



Technical Bulletin

Subject: Local Exhaust Ventilation (LEV) – Operation and maintenance requirements for the safe use of this equipment

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This Technical Bulletin is to be read by the following so appropriate action can be taken:

- 1. DIO Service Manager (or equivalent for non FDIS contracts)**
- 2. DIO's Maintenance Management Organisations**
- 3. Others interested in the content of this Safety Alert might include:**

Prime Contractors, Private Finance Initiatives, Public-Private Partnership and other traditionally procured contracts, Infrastructure Managers and Property Managers with responsibility for MOD projects and Property Management Works Services (including the legacy work of EWCs/WSMs), Non-DIO managed PFI/estate, Heads of Establishments, Health & Safety Advisors, Accommodation Managers, and providers of Alternative Living Accommodation.

When it takes effect: Immediately

Review date: 12 months of publication

This Technical Bulletin does not necessarily cover all aspects of the subject matter and readers should make themselves aware of other potential issues. Readers should also not rely on DIO publications as their only means of becoming aware of safety, operational or technical issues, but they should consult widely across other media to maintain awareness.

Aim

1. To provide guidance on the Information required for all responsible persons and users of LEV systems, in the safe use of LEV equipment and Planned Preventive Maintenance that should be conducted. Also, to provide guidance for evidence that should be available for review, prior to the use of LEV equipment.

Introduction

2. Compliance with the contents of this Technical Bulletin (TB) will enable compliance with the Health & Safety at Work etc. Act 1974 and its subordinate Regulations.
3. The appropriate MOD officer shall arrange for the Operator and Maintainer be made aware of the requirements of this TB.
4. On MOD establishments occupied by United States Visiting Forces (USVF), responsibility is jointly held by USVF and DIO (USF). At base level this jointly managed organisation is to take appropriate action to implement the contents of this TB.

Background

5. LEV is an extract ventilation system that takes airborne contaminants such as dusts, mists, carbon monoxide, gases, vapor or fumes out of the workplace air so that they protect the user from inhalation. Properly designed LEV systems will: collect the air that contains the contaminants, make sure they are safely contained and taken away from those using the process (*For example, flour dust in bakeries, wood dust in wood workshops, mist from paint spraying, fumes from welding or solvents from painting exhaust fumes from vehicles*).

Requirement

6. The TLB / HOE or (*Delegated to DIO Staff, or Maintenance Management Organisation (MMO) where appropriate*) has a duty to ensure through delegation that competent person's risk assess the need to provide an LEV system in order to protect all personnel from harmful substances.
7. With any work process that produces airborne contaminants, there may be a risk to health. The outcome of the risk assessment must identify the hazards of that process and ensure the prevention or adequate of control exposures to personnel, as per the requirements of the Control of Substances Hazardous to Health Regulations 2002 (*COSHH*).
8. The risk assessment must take place periodically, as defined in a completed risk assessment or when a change occurs. Further guidance to how this could be completed can be found in JSP 375 Volume 1 Chapter 11 (*COSHH*), and Chapter 22 (*Work Equipment*), The Workplace (*Health, Safety and Welfare*) Regulations 1992, Provision and Use of Work Equipment Regulations 1998 (*PUWER*).
9. It may be necessary to conduct a DSEAR Risk Assessment depending on whether any risks of this nature are present, through either the presence explosive atmospheres, such as formation of vapor or dust, in accordance with the requirements of JSP 375 Vol 1, Chapter 9.
10. Installing an LEV system may be one option to prevent the risk to personnel. However, you should first consider other options in accordance with the [hierarchy of control](#), such as: change your method of work so exposure to hazardous substances can no longer occur, changing to a less hazardous material or product, modify the process to reduce the duration or frequency that the contaminant is released and/or reduce the number of employees involved with a process, apply simple controls, e.g., fitting lids to equipment.

This should form the basis of the risk assessment criteria to be completed for it to be successful in controlling the workplace process hazards and risks.

11. All LEV systems require a logbook to keep a record of regular checking, maintenance, and repair. They can be in digital form or hard copy that are easily accessible. The logbook should contain: Task Schedules for regular checks and maintenance, Records of regular checks (From both the maintainer and competent person insurance inspector), maintenance, replacements, and repairs, checks of compliance with the correct way of working the LEV system, with name of the person who made the checks and the date they were completed.
12. A user manual should accompany the LEV system that will detail how to use the system, how to maintain it, spares available and a list of potential system failures. This also assists in the examination, testing and maintenance of the LEV system.
13. The tasks identified in the above paragraphs should be actioned and put in place for the operator (user) to review prior to use to ensure the LEV system is safe for use.
14. The HoE must ensure that all hazardous processes in the workplace have been identified and the requirement for risk assessment has been undertaken by a competent person. The DIO Regional Delivery (RD) and the relevant MMO should provide the necessary support and competence to the HoE to ensure the requirements in this TB are in place for all existing and new LEV systems. This shall include the training in the use of the LEV system, provision of logbook and operation user manual.
15. Planned Preventative Maintenance tasks for LEV systems are covered in SFG 20 schedule 1310-03 Local exhaust ventilation.
16. All recommendations from the Insurance inspector and maintainer/MMO shall be funded where budgets allow, to prolong the safe use and life expectancy of the LEV system. Where funding is not provided a risk assessment must be completed so suitable mitigation can be identified and put in place to ensure that it is safe for continued use. Operators (users) of LEV systems should report and record any defects that are identified within the Logbook and should not use the system if unsafe to do so.

For further advice please contact: DIO – Technical Services

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