



Compass Group (UK and Ireland) Ltd

Ventilation Systems Operational Policy

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Version Control

Version Number	Implementation Date	Review Date	Amendments
1.0	November 2015	November 2017	New Site-Specific Policies
2.0	April 2017	April 2019	Trading Name Changed to Compass Group. Group Policy, Site Specificity Removed.
2.1	August 2019	August 2021	Font Changed to Ariel
2.2	September 2021	September 2023	Spelling and Grammatical Corrections Introduction of Designated Person Contract Manager designation changed to Operations Manager Update of Part 5 Maintenance of Ventilation Systems and Equipment
2.3	September 2024	September 2027	Grammatical amendments made to the Policy Statement Designated Person designation changed to Technical Authority Removal of the Duty Authorised Person Designation Inclusion of the Authorised Signatory and Authority to Work Safety Revision of Safety Sign Definitions Revision of Duty Holders responsibilities Revision of Control of Safety Locks and Keys General Definitions moved to Appendix 4

Technical Authority Peter Priday

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Part 1 Policy Statement

Compass Group (UK & Ireland) Ltd (hereafter referred to as Compass Group) is committed to:

- implementing this policy.
- ensuring all Ventilation Systems are managed without giving rise to danger or risk to the environment.
- providing safe operation and maintenance of the Ventilation Systems under their control
- monitoring this policy to ensure its effectiveness.

This policy has been created for the protection of those persons whose employment involves them using or carrying out work on Ventilation Systems and Equipment controlled by Compass Group and any person likely to be affected by the activities of Compass Group employees.

This policy should be read in conjunction with the Compass Group Control of Legionella in Water Systems Operational Policy, Compass Group Pressure Systems Operational Policy, and Compass Group Refrigerant Gas Systems Operational Policy.

Addition guidance can be found in the Compass Group Operational Policy for Electrical Systems and Safety Policies for Confined Spaces, Working at Height and Lifting Equipment & Lifting Operations.

This policy is in accordance with the requirements of:

- The Health and Safety at Work Act 1974
- Provision and Use of Work Equipment Regulations.
- Management of Health and Safety Regulations.
- Control of Substances Hazardous to Health Regulations.
- Reporting of Injuries, Diseases and Dangerous Occurrence Regulations.
- Workplace (Health, Safety and Welfare) Regulations.
- Department of Health HTM 03

It is the duty of all persons, who may be concerned with the operation of, or work upon the ventilation systems and equipment to:

- **Comply with this Safety Policy**
- **Be conversant with all legislation governing the work they are called upon to undertake.**
- **Be conversant with the Safety Rules employed on the system they are called to work upon.**

Only employees with the appropriate knowledge, skills and training will be authorised or instructed to work on ventilation systems. Where it is appropriate, safety training and instruction will be given.

All work on ventilation systems will be carried out in accordance with the Compass Safety Rules and Procedures for Ventilation Systems, HTM 03 or JSP 375 as appropriate (hereafter referred to as the Safety Rules).

Part 2 Definitions

2.1 Definitions of Personnel

2.1.1 Duty Holder (DH)

The Duty Holder is a person on whom Health and Safety Legislation imposes a duty in connection with safety.

2.1.2 Technical Authority (TA)

A person appointed, in writing by the Duty Holder to take responsibility for the creation and update of the Compass Group Operational Policy for Ventilation Systems and Safety Rules.

2.1.3 Operations Manager (OM)

The Operations Manager is defined as the person in the organisation, who is accountable for the maintenance of the premises.

2.1.4 Co-Ordinating Authorising Engineer (CAE)

The Co-Ordinating Authorising Engineer is appointed in writing by the Duty Holder to take responsibility for the overall management of the Safety Rules and assignment of Authorising Engineers. The person appointed should possess the necessary degree of independence from local management to agree actions as required.

