

Livewell Southwest

Ventilation Policy

Version No 1.3
Review: March 2018

Notice to staff using a paper copy of this guidance

The policies and procedures page of Intranet holds the most recent and procedural version of this guidance. Staff must ensure they are using the most recent guidance.

Author: Estates Compliance & Safety Manager

Asset Number: 808

Reader Information

Title	Ventilation Policy V1.3
Asset number	808
Rights of access	Public
Type of paper	Policy
Category	Non Clinical
Document purpose/summary	The aim of this document is to ensure that natural and mechanical ventilation requirements are identified, controlled and maintained in such a way as to significantly reduce the risk to patients, visitors and staff
Author	Estates Compliance & Safety Manager
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Equality analysis checklist completed	Yes
References/source of information	<u>Legislation</u> The Health and Safety at Work Act 1974

	Management of Health and Safety at Work Regulations 1999 as amended Construction (Design and Management) Regulations 2007 HSE ACOP (L8) <u>Guidance</u> HSG 258 Controlling airborne contaminations at work HSE INDG408 Clearing the air Health Technical Memorandum 03-01 Hospital Building Notes 13
Associated documentation	Livewell Southwest (LSW) Policies: Confined Spaces Policy for Estates Legionella bacteria Control Policy Control of Contractors (Estates) Policy Infection Prevention and Control Policy
Supersedes document	All previous versions
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Document review

Version no.	Type of change	Date	Originator of change	Description of change
V0.1	New policy	August 2011	Estates Compliance & Safety Manager	New policy
1	Ratified with amendments	September 2011	Estates Compliance & Safety Manager	Updates
1.1	Extended	January 2013	M&E Operations Manager	Reviewed, no changes
1.2	Extended	October 2014	Governance & Customer Care Manager	Extended, no changes
1.3	Reviewed	January 2015	Estates Manager	LSW format, current legislation and current department structure.

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Ventilation Policy

1 Introduction

- 1.1 Ventilation is provided in healthcare premises for the comfort of the occupants of buildings by regulating temperature and diluting contaminants. More specialised ventilation will also provide comfort but its prime function will be to closely control the environment and air movement of the space that it serves in order to contain, control and reduce hazards to patients and staff from air borne contaminants, dust and harmful micro-organisms.
- 1.2 Livewell Southwest recognises its obligations to take necessary measures in the provision of effective maintenance of engineering plant, systems and services.

The main reasons for this policy are:

- Compliance with statutory requirements.
- Compliance with the Health and Social Care Act 2012 and Standards for Better Health.
- To define the requirements for the management of ventilation systems

2 Purpose

- 2.1 The purpose of this policy is to establish mandatory requirements for the management of Ventilation Systems.
- 2.2 This policy will:
 - Provide guidance to those responsible for the management of ventilation systems.
 - Ensure liaison between the members of the ICT(Livewell Southwest Infection Control Team) and the persons with overall responsibility for maintenance management.
 - Ensure that ventilation systems operate at optimum levels of performance and within the intended design criteria.
 - Maintain a clean and appropriate environment which facilitates the prevention and control of HCAI (Health Care Associated Infection) in a manner conducive to quality clinical care.

3 Definitions

For the purposes of this document the following definitions apply:

- 3.1 **The environment** means the totality of a patient's surroundings when in healthcare premises. This includes the fabric of the building and related fixtures, fittings and services such as air and water supplies.
- 3.2 **Ventilation** is a means of removing and replacing the air in a space. In its simplest form this may be achieved by opening windows and doors etc. Mechanical ventilation systems provide a more controllable method. Basic

systems consist of a fan and collection of distribution ductwork; more complex systems may include the ability to heat, humidify and filter the air passing through them. Ventilation equipment may be required in order to remove smells, dilute contaminants and ensure that a supply of fresh air enters a space.

- 3.3 **Air conditioning** is the ability to heat, cool, humidify, dehumidify, and filter air. This means that the climate within a space being supplied by an air conditioning plant can be maintained at a specific level regardless of changes in the outside air conditions or the activities within the space.

