



Local Exhaust Ventilation (LEV)

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1. Statement of purpose/objectives

This arrangement will enable Shropshire Council to comply with its legal duties under the Health and Safety at Work etc. Act 1974 and the Control of Substances Hazardous to Health regulations (COSHH) to control any risks from the use of local exhaust ventilation and will also assist in meeting Shropshire Council objectives to care for staff.

2. Scope

This arrangement applies to all Shropshire Council employees including part time, temporary staff, volunteers and contractors who may be required to use local exhaust ventilation equipment owned or operated by Shropshire Council.

3. Use and maintenance of equipment

Shropshire Council has a duty to ensure that all local exhaust equipment provided is maintained in a good state of repair, periodically checked and inspected by a competent person. Shropshire Council employees must make full and proper use of any local exhaust equipment provided and any other control measures provided must also be used, any defects discovered must be reported to their immediate supervisor or line manager. Defective equipment must not be used and shall be taken out of service until such time as repair or replacement can take place.

4. Information, instruction, training and supervision

Shropshire Council has a duty to provide adequate information, instruction, training and supervision to employees required to use local exhaust equipment. Shropshire Council has an obligation to provide information on the outcome of the risk assessment, and what the effects of the hazards are. Line Managers/Supervisors will ensure that appropriate work practises are observed by employees and contractors using local exhaust equipment.

5. Implementation	Shropshire Councils Property Services Group (PSG) will ensure that all local exhaust ventilation equipment is inspected and tested within a 14 month period, unless the local exhaust ventilation equipment is used in conjunction with a process specified in Column 1 of Schedule 4 of the COSHH regulations, and at not more than the interval specified in the corresponding entry in Column 2 of that Schedule; or (b) in any other case, at suitable intervals. Line Managers/Supervisors will ensure that appropriate work practises are observed, and operator maintenance tasks are carried out by employees and contractors required to make use of local exhaust equipment.
6. Compliance	This arrangement will be enable Shropshire Council to comply with statutory requirements and current best practise.
7. Review of arrangements	This arrangement will be reviewed by the Health & Safety Team in three years.
Approving Body	Consultation and Approval by Health, Safety & Welfare Group – July 2016 Reviewed by The Health and Safety Team – October 2019
Further information and guidance:	Further information and guidance can be found by following the hyperlink below: http://www.hse.gov.uk/coshh/

1.0	Roles and Responsibilities/who does what?
1.1	Shropshire Council as a local authority employer, through its elected members, has ultimate responsibility for compliance with Health and Safety Legislation.
1.2	<p>The Chief Executive and Corporate Management Team are responsible for ensuring:</p> <ul style="list-style-type: none"> • The implementation of the arrangement across all groups to ensure a consistency of approach. • The allocation of suitable and sufficient resources. • Ensuring that progress in the control and management of plant and machinery is monitored effectively.
1.3	<p>Heads of Service are responsible for ensuring:</p> <ul style="list-style-type: none"> • The implementation of the arrangement and that all employees are familiar with the contents of the arrangement in so far as it is relevant to their role and responsibilities. • That managers/premise managers/supervisors receive sufficient training to undertake their role. • The allocation of sufficient group resources to effectively manage the use of plant and machinery.
1.4	<p>Line managers/supervisors are responsible for:</p> <ul style="list-style-type: none"> • Identifying employees who are exposed to any significant hazards when operating plant and machinery. • Ensuring that all employees receive information, instruction and training on the management and operation of plant and machinery and in the selection and use of any personal protective equipment. • Ensuring that any plant and machinery operated by employees is assessed and that information on appropriate safe systems of working and safe standard operating procedures has been communicated to the employees. • Ensuring that appropriate safe work practices and safe standard operating procedures are observed by employees. • Reporting any issues to the Health and Safety Team. • Ensuring that a proper assessment of any plant and machinery is undertaken prior to purchase or hire.
1.5	<p>The Health and Safety Team is responsible for:</p> <ul style="list-style-type: none"> • Providing advice and guidance to managers on the selection and use of plant and machinery and person within their work place.
1.6	<p>All employees of Shropshire Council are responsible for:</p> <ul style="list-style-type: none"> • Checking plant and machinery prior to use. • Using plant and machinery appropriately and as intended by the manufacturer. • Reporting any concerns about the use of plant and machinery to their line manager as soon as possible, in order that remedial actions can be taken.

