2025

LEV

HEALTHY AIR IN THE WORKPLACE

Conference

Smarter LEV Procurement: A Guide for Clients and Contractors.

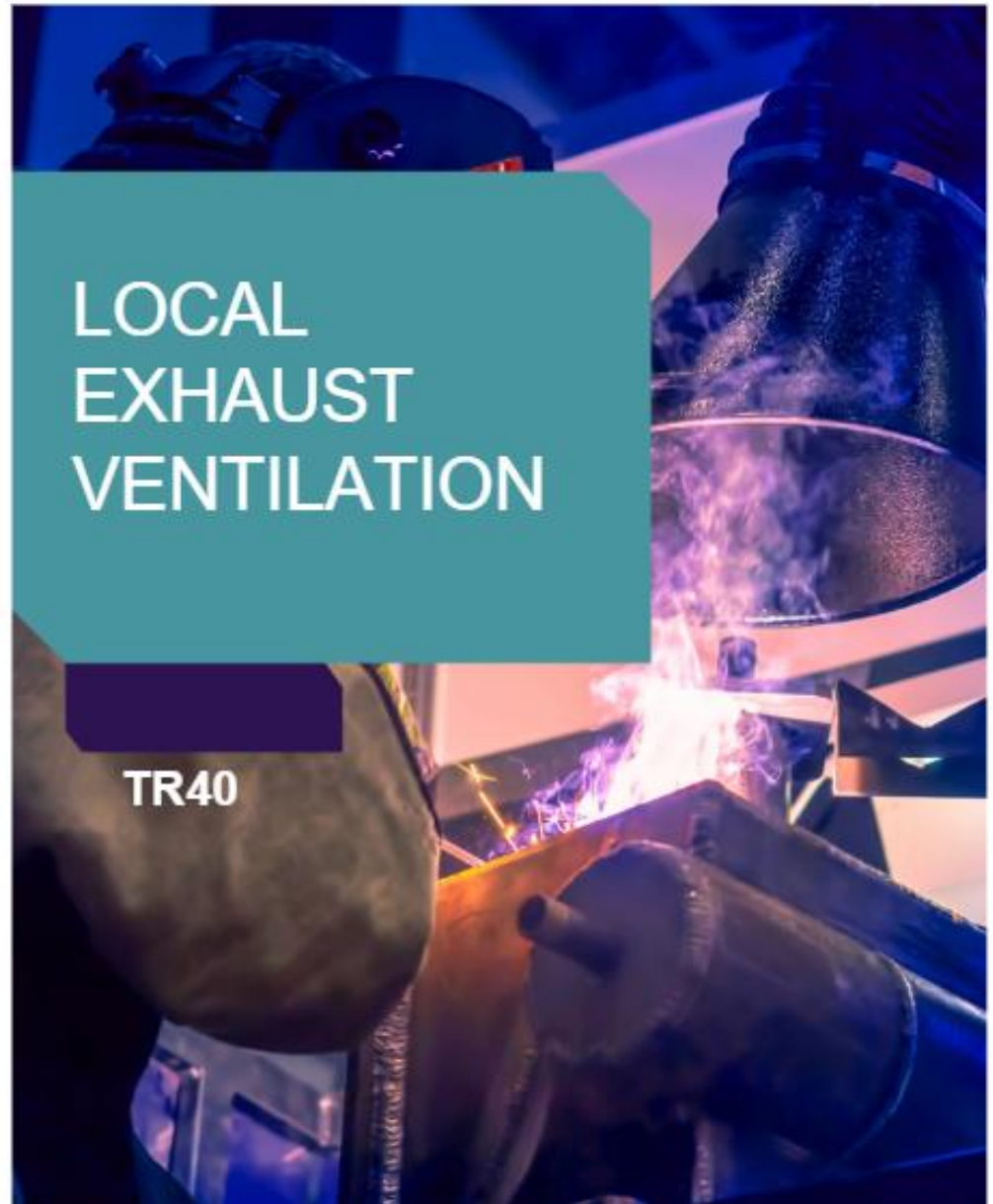
BESA TR40 Revised and Aligned to RIBA Plan of Work.

Jane Bastow CMIOSH, LEV Engineer
MD P&J Dust Extraction Ltd


LEVA
ARE YOU LEV AWARE?

