### ***Safe and Sustainable Local Exhaust Ventilation***

This checklist is provided to assist Managers within Schools/Departments, who have responsibility for LEV. It provides guidance on achieving a safe and sustainable provision of local exhaust ventilation (LEV) where this equipment is the essential control measure for preventing harmful exposure to airborne hazardous substances. The actions outlined below are necessary to ensure compliance with the relevant legal obligations, and also to maintain important research and operational capabilities.

**PLANNING AND ACTION FOR SUSTAINABLE LOCAL EXHAUST VENTILATION**

Users of LEV can use the checklist to confirm progress on establishing the key stages of planning and delivery of sustainable LEV in their areas. See Hazardous Substances Policy- Local Exhaust Ventilation (LEV) for further details

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| These actions relate to LEV use in the following area(s) | | |
| College/School/or Department  Locations | | |
|  |  | |
| Actions | Competed  (tick) | Comments and further actions required |
| **Action** - Head of School/ Department has nominated Designated Persons for all aspects of the safe and sustainable use of LEV? | □ | Each area and each system must have a manager responsible for the continued safe use of LEV. |
| **Action** - All relevant local LEV systems are included on the Estates database | □ |  |
| **Action** - Effective arrangements are in place to ensure routine maintenance of LEV, including a formally agreed schedule of planned preventative maintenance | □ | Using Estates or contractors or others to undertake maintenance. |
| **Action** - A User manual and Log Book is present for each system | □ |  |
| **Action** - Effective arrangements are in place for the annual thorough examination and testing of LEV (and production of records of this). | □ |  |
| **Action** - Arrangements are in place to ensure that new LEV systems (and modifications to existing LEV) are registered through Estates and designed and installed by competent persons | □ | HRWW are available to advice. |
| **Action** - Arrangements are in place to ensure all users of LEV are provided with information on safe and sustainable use of LEV (and provided with training where this is appropriate) | □ |  |
| **Action** - Arrangements are in place for ensuring proper consideration of sustainability, energy usage, and any other green impacts from the use of the LEV | □ |  |
| **Action** - A process is in place for estimating and periodically reviewing the expected working life of the LEV, and for anticipating the renewal or replacement needs | □ |  |
| **Action** - A process for notifying Estates of any decommissioning of LEV systems is in place | □ |  |
| Other | □ |  |