

Local Exhaust Ventilation Systems (LEVs)

This training matrix forms part of the University Management of LEVs Standard. It is auditable through monitoring mechanisms such as health and safety inspections and audit. The matrix identifies the minimum University training requirements for the specific roles listed below. Any changes made to these requirements must be formally agreed in writing by the Head of Health and Safety. However, feel free to add your own specific requirements and roles to the matrix where necessary. People must be supervised until they have received sufficient training and are recognised as competent.

| | | Local induction to all relevant LEVs <i>(e.g. turn off/on, what you can or cannot use, emergency response, reporting faults, pre-use visual checks)</i> | Level of training to be determined by risk assessment and is dependent on the complexity of the LEV | Approval process required (Head of School / Service, Secretariat, or delegated nominee). | Local knowledge or experience of the environment <i>(e.g. briefings from a school, a faculty or a department)</i> | Competency |
|-----------------------------|--|--|---|--|--|--|
| USERS & TRAINERS | Lead LEV person | | | ✓ | ✓ | Competency should be recorded once staff have satisfied these and your local competency criteria |
| | People who train LEV users ¹ | ✓ | | | | |
| | LEV users | ✓ | ✓ | | | |
| MAINTENANCE | Facilities Directorate staff involved in maintenance of LEVs | | ✓ | | | Contractors or members of staff must comply with the competency requirements identified in the Appointment and Management of Contractors protocol. |
| | Other University staff involved in maintenance of LEVs | | ✓ | | | |
| | External LEV maintenance company | | | ✓ | | |
| EXAMINERS | University appointed examiner | | | ✓ | ✓ | |
| | School appointed examiner | | | ✓ | | |

¹ University staff responsible for training LEV users should ensure that the users they train are competent and that a record of competence is available, or that the user remains under supervision until deemed competent