A Guide to Good Practice for:

BESA
BUILDING ENGINEERING SERVICES ASSOCIATION



LOCAL EXHAUST VENTILATION

TR40

Roles and responsibilities for the LEV process

The employer (system owner)

Plant supervisor and operators

LEV responsible person

Project manager

Designer

Occupational hygienist

Roles and responsibilities for the LEV process

- LEV Manufacturer(s)
- Installation contractor (electrical)
- Installation contractor (mechanical)
- Specialist contractors
- LEV trainer
- LEV commissioning engineer
- LEV maintenance engineer
- LEV TExT assessor

Employers must ensure LEV systems are designed by a competent person to effectively control exposure to hazardous substances

COSHH Regulations

HSWA, HASAWA HSW Act or **the 1974 Act**

DSEAR Regulations

Other relevant legislation that TR40 contextualises for LEV contracts

- **Electricity at Work Regulations 1989**
- **BS 7671 (IET Wiring Regulations)**
- **Workplace (Health, Safety and Welfare) Regulations 1992**
- **Provision and Use of Work Equipment Regulations 1998 (PUWER)**
- **Management of Health and Safety at Work Regulations 1999**
- **Regulatory Reform (Fire Safety) Order 2005.**
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**
- **CDM Regulations 2015**
- **Insurance Act 2015**
- **Fire Safety (England) Regulations 2022**

The Building Safety Act 2022

This doesn’t only apply to high buildings

Consequences include a major shake up of responsibilities wherever there is a high risk of fire or explosion in a building – such as your work-places……

The employer has explicit legal duties to:

- avoid, where possible, using hazardous materials or processes control exposure to substances hazardous to health
- provide effective LEV, if engineering controls are needed ensure effectiveness of LEV is demonstrated at commissioning
- maintain the LEV in an efficient state, in good clean effective condition and safely accessible for all aspects of maintenance
- ensure TExT is carried out periodically (see Section 13)
- ensure that operators, supervisors and appointed LEV responsible person are trained and that the system is used correctly in accordance with the specification

The employer is responsible for:

- seeking competent advice for LEV requirements
- where applicable, ensure suppliers and employees have demonstrated their competency (see Section 3)
- ensure employees follow good practice and defined methods of work at all
- appoint an LEV responsible person for each item of LEV

The employer should ensure that:

the LEV documentation states:

- the hazardous substance to be controlled
- agreed control benchmarks
- a Commissioning Report that demonstrates whether or not control has been achieved
- installation and calibration of airflow indicators or pressure gauges at each extraction hood, to demonstrate continued effective control
- a comprehensive operating and maintenance (O&M) manual for the system as an integrated whole, not just the LEV unit
- a logbook for recording routine checks and maintenance (see Section 11) training records of users and supervisors in the correct use and checking of the LEV system

The employer is responsible for:

- defining the requirements for the LEV
- providing sufficient information to enable the LEV designer to produce a safe, effective and easy to maintain design including:
    - the employer's COSHH, Regulation 6 risk assessments for the process(es)
    - safety data sheets ("SDS") and their Regulation 6 risk assessment fo all substances used or created in the process
    - process information such as methods, substance quantities used, processing temperature and any mixtures / compounds that may affect the application of advice given in the SDS
    - form of the hazardous substance, e.g. solid liquid dust gas
    - changes to the form of the hazardous substance as a result of the process, e.g. machining the solid creates dust, the liquid is heated and creates gas/fumes
    - volatility of liquids in use, the dustiness of solids including the particular composition and characteristics of the dust
    - operational information - number of workstations, how many in use simultaneously, typical weekly hours of use, and seasonal/shift workload variations
    - stating if the design is to allow for potential future expansion or modified process(es)

The employer is responsible for:

- DSEAR risk assessments and hazardous zoning information for the process workplace, hazardous substance source areas, LEV location, discharge location and adjacent areas
- copies of any existing air monitoring or personal sampling reports
- allowing the Designer to observe the process in operation; where the process does not yet exist, a detailed description should be provided

- providing the Designer with full details of the site, including the site asbestos register

- agreeing the design parameters with the Designer

The employer is responsible for ensuring that :

- the LEV is properly maintained so that it is in good repair, clean, in efficient working condition and effectively controls the hazardous substance
- all users are appropriately trained and use the LEV correctly
- the LEV TExT reports are carried out at the statutory intervals

The employer:

- reviews the process risk assessment and revising the control measures
- seeks competent advice from an LEV specialist
- ensures that the LEV is re-commissioned to identify whether or not it remains effective

The LEV operators have a legal duty to:

