

User Checks for Capture Hoods

School / Department		Year	
Laboratory / Room no.		Hood Asset No.	

Those using a Capture Hood, flexi/articulating arm device must be trained in its correct use / positioning and follow good practice to ensure that it offers you and the environment adequate protection.

Good Capture Hood Practice

Capture hoods, or articulating extraction arms consist of a hood, funnel / flange or other aperture attached to flexible trunking, which is either routed to a movable motor / filtration unit or is connected to a central extraction system.

Capture hoods are designed to take away fumes, smoke, mists or dusts from the point of production and are commonly used in soldering or welding operations. The contaminated air is exhausted and filtered. The capture hood can also extract hot air generated during work. However, they are often ineffective due to the distance / location of the work piece in relation to the extract hood. It is imperative that the user understands this relationship and follows good practice.

Before use:

- Carry out pre-use checks as indicated below
- Report any faults and do not use if alarms sound or fault indicators show, or there is no suction felt on a gloved hand, or the use of a smoke pencil indicates there is no draw.

In use:

- Place the capture hood over the work so that contaminated air is removed efficiently (recommended at a distance of no more than 10 cm from the contaminant source) - smoke should not waft into your eyes or nose when working!
 - Capture hoods are usually only effective when the source is within a two-hood diameter from the hood face.
- If you change work position, move the fume extraction so that it maintains the effective distance.

After use:

- Leave the system running for 5 minutes after completion of the work to purge the trunking of any contaminants
- Clean the work area after use and remember to clean the hood / trunking on a regular basis

Capture Hood Pre-Use Checks

- Check that the equipment is in a safe condition and equipment is within its testing regime
- Check that the tubing / flexi-ducting will not be damaged by products of work processes, e.g. corrosion from fumes
- Check that all fittings are secure and no holes, misalignments or gaps in the system are present
- Run the equipment for 5 minutes to purge the tubing of any residual contaminants before commencing work
- Check there is suction using a gloved hand against the extract face, or the use of a smoke pencil
- Check that the equipment sounds "normal".

Report any faults and ensure the 'Issues Log' is completed. **Do not** use if alarms sound or fault indicators show, or there is no suction felt on a gloved hand or a smoke pencil test shows lack of draw.

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Tasks to be carried out by LEV users	Frequency
Alarms (no visual or audible alarms)	Daily before use
Evidence of air flow	Daily before use
Work area clean and tidy	Daily before use
Audible noise (of the system)	Daily before use
Record of use (limited life filters)	At each use (where applicable)
In-date and 'Passed' statutory test label	Monthly
Smoke pencil test	Monthly, or as an extra check if the air flow does not seem to be satisfactory

It is expected that all users will visually and audibly check that the system is working properly and that it is offering you the protection expected for the work being carried out; as detailed within your associated risk assessment.

For all daily tasks record any issues observed within the Issues Log and Record of Actions. **DO NOT** use any equipment where the airflow appears to be inadequate.

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Issues Log and Record of Actions

User reports

Date		Date	
Issue		Issue	
Action Taken		Action Taken	
By who		By who	

Date		Date	
Issue		Issue	
Action Taken		Action Taken	
By who		By who	

Date		Date	
Issue		Issue	
Action Taken		Action Taken	
By who		By who	

Action taken by Estates or their contractor

Date		Date	
Issue		Issue	
Action Taken		Action Taken	
By who		By who	
Capture Hood safe to use	Yes	No	Capture Hood safe to use

Date		Date	
Issue		Issue	
Action Taken		Action Taken	
By who		By who	
Capture Hood safe to use	Yes	No	Capture Hood safe to use

Date		Date	
Issue		Issue	
Action Taken		Action Taken	
By who		By who	
Capture Hood safe to use	Yes	No	Capture Hood safe to use