

Maintenance and Management of Ventilation Systems Policy

Document Summary

To ensure that all ventilation/air conditioning plant is installed, serviced and maintained in a manner that minimises risks to the health and safety of staff, clients, contractors and members of the public.

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POLICY AUTHOR	Professional Head of Estates

Important Note:

The Intranet version of this document is the only version that is maintained.

Any printed copies should therefore be viewed as “uncontrolled” and, as such, may not necessarily contain the latest updates and amendments.

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1 SCOPE

This policy provides an exemplar statement of how The Trust intends its Managers and staff to manage the safe operation of Ventilation Systems within the Trust's properties and consequently discharge its duty in law as far as is reasonably practicable.

Estates Policies have been drafted to cover all Trust owned, leased or informally occupied premises through out the County, these can be solely occupied or shared with other organisations.

Where properties are managed and maintained by other organisations, they will be formally advised of the Trust's limits of responsibility and will be provided with sufficient and reasonable advice to ensure that the building owner or head lease holder maintains compliant systems.

Because of the complexity of the property portfolio a table has been produced, see **appendix 1** detailing the relevant estates services provider. If staff are unsure about which organisations Policy applies in the area that they are working, please contact the Estates Department for clarification.

Estates Helpdesk: 01228 603131

Email: Estates-Helpdesk@cumbria.nhs.uk.

All the above areas are audited and monitored for statutory compliance during the formal Quarterly Review Meetings with each service provider.

2 INTRODUCTION

Ventilation is used extensively in healthcare premises for both the comfort of occupants in buildings and 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 airborne contaminants, dust and harmful micro-organisms.

This Policy sets out the detailed requirements for the maintenance and safe operation of all air conditioning and ventilation plants serviced by Cumbria Partnership NHS Foundation Trust's (hereafter called the Trust) Estates Department. The air conditioning and ventilation plants will be maintained so that they do not present either a physical risk to persons in the vicinity of the plant or a statutory compliance risk to the Trust.

3 STATEMENT OF INTENT

The Estates Department is committed to ensuring that all ventilation/air conditioning equipment is installed, inspected, serviced and maintained in accordance with all the legislation mentioned in section 9 to ensure that such equipment does not pose a health or operational risk to either staff, clients or members of the public.

4 DEFINITIONS

None

5 DUTIES

5.1 Chief Executive

The Chief Executive has overall responsibility for ensuring the effective implementation of this policy by Directors.

5.2 Accountable Director

The Accountable Director has responsibility for ensuring that the Ventilation Systems Policy are deployed effectively within their area of control and agreeing the strategy and future direction of the policy.

5.3 Professional Head of Estates

The Professional Head of Estates will therefore ensure that:

All ventilation/air conditioning equipment is designed and installed by suitably qualified personnel and complies with the requirements of HTM 03-1 and other statutory legislation.

All existing ventilation/air conditioning systems shall be surveyed to ensure that the minimum standards are achieved.

All ventilation/air conditioning equipment is appropriate for the area it is being designed for and it is only installed where absolutely necessary.

When new equipment is accepted for use, full information as to its designed mode of operation together with maintenance procedures is provided as part of the handover procedure.

Standards applied during the design and installation of the systems, are not reduced during the operation and maintenance of the equipment and that records of maintenance activity and routine inspections are kept.

6 SYSTEM MANAGEMENT

The Estates Department shall have established systems and procedures which address the issues set out below in ways appropriate to the type of activity being undertaken.

6.1 Maintenance/Inspections

To have a maintenance regime in place covering all maintenance activities, including the need for planned preventative maintenance.

All maintenance, inspections and the like carried out on any equipment is recorded and logged on an appropriate system in a format readily retrievable for audit purposes.

The results of any decisions made with regard to maintaining/servicing any ventilation/air conditioning equipment shall be documented and the resulting actions implemented through agreed procedures.

Ensure that specific measures are in place to ensure continuing compliance with Health and Safety and Environmental Protection legislation.

6.2 Cleaning

Following maintenance or inspections where it is deemed necessary the duct work will be cleaned by a specialist contractor

7 TRAINING

Training required to fulfil this policy will be provided in accordance with the Trusts Training Needs Analysis. Management of training will be in accordance with the Trusts learning and development Policy

8 MONITORING COMPLIANCE WITH THIS DOCUMENT

The table below outlines the Trusts' monitoring arrangements for this policy/document. The Trust reserves the right to commission additional work or change the monitoring arrangements to meet organisational needs.

