

## Local Exhaust Ventilation Policy

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.

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.

This Policy applies to and within all buildings across the University's campuses, including Gibbet Hill, Westwood and Wellesbourne. 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.

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.

### Core Principles

1. Each department where LEV systems are operated must identify a competent person with the necessary knowledge and skills to act as the Departmental Point of Contact for such LEV systems.
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.
3. LEV system design must be suitable for the contaminants needing to be extracted, and systems would need to be reassessed if there is a planned change of use.
4. LEV systems must be maintained in an efficient state, in efficient working order and in good repair.
5. An Initial Appraisal must be carried out at installation and commissioning, and a written scheme of maintenance, detailing all of the maintenance requirements for that particular system, must be prepared accordingly.
6. The scheme of maintenance must include daily and/or weekly user checks and routine monthly checks carried out by those people operating the systems.
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.
8. LEV systems must receive a statutory examination and test at least once every 14 months.



9. Records of all maintenance, from daily, weekly or monthly checks, and evidence of/or clear reference to statutory examination must be maintained and available at the location of the LEV system.
  
10. Steps must be taken to ensure that anybody who operates, 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.

**Responsibilities**

Heads of Departments are responsible for the implementation of this Policy with regard to LEV systems within their respective departments and for ensuring that all such equipment has a detailed scheme of maintenance. They must take reasonable steps to ensure that risk assessments, written schemes and inspection records are both created and maintained (this would normally be managed on the department’s behalf by Estates), and for ensuring that all departmental staff operating or maintaining such equipment are competent.

The Director of Estates is responsible for nominating a member of the Estates Operations team as the competent Contract Supervisor in relation to LEV systems, and for ensuring that systems are in place to ensure that the relevant sections of the LEV COP is followed by Estates staff, especially in relation to PPM activities, statutory examinations and condition surveys. They are also responsible for ensuring such work is carried out by a designated competent member of staff within the department or by an approved third party and that written schemes and inspection records are created, maintained and shared with the relevant department via a suitable electronic system.

All staff within departments must comply with this Policy and the associated arrangements, instructions and guidance.

The Director of Health and Safety is responsible for 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. The Director of Health and Safety must appoint a competent individual to act as the Health and Safety subject matter expert for LEV as per the COP.

**Review**

This policy is dated November 2020. The policy will be reviewed at least annually.

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