

<b>Ventilation Policy</b>	<b>Type:</b> Policy <b>Register No:</b> 11056 <b>Status:</b> Public
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Consulted With	Post/Committee/Group	Date
Louise Teare	Infection Prevention	Feb 2017
Tony Doyle	Capital Projects	Feb 2017
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Contact for Information	Jo Mitchell
Policy to be followed by (target staff)	Estates and Capital Projects, PFI and all staff
Distribution Method	Intranet and Website
Related Trust Policies (to be read in conjunction with)	<ul style="list-style-type: none"> <li>• Risk Management strategy and Policy</li> <li>• Health and Safety Policy</li> <li>• Infection Prevention Policies</li> <li>• Estates Policies</li> </ul>

**Document Review History**

Version No	Authored/Reviewed by	Active Date
1.0	Chris Churchouse	27 October 2011
2.0	Mark Conner	23rd October 2014
3.0	Ian Jackson	4 <sup>th</sup> April 2017

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## **1. Purpose**

- 1.1 The purpose of this policy is to provide staff and contractors with the standards required for the supply, installation and maintenance of all Mechanical Ventilation systems within Trust properties.
- 1.2 This Policy will provide a framework for the Trust to manage air handling systems, inclusive of when building and refurbishment works have to be carried out and the air handling system is included in the scheme.

## **2. Introduction**

- 2.1 It is the policy of the Trust (MEHT, Bouygues & Grosvenor FM) to comply with the HTM03-01 A&B when supplying, operating and maintaining mechanical ventilation systems.
- 2.2 Mechanical Ventilation systems will only be provided where there are no openable windows, and where there is a need for air changes over and above achievable by natural ventilation. It will also be provided where air pressure regimes dictate the use of fans to achieve set targets. COSHH Local Exhaust Ventilation systems will be provided wherever exposure to airborne contaminants occurs. With fresh air supply systems a minimum of 10lts/sec/per/person will be provided.
- 2.3 Mechanical Ventilation should be considered to prevent heat gains before the use of Cooling systems are used.
- 2.4 It is the policy of the Trust when carrying out building and refurbishment works that include air handling systems to consider the implication of air handling systems, their design and validation together with the operational management and performance verification issues of the installation.
- 2.5 To work closely with the Infection Prevention and Control Team concerning air handling plant issues, this Policy should be read in conjunction with:
  - HTM 03-01:Heating and Ventilation Systems - Specialised Ventilation for Healthcare Premises (Part A: Design and Validation and Part B: Operational Management and Performance Verification)
  - Infection Prevention and Control Policies
  - Cleaning Policies
  - HVCA Guide to Good Practice for Internal Cleanliness of Ventilation SystemsTR/19
  - HSG258 Guide to LEV, Controlling Airborne Contaminants at Work. 2011
- 2.6 All existing ventilation systems performances will be measured against HTM03-01 Verification part B. All new system performances will be Commissioned and Validated in accordance with Part A.

### **3. Policy Statement**

- 3.1 All the Trust's ventilation plant should meet the minimum requirement in terms of the control of legionella and safe access for inspection and maintenance.
- 3.2 All the Trust's ventilation systems will be inspected at least annually, as recommended in HTM03-01
- 3.3 The Trust's critical ventilation systems (such as those serving operating suites) should be inspected and verified annually.
- 3.4 Any building and refurbishment works being undertaken shall ensure that the design and validation of air handling systems are implemented in accordance with HTM 03-01.

### **4. Scope**

- 4.1 The policy applies to all MEHT staff, Broomfield PFI (Bouygues) staff, Braintree Community Hospital PFI (Grosvenor FM) staff, contractors and to those who provide a service to the Trust.

### **5. Roles and Responsibilities**

#### **5.1 Chief Executive**

The Chief Executive shall have overall responsibility for building and refurbishments air handling systems by:

- ensuring there are arrangements in place for identifying and managing the requirements of legislation relating to air handling systems
- providing resources for implementing the Policy
- ensuring there are arrangements in place to monitor the performance of the plant

#### **5.2 Chief Estates and Facilities Director**

The Director is responsible for:

- ensuring the Trust fulfils its responsibility in relation to HTM 03-01, Specialised Ventilation for Healthcare Premises
- managing the risk associated with air handling systems in line with the Trust's risk management strategy
- monitoring the implementation of the HTM 03-01 through performance indicators
- ensuring that all building and refurbishment works, including air handling systems, are carried out in accordance with HTM 03-01

### 5.3 Chief Operating Officer

The Chief Operating Officer is responsible for:

- ensuring access is available for the maintenance of the air handling systems, particularly in Theatre suites.
- The users report any faults with the Ventilation systems.
- The users are aware of the consequences to patient care if the ventilation system is not functioning correctly

### 5.4 Deputy Director of Estates & Facilities Management Directorate

The Deputy Director Estates & Facilities Management Directorate will:

- Ensure all designated specifications for building and refurbishment works, including air handling systems, are delivered in accordance with HTM 03-01 – Design and Validation
- Appoint specialist Consultants on behalf of the Trust to design and validate all air handling plant included in building and refurbishment schemes
- Appoint authorised contractors to install and commission air handling systems in accordance with HTM 03-01 when required as part of building and refurbishment schemes
- Ensure that all design work is discussed and agreed with the Trust's Infection Prevention and Control Team
- Ensure that all systems are commissioned in accordance with procedures agreed with the Trust's Infection Prevention and Control Team
- Ensure that all validation data is shared with the Trust's Infection Prevention Control Team

