
- 4.3 LEV system design must be suitable for the contaminants needing to be extracted and for the processes to be carried out, and systems would need to be reassessed if there is a planned change of use.
- 4.4 LEV systems must be maintained in an efficient state, in efficient working order and in good repair.
- 4.5 An Initial Appraisal must be carried out at installation and commissioning, and a written scheme of maintenance, detailing all the maintenance requirements for that particular system, must be prepared accordingly.
- 4.6 All LEV equipment acquired outside Estates Projects, i. e. portable LEV equipment, must be registered with the Estates Department before once in possession, so that the equipment can be logged and arrangements made for a Competent Person (Contractor) to carry out examinations on behalf of the University.
- 4.7 The scheme of maintenance must also identify safety critical components and detail the frequency with which such components must be examined and or replaced as part of a formal Planned Preventative Maintenance (PPM) regime.
- 4.8 LEV systems must receive a statutory examination and test at least once every 14 months.
- 4.9 Records of all maintenance, and evidence of/or clear reference to statutory examination must be maintained and available upon request.
- 4.10 Steps must be taken to ensure that anybody who operates, designs, installs, maintains, specifies, repairs, inspects or tests LEV systems has the necessary skills and knowledge to carry out their job safely: refresher training should be included where necessary.

## **5. Associated Documents**

<https://warwick.ac.uk/services/healthsafetywellbeing/guidance/lev/>