

ESTATES COMPLIANCE ARRANGEMENT (ECA)

ECA 09 Local Exhaust Ventilation (LEV) Compliance



1.0 Policy Link (Level 1 Document)

This arrangement has been written in line with the relevant UoL LEV (If applicable) Policy and Guidance notes which can be found at [Health and Safety Department \(sharepoint.com\)](https://sharepoint.com)

2.0 Purpose

The purpose of this arrangement is to ensure that all Local Exhaust Ventilation systems (LEV) managed by the Estates Department has been correctly sourced, installed, maintained, and serviced.

This document does not cover the actual day-to-day use or management of installed LEV, which is the responsibility of each individual School, College, or department.

3.0 General

If a known hazardous substance is used for educational, conservation or research purposes then the University has a legal obligation to reduce the risk to the individual's health and safety to an acceptable level.

For a further information on Local Exhaust Ventilation please see the embedded link below:

[Local exhaust ventilation - workplace fume and dust extraction \(hse.gov.uk\)](https://hse.gov.uk)

4.0 Procedure

It is the responsibility of the College/School or University Department to notify the Health and Safety Department of any substances which need to be added to the COSHH database.

For Further information on Estates Department COSHH please see ECA 20 COSHH Compliance.

The College/School or University Department must conduct a Risk Assessment with the support of the University Health & Safety Department. The Risk Assessment will confirm the appropriate control methods such as LEV (external control methods).

Procurement

If a College/School or University Department needs to procure local exhaust and ventilation equipment, the Estates Department must be notified of this so it can be added to Planon (for PPM) and engineering insurance inspections.

The University of Lincoln's procurement procedures are to be used for all procurement activities.

For HSE guidance on the procurement of LEV please see the embedded link below:

[Clearing the air: A simple guide to buying and using local exhaust ventilation \(LEV\) \(hse.gov.uk\)](https://hse.gov.uk)

LEV design and installation process

- Estates Department will add a job onto their authorised projects list of tasks.
- Once funding has been granted, an external LEV designer will be engaged.

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- Once a design has been approved the process for installation will commence.
- Testing of the LEV installed system will be conducted to ensure it meets the required specifications and legal standards.
- LEV systems will require full commissioning certification and supporting documentation, issued by the supplier/installer to Estates Department.
- A log book will be issued by the Estates Department to the user for management of the LEVs.

Training and handover

Initial training in operation of the LEV system will be provided by the manufacturer or installer to Estates maintenance staff, Inviron and specialist contractor staff, and College or Departmental technical staff. Ongoing training of new technical staff will be carried out by College or Departmental responsible managers.

All commissioning certifications must be provided to the Estates Department for recording purposes.

Logbook

A LEV logbook is recommended and will be provided as part of LEV handover to the users. This will allow the Estates Department to assess and formulate the correct maintenance programme to ensure the LEV is efficient and can do the role it was designed and installed to carry out to protect the user. The LEV system will be handed over to the College/School or University Department, who will be responsible for the day-to-day use and/or management of installed LEV systems and recording of relevant operational information in the log book.

Maintenance

The Estates Department will ensure all maintenance regimes are uploaded for all known LEV system into Planon. All known LEV equipment (recorded on the Estates Department Master Schedule) will be asset marked and recorded within Planon.

Service and thorough examinations

Conducted by a specialist LEV company every 6 or 12 months, dependent upon the category of equipment or its risk to human health (this can be up to 14 months in line with statutory requirements).

Function test

After the service has been carried out, a function test is also carried out and a service report generated and sent to the Estates Department to enable them to amend their master schedule

Insurance inspections

The University's insurance supplier will conduct testing of LEV systems to ensure equipment safety, efficiency, and operation.

Faults

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Any faults with LEV equipment should be reported to the Estate Department Support Desk and will be added to Planon for allocation to a suitably qualified contractor.

Any LEV equipment whose test result drops more than 10% of the previous year's measurements, should be further investigated and attempts made to bring it within either 10% of commissioning data or 10% of earliest recorded data. Whilst below the acceptable minimum standard it must be notified to the Estates Department Compliance Team.

The end user will be notified and a '**Do not use**' sign should be placed over the operational switches. Where it is safe to do so the LEV electrics will also be isolated at the relevant distribution board

This sign must stay in place until the Estates Department Compliance Team has been informed and received evidence that it has been returned back to within either 10% of commissioning data or 10% of earliest recorded data by the appointed competent contractor.

Should you have any concerns over the performance of the LEV plant, contact the Estates Department.

Fumigation of LEV prior to servicing or maintenance

Some LEV equipment is used specifically to allow the safe handling and growth of bacterial organisms harmful to human health. These need to be fumigated prior to a service or maintenance being carried out.

There are strict controls on site to ensure any biological containment environment is not breached. The LEV must be serviced to ensure efficient operation and control of the environment.

If the system has been used to house or promote growth of biological materials or for research on biological materials, then it must be fumigated to protect the health and well-being of the specialist service engineers

5.0 Estates Department points of contact

Contact the Estates Depart Compliance Team for clarification or further guidance on these arrangements.

6.0 Associated Documents

Internal

Level 2 Associated Documents

Reference	Title
ECA 02	Selection and Appointment Compliance
ECA 03	Control Monitor and Review Compliance
ECA 05	Permit to Work Compliance
ECA 06	Electrical Compliance
ECA 14	PUWER Compliance
ECA 14	COSHH Compliance

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ECA 19	Health Surveillance Arrangements Compliance
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Level 3 Documentation

Reference	Title
N/A	N/A

External

Source	Title
Legislation	Health and Safety at Work Act 1974
Legislation	Workplace (Health, Safety & Welfare) Regulations 1992 (Second Edition) Published 2013
Legislation	Control of Substances Hazardous to Health Regulations 2002
Legislation	Management of Health and Safety at Work Regulations 1999
Legislation	Electricity at Work Regulations 1989 (Third Edition) Published 2015
Legislation	EH40/2005 Workplace exposure limits Fourth Edition 2020
HSE Guidance	Controlling airborne contaminants at work: A guide to local exhaust ventilation (LEV) – HSG258
HSE Guidance	Clearing the air A simple guide to buying and using local exhaust ventilation (LEV) – INDG408
ACOP	Provision and Use of Work Equipment Regulations 1998

7.0 Change History

Version	Date	Summary of Changes Made
1	05/03/21	Initial Creation of LEV document.
2	07/06/21	Internal Review Board Check
3	22/03/21	RW and SJ review
3.1	24/08/22	RW and SB review
3.2	15/12/22	Clarification on initial training added.

8.0 Appendix List

No appendixes