### 5.5 Infection Prevention & Control Team (IPCT)

- The IPCT play an important role in advising on the requirements of an air handling system. They should liaise with the Estates & Facilities Management Directorate to ensure the appropriate action is taken internally and externally by consultants and contractors commissioned and controlled by the Trust to minimise and reduce the risk of infection with air handling systems
- Both IPCT and Estates & Facilities Management Directorate should ensure that in association with building and refurbishment schemes involving air handling systems, that the plant is designed and validated in accordance with the IPCT Policies and guidelines as well as HTM 03-01. This will be maintained through close monitoring and regular joint meetings

## 5.6 Estates & Facilities Management Directorate

The Estates & Facilities Management Directorate will be responsible for ensuring:

- All air handling systems are designed, installed and validated in accordance with HTM 03-01
- All air handling systems are maintained and verified annually in accordance with HTM 03-01

## 5.7 Authorised Person (Ventilation) AP(V)

The AP(V) will be an individual possessing adequate technical knowledge and having received appropriate training, appointed in writing by the Designated Person, who is responsible for the practical implementation and operation of safety policy and procedures relating to the engineering aspects of ventilation systems.

## 6. Air Handling Systems

6.1 All the Trust's air handling systems when associated with building and refurbishment schemes will be: designed to statutory requirements including:

- Health and Safety at Work Act 1974
- The Control of Substances Hazardous to Health Regulations 2002
- Fire Regulations
- Codes of Practice
- HSG258 Guide to LEV, Controlling Airborne Contaminants at Work. 2011
- Health and Social Care Act
- Workplace Health, Safety and Welfare Regulations 1992. Second Edition 2013

6.2 Air handling systems shall be defined under this Policy as:

- Ventilation systems
- Air Conditioning
- Specialist ventilation
- Local exhaust ventilation

6.3 The Trust's provision for Ventilation will cover:

- Natural ventilation
- Extract ventilation systems
- Supply only systems
- Comfort cooling
- Air Conditioning
- Specialist ventilation
- Local exhaust ventilation
- Smoke Extract

6.4 The Trust's Design team will take into consideration when designing systems:

- General requirements
- Fans
- Heater batteries
- Cooling coils
- Humidifiers
- Filtration
- Energy recovery
- Attenuation
- Along with specialist ventilation systems in accordance with HTM 03-01 including:
  - Ultra-clean ventilation systems
  - Extract Hoods
  - Plant Room Ventilation
  - Kitchen Extract systems

6.5 Upon completion of the design and installation, the Trust Design Team will consider:

- Commissioning
- Pre-commissioning checks
- Performance standards
- Bacteriological sampling
- Validation of UCV systems
- Testing
- General performance of the plant in accordance with HTM 03-01.

## **7. Training**

- 7.1 It is essential that personnel at all levels have a sound general knowledge of the principles, design, operation and maintenance of air handling and ventilation systems. They should be trained on those specific systems for which they will be responsible and which they will be expected to use.
- 7.2 The training of an individual, which can be by formal education and by on-the-job tuition, as appropriate, is to be assessed for suitability by the person responsible for the appointment of the individual to a particular duty.
- 7.3 Records of all training activities are to be held in the operational procedures manual for each particular system. This will include the records of each individual who has received the necessary training appropriate to the duties to be undertaken.

## **8. Communication and Implementation**

- 8.1 The policy will be made available on the Trust's intranet & website by the Estates & Facilities Management Directorate. The Deputy Director Estates & Facilities Management Directorate will be responsible for issuing copies to senior operational managers for them to disseminate within their wards and departments.

- 8.2 The Senior Estates Manager will be responsible for ensuring all Estates staff read and fully understand the policy and is read in conjunction with the Control of Contractors Policy.
- 8.3 The Broomfield PFI (Bouygues) Estate Manager and the Braintree Community Hospital PFI (Grosvenor FM) Estate Manager will be responsible for ensuring all PFI Estate staff read and fully understand the policy and is read in conjunction with the Control of Contractors Policy.
- 8.3 The approved policy will be notified in the Trust's Staff Focus that is sent via e-mail to all staff.

## **9. Monitoring**

- 9.1 The responsibility for monitoring specific aspects is delegated to the appropriate key personnel. It is the duty of the AP (V) for the Trust to update the policy with respect to any of the changes outlined below, and notify all personnel involved with air handling and ventilation systems.
- 9.2 The policy is monitored via the Infection Prevention and Control Group where quarterly reports will be submitted to monitor compliance of this policy.
- 9.3. The monitoring of the Policy will also be through references to the Trust Risk Event reporting procedure and subsequently through H & S Group reporting.
- 9.4 The AP (V) will carry out an annual Policy audit

## **10. References**

- 10.1 The following references have been considered when producing this Policy:
- HTM 03-01: Part A Design and Validation  
Part B Operation and Verification of specialist ventilation systems for healthcare premises.
  - Health & Safety at Work Act 1974
  - HSG258 Guide to LEV, Controlling Airborne Contaminants at Work. 2011
  - Care Act 2014
  - Workplace Health, Safety and Welfare Regulations 1992. Second Edition 2013.