

HEALTH & SAFETY MATTERS

DECEMBER 2023

LOCAL EXHAUST VENTILATION (LEV) AND YOU



YOUR HEALTH MATTERS



COSHH/RISK ASSESSMENT

Under the Control of Substances Hazardous to Health (COSHH) Regulations employers must control substances hazardous to health.

To do this:

- Find out what the health hazards are
- Decide on how to prevent harm to health (conduct a RA)
- Provide control measures to reduce harm to health
- Make sure they are used
- Keep all controls in good working order
- Provide information, instruction and training to users (via Line Manager/Supervisor and e-learning)



Hazardous substances can take many forms including chemicals, fumes, dusts, mists, vapours, nanotechnology, gases, biological agents

When working with hazardous substances a RA must be conducted. The RA process considers the use of the hierarchy of control:

- Eliminate (avoid using the hazardous substance)
- Substitution/Reduction (use of safer form, reduced concentration/time used)
- Engineering (use of LEV)
- Administrative (written instructions, training)
- Personal Protective Equipment (PPE)

Control is only adequate when the risk of harm is “as low as reasonably practicable”

LEV MAINTENANCE

A good engineering control is the use of an LEV system. LEV is an extracted ventilation system that takes away hazardous substances out of the air so that they can't be breathed in. There are different types across the University, and it is important to understand which is suitable for your work activity.

To protect your health:

- It needs to be the right type for your work
- You need to check that it works properly every time you use it
- You need to use it correctly
- It needs regular checking and maintenance
- It needs testing thoroughly at least once every 14 months
- It needs to have been installed correctly
- If you move the LEV, you need to make sure it still works

To ensure the LEV systems you use in your spaces are effective Departments are introducing:

- LEV user checks
- LEV monthly tests
- A Departmental LEV Point of Contact to hold suitable maintenance records and ensure all LEV systems are added to the University statutory testing register

These will ensure that:

- Failures can be identified early
- Systems can be taken out of use if the system is NOT working correctly

YOUR HEALTH IS IMPORTANT, SO CHECK THAT THE LEV IS WORKING CORRECTLY

LEV USER CHECKS

WHAT DO I NEED TO DO?

New LEV pre-use check signs are being introduced on all MSCs and Fume Cupboards (more information to follow on other LEV systems).

Each time you use the LEV system you must carry out the pre-use checks which are listed on the GREEN side of the sign. The green side is displayed if the LEV system is safe to use.



If you find any issues during the pre-use checks:

- Display the RED 'not safe for use' side
- Add your initials and the date
- Inform your department contact (e.g., Technical Support) so that remedial works can be conducted



LEV E-LEARNING

An LEV Moodle is available to provide you with basic awareness of what LEV systems are and why it is important to use them correctly. This training should be supplemented by specific training by your Line Manager/Supervisor on any LEV that you need to use.

Scan the QR code below to take you to the University LEV webpages where further information and the LEV Moodle can be found:

