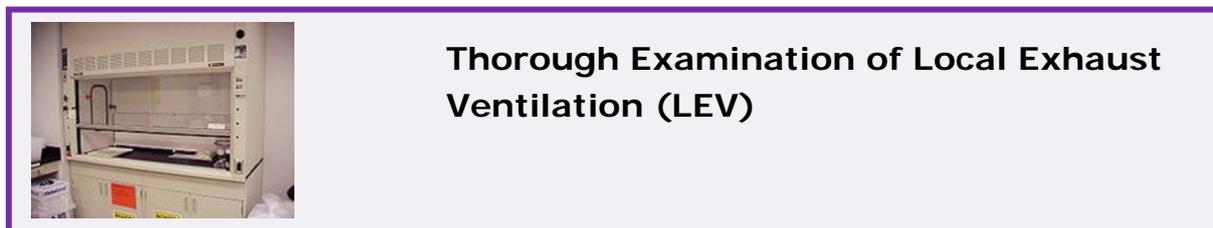


University Health & Safety Arrangements : Chapter 32



Key word(s) : Fume hoods, extract systems
COSHH regulation 9

Target audience : Users of local exhaust ventilation; school and local safety advisors;

Note.

“Senior Managers” are responsible for health and safety within their specified areas or as a consequence of their activities, and for any additional activities as agreed and delegated to them (eg where they accept responsibility for day-to-day safety arrangements for staff who have other line managers, for reasons of geographical or other convenience). They may be Deans, Heads of School, Directors of Institutes, Directors and Heads of Service in non-academic areas, the University Librarian, the Directors of the Manchester Museum and the Whitworth Art Gallery, and their equivalents.

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Introduction

1. The University is required to undertake thorough examinations of local exhaust ventilation (LEV) such as fume hoods, spray booths, etc at least every 14 months¹. This requirement extends to all mechanical equipment installed to reduce or control exposure to airborne contaminants.
2. From January 2014, these examinations will be carried out centrally by Allianz, and monitored by the Safety Office. This arrangement ensures a consistent approach throughout the campus, a comprehensive and independent examination of parts formerly maintained and checked by both user and Estates & Facilities, consistent and standardised record-keeping, and improved compliance with Regulation 9.

Transitional arrangements

3. A new programme of examinations is being drawn up for 2014/15, taking existing arrangements and commitments into account as much as possible. Microbiological safety cabinets are not included at this stage, but all other items of LEV are. Once established, the programme will be reasonably predictable as examinations are required at least every 14 months.
4. Early reports may have to omit design and performance specifications and commissioning data until that information can be provided. In some cases, access affected by asbestos containing materials may mean that some examinations are incomplete. Overall, however, the database will be improved year on year as more information is made available.

Detailed arrangements

5. Allianz engineers will arrange access to examine LEV through contact names supplied to Safety Services, and will require information about previous face velocity measurements. They will require access to the LEV itself, and Faculty Estates teams will be involved in gaining access to restricted areas housing associated ductwork and fan and motor units, and roofs if necessary. Their reports will be made available to the school nominee(s).
6. School nominees will normally be the individuals responsible for the operation of the LEV or the equipment or experiment run in fume hoods.

¹ [Control of Substances Hazardous to Health Regulations 2002 \(as amended\), Regulation 9](#)

7. Reports will identify faults that require immediate rectification (category A defects), those that require less urgent attention but repair within a given timescale (category B defects) and other observations about keeping the LEV in effective working order (category C defects).
8. Schools and other users are responsible for determining whether the LEV should be taken out of use, or whether the defect is such that its use can continue but should be restricted to specified (low risk) work only. This decision will normally need to be endorsed by the School Safety Advisor, who will take into account the risk of exposure from the activities concerned, the nature of the defect and its effect on LEV performance and operating effectiveness.
9. Category A defects should be reported to the School/Institute safety committees, together with details of the action(s) taken.
10. Where an item of LEV is taken completely out of use pending repair or replacement, it must be effectively isolated from use eg by locking off, securing the sash in a down position. Any equipment and chemicals in the LEV must be removed or made safe. After repair, and before being returned to use, it will always be necessary to carry out a face velocity check. Depending on the nature and extent of repair, it may be necessary to arrange for another thorough examination.
11. The nature of the recorded defects will determine the action(s) required. Generally speaking, school nominees will be responsible for instigating repairs by placing jobs on the Estates & Facilities helpdesk. Estates and Facilities personnel will need to advise school contacts when they have completed the necessary work so that the LEV can be returned to use after a face velocity check.

Records and reports

12. All reports will be "owned" by the University even where they are stored on an Allianz database. Access to them will be arranged through the Safety Office.

Document control box	
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