- use the LEV for its intended purpose in accordance with their training and the system manual and to report any defects discovered in the LEV to the appointed LEV responsible person in a timely manner
- carry out routine daily, weekly and monthly inspections to ensure that the LEV is operating correctly and record these in the LEV logbook (see Section 11)
- report any defects to the LEV responsible person

The LEV responsible person is responsible for:

- ensuring that all operators have been appropriately trained and for checking that operators continue to use the LEV correctly, referring to the Commissioning and TExT reports
- implement the improvements recommended in the TExT or Commissioning Reports and any action plan
- ensure that the routine daily, weekly and periodic checks specified in the user manual are carried out and recorded in the LEV system logbook
- ensure that operators and the persons carrying out the routine checks have been trained and understand the importance of reporting problems and defects
- co-ordinate and ensuring prompt completion of planned and unplanned maintenance tasks and repairs to the LEV including those matters reported by operators
- Review and if necessary, revise the risk assessments to address process changes. Seek advice from an LEV professional and the system - commissioned to ensure effectiveness.
- Informing the TExT engineer if the LEV system has been modified since commissioning or any changes have been implemented since the last TExT

The project manager is also responsible for:

- the individual components of a comprehensive LEV system O&M manual
- the various component inspection and maintenance schedules of a comprehensive LEV system logbook (see Section 11)
- installation drawings and wiring diagrams
- CE certificates of incorporation and/or conformity
- all documentation for project handover

The designer's responsibilities include:

- interpretation of the employer's requirements to produce an ergonomical, easy to operate and maintain, energy-efficient, effective LEV design that controls exposure to specified hazardous substance(s) to within an agreed benchmark for the specified process(es). The design should meet the needs identified in the employer's risk assessment for the specific process within agreed design parameters with the employer
- the requirement for effective LEV is set out in the COSHH Regulations; good practice is outlined in HSE guidance HSG 258 and detailed further in this document. Additionally, the LEV design must comply with applicable current regulations and best practice which include:
    - fire and potentially explosive atmospheres (ATEX / DSEAR)
    - environmental considerations
    - noise regulations
    - building control and fire protection
    - planning conditions
    - the Construction (Design and Management) Regulations 2015
    - the Safety of Machinery Directive 2015
- the design team should specify the components of the LEV system by performance or nominated supplier and provide a detailed design specification, including system design calculations, to the installation team for inclusion in the LEV System Manual

The installation contractor (electrical) is responsible for:

- electrical and control panel installation in accordance with best practice, the IEE Regulations current edition, the equipment manufacturer's instructions and in compliance with the control equipment specification
- complying with the Construction (Design and Management) Regulations
- employing competent staff and contractors qualified to the standards as specified by the Joint Industry Board
- carrying out site specific risk assessments and producing site specific method statements with safe working practices
- ensuring method statements are implemented by operatives co-ordinating installation works to deliver the project on time
- inspecting the electrical installation and issuing IEE certification prior to the LEV system commissioning
- issuing O&M manual documents including as-installed circuit drawings and a description of use of the controls to the project manager

Charter Certificate

DUTY HOLDERS CHARTER

In signing this Charter
We commit that the following standards and actions will be upheld during the course of our activities:

1. As a priority, we will always consider the outcomes of our actions in respect to the safety of the operator/end user.
2. All processes will be adequately risk assessed to consider the health effects of undertaking the processes we engage with.
3. We will consider the findings of all statutory reports and implement findings to ensure continued safety of our employees.
4. We will ensure the role of the LEV responsible person is involved in the health and safety decision making within our business.
5. We will ensure all users are trained on the potential health effects of handling the substances we use, the importance of LEV controls and how to report concerns within our structure.
6. We will ensure all relevant statutory documentation is maintained and made readily available.
7. We will engage with competent contractors for all aspects of LEV work, who undertake works in accordance with industry best practice and HSE guidance.
8. We recognise the importance of independent 3rd party competency checks of contractors employed to undertake LEV works.
9. We will support, promote and spread awareness of the LEV Association and LEVAware wherever it is relevant and possible to do so.

This certificate does not remove any legal requirements in respect to COSHH, DSEAR or other legal requirements and Warranty Providers Conditions.

This is a private contract between LEVA and the member based on the LEVA Terms and Conditions.

2025

LEVA.ORG

Membership Secretary

The LEV Association

Chair

The LEV Association

Membership Number: **800-2775**
Membership Duration: **09 December 2025 -2026**

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The LEV's Profile

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Thank you