



STANDARD OPERATING PROCEDURE

LOCAL EXHAUST VENTILATION

Governing standards and regulations:

- Control of Substances Hazardous to Health Regulations 2002 (COSHH) and 2003 and 2004 amendments
- The Management of Health and Safety at Work Regulations 1999 (MHSWR)
- Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR)
- The Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Dangerous Substances & Explosive Atmospheres Regulation (DSEAR) 2002
- HSE 'The maintenance, examination and testing of local exhaust ventilation (LEV)'
- HSG258: Controlling airborne contaminants at work: A guide to local exhaust ventilation (LEV)
- INDG 408: Clearing the Air. A simple guide to buying and using local exhaust ventilation (LEV)
- SAFed LEVC03 - Guidance on in-service examination and testing procedures of Local Exhaust Ventilation (LEV)
- BESA TR40 - A Guide to Good Practice for Local Exhaust Ventilation

SOP Number 015

SOP Title Local Exhaust Ventilation

| | NAME | TITLE | SIGNATURE | DATE |
|----------------|-------------------|---|------------|----------|
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| Reviewer | M Dyson | Senior FM Manager | M Dyson | 27/02/25 |
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Acronyms:

BS: British Standard

CPT: Corporate Property Team

FM: Facilities Management

HSE: Health & Safety Executive

LEV: Local Exhaust Ventilation

NCC: Norfolk County Council

SOP: Standard Operating Procedure.

UK: United Kingdom

1. PURPOSE & SCOPE

Local Exhaust Ventilation (LEV) relates to equipment designed to extract mist, gas, dust or other contaminants from the air in a workplace or similar establishment. This equipment and the use of it is covered by the COSHH Regulations 2002 (External Reference 1). The classification of what types of equipment falls under these regulations is easily identified by identifying what contaminants, if any, are to be extracted by the system in question. The installation, repair and maintenance of any equipment that relates to this regulation will be set out in this Standard Operating Procedure (SOP). Extraction that does not fall under these regulations will also be set out in this SOP.

The purpose of this SOP is to establish clear and comprehensive guidelines for the inspection, maintenance, and repair of LEV in commercial and domestic buildings managed by Norfolk County Councils (NCC) Corporate Property team (CPT). It ensures compliance with per United Kingdom (UK) and Health and Safety Executive (HSE) regulations, detailing the frequency and procedures for these tasks. By following this SOP, we aim to maintain fully functional and reliable LEV, thereby ensuring the safety and well-being of building occupants.

2. RESPONSIBILITIES

2.1 Responsible or Accountable Person

The owner or person in control of the premises is the responsible person. The responsible person is defined as **Norfolk County Council** for the purpose of this SOP. The duties of the responsible person can be delegated, however, ultimately the responsible person, NCC, will remain accountable.

2.2 Responsibility by Proxy

The Responsible person, NCC, can appoint one or more competent persons to assist in undertaking the preventative and protective measures. A competent person is defined as someone with sufficient training, knowledge, and experience. This will be determined and recorded by NCC CPT using the NCC training log. NCC CPT FM Operations Managers assigned to a specific portfolio



in collaboration with the appointed Premises Manager for the individual properties and or portfolios will undertake duties to assist the responsible person.

3. OPERATIONAL PROCEDURE & ACTIVITIES

3.1 Local Exhaust Ventilation Equipment Installation and Set-Up

The NCC CPT FM Operations Manager will ensure that once a client brief has been agreed for equipment of this sort, a suitably trained, qualified, and competent person designs, installs and sets up said equipment. This will be achieved using the Appointed Supplier Database (Internal Reference 1). The supplier will need to complete an asset list which will be shared with the NCC CPT FM Operations Manager who is ultimately responsible for ensuring all asset lists are kept up to date.

All equipment, installation and setup must comply with all current UK regulations.

Ventilation equipment designed to exhaust any dust, gas, particulate, fumes, or other contaminant falls under the COSHH regulations 2002. Equipment designed to expel from bathrooms or for general ventilation does not fall under COSHH regulations and therefore will be treated as non-COSHH equipment.

The NCC CPT FM Operations Manager will liaise with the Premises Manager to ensure the asset list is shared for the premises manager to complete the daily and monthly visual inspections as set out in NCC's Premises Manager Handbook, (External Reference 2). This is a premises manager obligation and the NCC CPT FM Operations Manager is there only to assist.

3.2 LEV Testing & Inspection Schedule

Once the equipment has been installed as set out in in Section 3.1 the NCC CPT FM Operations Manager will arrange the following inspections at the required interval from the initial inspection date. NCC CPT will adopt these schedules as a standard across all sites managed by NCC.

LEV equipment that falls under COSHH regulations will have the following inspections:

| Scheduled Task | Task ID | Frequency |
|------------------------------------|----------------|-----------|
| LEV Condition & Performance Report | NCC-TASK-05-06 | 14 Months |

LEV equipment that does not fall under COSHH regulations, this includes bathroom fans etc, will have the following inspections:

| Scheduled Task | Task ID | Frequency |
|------------------------------------|----------------|-----------|
| Extractor Fan Service & Inspection | NCC-TASK-05-13 | Annual |



These services and inspections can be brought forward to reduce cost, such as in line with other sites but cannot be put back to ensure the system will not be out of date.

The NCC CPT FM Operations Managers will set this schedule up on the CAFM System using the Asset Naming Convention (Internal Reference 3) document to set the asset and the scheduled tasks as per CAFM System training.

3.3 LEV Reactive or Remedial actions

If, during any visual inspection or Annual Service & Inspection, any defect is found the article in question will be identified and repair shall be scheduled. The repair will be achieved through the CAFM reporting system by raising a Follow-on Work Order.

Once the defect has been raised either by Premises Manager, Inspection engineer or NCC CPT FM Operations manager through the helpdesk or direct on the CAFM System and a work order raised, the NCC CPT FM Operations manager or Admin will instruct a suitable repairer to carry out maintenance. This may be the same as the installer.

The NCC CPT FM Operations Manager will select the supplier from the Appointed Supplier Database (Internal Reference 1) and will update the work ticket on the CAFM System.

3.4 Other Considerations

Electrical systems involved in LEV and extractor systems will be inspected and tested as normal in the EICR see SOP 018 (Internal Reference 4) for details.

4. FORMS/TEMPLATES TO BE USED

Asset Naming Convention to be used for all assets and scheduled tasks on the CAFM System.

5. INTERNAL AND EXTERNAL REFERENCES

5.1 Internal Resource References

1. Appointed Supplier Database
2. Asset Naming Convention
3. Norfolk County Council – Premises Manager Handbook
4. SOP 018 EICR

5.2 External Resource References

1. Control of Substances Hazardous to Health regulations 2002



6. CHANGE HISTORY

Should this SOP require alterations of any kind, they must be recorded as follows:

- **SOP Number:** The current SOP and new version number.
- **Effective Date:** The date the updated SOP becomes effective.
- **Changes:** A brief description of the main changes from the previous version.
- **Previous SOP Number:** The previous SOP and version number.

| SOP no. | Effective Date | Changes | Previous SOP no. |
|---------|----------------|----------------------------------|------------------|
| 015 | 01/12/24 | Rebranding to NCC specifications | 119 |
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