Aspect of compliance or effectiveness being monitored	Monitoring method	Individual responsible for the monitoring	Frequency of the monitoring activity	Group / committee which will receive the findings / monitoring report	Group / committee / individual responsible for ensuring that the actions are completed
Maintenance Record Audits	Estates Department Quarterly Management Review Meetings with CPFT staff and other SLA providers	Estates Mechanical Manager	Annual	Corporate Fire Health Safety and Security Committee	Director of Strategy and Support Services

9 REFERENCES AND BIBOLGRAPHY

The Health and Safety at Work Act 1974
The Control of Substances Hazardous to Health (COSHH) 1999
The Management of Health and Safety at Work Regulations 1999
The Workplace (Health, Safety and Welfare) Regulations 1992
The Provision and Use of Workplace Equipment Regulations 1992
The Building Regulations Part F (Ventilation) – Environment
The Fire safety Order (2005)
Ventilation Guidance for employers (HSG 202)
Guide to good practice TR/19
Local Exhaust Ventilation (LEV) workplace fume and dust extraction
Approve Code of Practice on the prevention or Control of Legionellosis (HTM 04-01)
Health Technical Memorandum 2025 – Ventilation in Healthcare Premises
Health Technical Memorandum 03-01 – Heating & Ventilation Systems

10 RELATED TRUST POLICY/PROCEDURES

POL/002/030 Manual Handling Policy
POL/002/036 Control of Contractors Policy

Appendix 1 – Property Portfolio

	LOCATION	PROPERTY	ESTATES SERVICES PROVIDER
IF YOUR PROPERTY IS NOT LISTED BELOW YOU MUST FOLLOW THE CPFT POLICIES			
Total			
1	Alston	Ruth Lancaster James Hospital, Town Foot Road, Alston, CA9 3QX	CPFT
2	Ambleside	Ambleside Health Centre, Ambleside	NHS Property Services
3	Appleby	Appleby Medical Practice, The Riverside Building, Chapel Street,	NHS Property Services
4	Aspatria	West Street Health Centre, West Street, Aspatria, CA7 3HH	NHS Property Services
5	Barrow in Furness	102 Dalton Lane, Furness General Hospital, Barrow, LA14 4LF	UHMBFT
6	Barrow in Furness	Abbey Road Clinic, Barrow-in-Furness	UHMBFT
7	Barrow in Furness	Abbey View Day Hospital, Dalton Lane, Barrow. LA14 4LF	UHMBFT
8	Barrow in Furness	Dova Ward, Furness General Hospital, Barrow LA14 4LF	UHMBFT
9	Barrow in Furness	Ramsey, Furness General Hospital, Barrow LA14 4LF	UHMBFT
10	Barrow in Furness	Fairfield Offices, 2 - 6 Fairfield Lane, Barrow-in-Furness, LA13 9AH	NHS Property Services
11	Barrow in Furness	Gum Clinic Barrow - Birchwood	UHMBFT
12	Barrow in Furness	PCAS FGH	UHMBFT
13	Barrow in Furness	Stafford House, Abbey Road, Barrow in Furness	NHS Property Services
14	Barrow in Furness	Atkinson Health Centre, Market Street, Barrow in Furness, LA14 2LR	NHS Property Services
15	Barrow in Furness	Community Nurses FGH	UHMBFT
16	Barrow in Furness	Dental Access Centre, Unit 5, Old Fire Station, Abbey Road, Barrow - in - Furness LA14 1XH	UHMBFT

17	Barrow in Furness	Dental FGH	UHMBFT
18	Barrow in Furness	Fairfield Centre, LA14 1LF	UHMBFT
19	Barrow in Furness	Furness General Hospital (Podiatry), Dalton Lane, Barrow in Furness, LA14 4LF	UHMBFT
20	Barrow in Furness	Hoops Gym	Follow Landlords Procedures
21	Barrow in Furness	College House, Howard Street, Barrow LA14 1NB	Follow Landlords Procedures
22	Brampton	Brampton War Memorial, Tree Road, Community Hospital, Brampton, CA8 1TQ	CPFT
23	Carlisle	Capital Building, Hilltop Heights, London Road, Carlisle	CPFT
24	Carlisle	Carleton Clinic - Physio Dept	CPFT
25	Carlisle	Dental Education Centre	CPFT
26	Carlisle	Orton Lea, Orton Road, Carlisle Springboard Centre	CPFT
27	Carlisle	PCAS CIC	NCUHT
28	Cleator Moor	Cleator Moor Health Centre, Birks Road, Cleator Moor, CA25 5HP	CHP
29	Cockermouth	Cockermouth Cottage Hospital, Isel Road, Cockermouth, CA13 9HT	CHP
30	Dalton	Dalton Clinic, Dalton-in-Furness	NHS Property Services
31	Egremont	Beech House Medical Centre, St Bridget's Lane, Egremont, CA22 2BD (part only)	NHS Property Services
32	Grange over Sands	Grange Health Centre, Kent Bank Road, Grange-over-Sands, LE11 7DJ	NHS Property Services
33	Haverigg	HMP Haverigg, North Lane, Haverigg, LA14 4NA	Follow Landlords Procedures
34	Kendal	1&2 Weaver's Court, Westmorland General Hospital, Burton Road, Kendal, LA9 7RG	UHMBFT
35	Kendal	17&18 Flaxman's Court, Westmorland General Hospital, Burton Road, Kendal, LA9 7RG	UHMBFT