4 Duties & Responsibilities

Responsibility and more specifically, the duty of care within LSW are vested in the Chief Executive, the Board of Directors and its supporting structure. The designated staff responsibilities are detailed as follows:

- 4.1 The **Chief Executive** is ultimately responsible for the content of all policies, implementation and review.
- 4.2 **The Head of Estates** is the senior designated officer for estates maintenance services.
- 4.3 **Authorising Engineer**
Authorising Engineers (AE) act as external assessor and is appointed with a brief to provide services in accordance with Health Technical Memorandum guidance. The AE will make recommendations for the appointment of Authorised Persons, monitor the performance of the service, and provide an annual audit report.
- 4.4 **Authorised Person**
The Authorised Person(s) (AP) for ventilation ensures that all mechanical ventilation services are safe and available for their intended use and that LSW complies with its statutory obligations. Duties include the safe management of all works on ventilation services and equipment.
- 4.5 **Responsible Persons**
Responsible persons are responsible for all operational maintenance work. The Responsible Person(s) (RP) for specialist ventilation services ensures that maintenance work is prioritised and completed effectively.
- 4.6 **Competent Person**
Trade staff or contractors have sufficient technical knowledge, training and experience to carry out their defined duties, and to understand fully any dangers involved and will be directed, appointed, or authorised to work (if a contractor), by the Supervisor or Authorised Person (AP) dependant on the work involved. Information leaflets outlining the responsibilities with regard to infection prevention and control will be given to all contractors prior to their commencing work for or on behalf of LSW. The responsibility for issue of these leaflets lies with the Authorised Person.
- 4.7 **Infection Control**

It is the responsibility of the Estates Department via the Authorised Person to inform and involve the Infection Prevention and Control Team (IPCT) of any works that may impact upon the health safety and welfare of patients, staff, contractors or visitors in order that IPCT may provide advice and assistance as necessary for all matters relating to the hospital environment, maintenance of hospital buildings and engineering systems including:

- Provide guidance and support when advice on controlling the environment is required.
- Advise on risk assessments for controlling the environment.
- Identify priorities for action.

5 Maintenance

5.1 All ventilation air handling units (AHU), plant, ductwork and systems shall be included in the planned preventative maintenance (PPM) system.

5.2 Inspections and maintenance shall be carried out in accordance with the following:

Heating and ventilation systems Health Technical Memorandum 03-01; specialised ventilation for healthcare premises Part B.

5.3 Health Technical Memorandum 03-01 supersedes all previous versions of Health Technical Memorandum 2025 – ‘Ventilation in healthcare premises’ Health and Safety Commission’s Approved Code of Practice and guidance document ‘Legionnaires’ disease; the control of Legionella bacteria in water systems’ (L8).

Health Technical Memorandum 04-01 ‘The control of Legionella, hygiene, ‘safe’ hot water, cold water and drinking water systems’.

5.4 The general frequency of inspections and verification for ventilation systems shall consist of:

- All ventilation systems to be subject to inspection and maintenance annually.
- Ventilation systems servicing critical care areas shall be inspected and maintained quarterly with actual performance measured and verified annually.
- Local Exhaust Ventilation (LEV) systems to be examined and tested not more than every 14 months.
- Annual tests to be carried out in order to demonstrate the continuing efficiency of the fire detection and containment systems.

6 Records

6.1 In order that ventilation systems can be correctly operated and maintained it is essential that as-fitted drawings, operating manuals, maintenance instructions and commissioning manuals are available. Log books should be kept for each ventilation system consisting of maintenance records, test and validation data.

7 Health and Safety

- 7.1 All work shall be undertaken in accordance with LSWs health and safety policies, Department of Health guidance, relevant Codes of Practice, Health and Safety Executive guidance and departmental health and safety procedures. Safe systems of work shall be used for all personnel working on ventilation systems.

8 Training Implications

- 8.1 Personnel carrying out maintenance of Ventilation Systems must receive suitable training, which includes information about any significant hazards arising due to their maintenance activities which may either affect them personally or any other person who may be affected by their actions or omissions. Training records shall be kept up to date for all staff. Training in the areas of Infection prevention and control is provided for all staff within the mandatory training delivered annually by LSW. It is the responsibility of all individuals to ensure that their training is kept up to date and the responsibility of managers of staff to monitor and ensure that individuals within their teams are up to date with all mandatory training.

9 Monitoring Compliance

- 9.1 Audits shall be conducted in accordance with designated staff functions 'Authorise Persons' and external 'Advisors' or Authorising engineers. Specialist ventilation systems will be periodically validated in accordance with current guidelines.

All policies are required to be electronically signed by the Lead Director. Proof of the electronic signature is stored in the policies database.

The Lead Director approves this document and any attached appendices. For operational policies this will be the Locality Manager.

The Executive signature is subject to the understanding that the policy owner has followed the organisation process for policy Ratification.

Signed: Director of Finance

Date: 19th March 2015