36	Kendal	Blackhall Unit WGH	UHMBFT
37	Kendal	Chiropody WGH	UHMBFT
38	Kendal	Dental Clinic WGH	UHMBFT
39	Kendal	Garburn House, Westmorland General Hospital, Kendal LA9 7RG	UHMBFT
40	Kendal	Kentmere Ward, Westmorland General Hospital, Kendal LA9 7RG	UHMBFT
41	Kendal	Kinta House & Annex, Helme Close. Kendal, LA9 7HY	UHMBFT
42	Kendal	Kirkstone Unit, Westmorland General Hospital, Kendal LA9 7RG	UHMBFT
43	Kendal	Murley Moss (units A1 & A2), Murley Moss Business Park, Kendal, LA9 7RL	Follow Landlords Procedures
44	Kendal	PCAS WGH	UHMBFT
45	Kendal	SUSD WGH (Langdale North and South)	UHMBFT
46	Kendal	Bridge Mill, Kendal. LA9 4UB	Follow Landlords Procedures
47	Keswick	Mary Hewitson Community Hospital, Crossthwaite Road, Keswick, CA12 5PH	CPFT
48	Kirkby Stephen	Kirkby Stephen Health Centre, Silver Street, Kirkby Stephen, CA17 4RB	NHS Property Services
49	Longtown	Longtown Medical Centre, Moor Road, Longtown	NHS Property Services
50	Maryport	Maryport Clinic, Ewanrigg Road, Maryport - viewed as one site with hospital	CPFT
51	Maryport	Victoria Cottage Hospital, Ewanrigg Road, Maryport, CA15 8EJ	CPFT
52	Millom	Millom Hospital, Lapstone Road, Millom, LA18 4BY	UHMBFT
53	Milnthorpe	1a Haverflatts Lane, Milnthorpe	Follow Landlords Procedures
54	Penrith	2 – 8 Tynefield Drive, Penrith	CPFT

55	Penrith	Penrith Community Hospital, Bridge Lane, Penrith, CA11 8HX - excludes Beacon / Lonsdale, maternity and 2a, 4, 6 & 8 Tynefield	CPFT
56	Penrith	Penrith Health Centre, Bridge Lane Penrith, CA11 8AX	CPFT
57	Sedbergh	Sedbergh Medical Centre, Station Road, Sedbergh, LA10 5DL	Follow Landlords Procedures
58	Shap	Shap Health Centre, Peggy Nut Croft, Shap	NHS Property Services
59	Silloth	Silloth Clinic, Lawn Terrace, Silloth-on-Solway, CA7 4AH	NHS Property Services
60	Ulverston	Gill Rise, Stanley Street, Ulverston	CPFT
61	Ulverston	Ulverston Community Health Centre	NHS Property Services
62	Whitehaven	Copeland Unit, Whitehaven Hospital, Hensingham, Whitehaven, CA28 8JG	NCUHT
63	Whitehaven	Flatt Walks Health Centre, 3 Castle Meadows, Catherine Street, Whitehaven, CA28 7QE	NHS Property Services
64	Whitehaven	Footsteps CDC	NCUHT
65	Whitehaven	Hillcroft , West Cumberland Hospital, CA28 8JG	NCUHT
66	Whitehaven	Diabetics & CAT Team, West Cumberland Hospital, CA28 8JG	NCUHT
67	Whitehaven	Yewdale Ward, West Cumberland Hospital, CA28 8JG	NCUHT
68	Whitehaven	PCAS , West Cumberland Hospital, Hensingham	NCUHT
69	Wigton	Brookside Centre, Birdcage Walk, Wigton. CA7 9HB	CPFT
70	Wigton	Wigton Community Hospital, Cross Lane, Wigton, CA7 9DD	CPFT
71	Wigton	Wigton Health Centre, Southend, Wigton, CA7	NHS Property Services
72	Workington	Ann Burrow Thomas Health Centre, South William Street, Workington, CA14 2ED	NHS Property Services
73	Workington	The Elms, Infirmary Road, Workington, CA14 2UG	CPFT

74	Workington	Lilliehall Business Park, Workington CA14 3BT	Follow Landlords Procedures
75	Workington	Park Lane Clinic, Park Lane, Workington, CA14 2RR	CPFT
76	Workington	Workington Community Hospital, Park Lane, Workington, CA14 2RW	Follow Landlords Procedures

UHMBFT - UNIVERSITY HOSPITAL OF MORECAMBE BAY NHS FOUNDATION TRUST

NCUHT - NORTH CUMBRIA UNIVERSITY HOSPITAL TRUST

CPFT - CUMBRIA PARTNERSHIP FOUNDATION TRUST

NHSPS - NHS PROPERTY SERVICES

CHP – COMMUNITY HEALTH PARTNERSHIP