2.1.5 Authorising Engineer (AE)

An Authorising Engineer is appointed in writing by the Duty Holder on the recommendation of the Co-Ordinating Authorising Engineer to take responsibility for the effective management of the Safety Rules. The person appointed should possess the necessary degree of independence from local management to take action within the Safety Rules as required.

2.1.6 Authorised Person (AP)

An Authorised Person is appointed in writing by the Operations Manager on the recommendation of the Authorising Engineer in accordance with the Safety Rules and is responsible for the implementation and operation of this guidance with regard to work on, or the testing of, defined Ventilation Systems and Equipment.

2.1.7 Authorised Signatory (AS)

An Authorised Signatory is appointed in writing by the Duty Holder to take responsibility for the approval of the issue of an Authority to Work for low and medium risk work activities.

2.1.8 Competent Person (CP)

A Competent Person is appointed in writing by the Operations Manager on the recommendation of an Authorised Person for defined work. They must possess the necessary technical knowledge, skill and experience relevant to the nature of the work to be undertaken, and be able to prevent danger or, where appropriate, injury.

2.1.9 Insurance Inspector

The Insurance Inspector is appointed by the Insurance Company engaged by the Operations Manager. They must possess the necessary technical knowledge, skill and experience relevant to the post and be able to prevent danger or, where appropriate, injury.

2.1.10 Accompanying Safety Person (ASP)

An Accompanying Safety Person is a person not involved in the work or test who has received training in emergency first-aid and who has adequate knowledge, experience, and the ability to avoid danger, keep watch, prevent interruption, apply first aid and summon help.

The person is to be familiar with the system or installation being worked on or tested and is to have been instructed on the action to be taken to safely rescue a person in the event of an accident.

2.2 Definitions of Safety Documents

2.2.1 Limitation-of-Access

This is a Safety Document, signed and issued by an Authorised Person to allow access to areas under their control. It clearly states the area that can be accessed and the actions that can be undertaken under the Document. It is not to be used to authorise works on ventilation systems.

2.2.2 Minor Isolation Certificate

This is a Safety Document, completed by The Duty Authorised Person or a Level 3 Competent Person when they have completed a Simple Isolation for a Third Party.

2.2.3 Permit-to-Work

This is a Safety Document, for use on critical or local exhaust ventilation systems or equipment made dead. It is signed and issued by The Duty Authorised Person, to the Competent Person in charge of work to be carried out. It defines the scope of the work to be undertaken and makes known exactly what equipment is isolated from sources of energy. The template for the Permit to Work on Ventilation Systems is shown in Appendix 1.1.

2.2.4 Safety Programme

A written programme produced by an Authorised Person setting out the sequence of operations to be followed before a Permit-to-Work is issued. The programme is to be countersigned by another Authorised Person appointed for the system or the Authorising Engineer.

2.2.5 Standing Instructions

This is the Safety Document, used when regular entry is needed to an area and no intrusive work on the system is to take place.

2.2.6 Authority to Work

This is a safety document, issued for low or medium risk tasks conducted by third party contractors. It is signed and issued on the authority of The Authorised Signatory, to the Competent Person in charge of work to be carried out. The template for the Authority to Work is shown in Appendix 1.2.

Model Safety Documents can be found in the Safety Rules and Procedures for Ventilation Systems

2.3 Definitions of Safety Signs

2.3.1 Isolation Sign (Personal)

This is a temporary, non-metallic sign (as per Appendix 2.1) bearing the words “caution – persons working on equipment” and displaying the photograph of the Competent Person. Which is to be secured at a point of isolation for their own safety by a Level 2 or 3 Competent Person.

2.3.2 Isolation Sign (Controlled)

This is a temporary, non-metallic sign (as per Appendix 2.2), bearing the words “caution – persons working on equipment”. Which is to be secured at a point of isolation by a Level 3 Competent Person.

2.3.3 Caution Sign

This is a temporary, non-metallic sign (as per Appendix 2.3), bearing the words “caution” and “do not attempt to remove” which is to be secured at a point of isolation by the Duty Authorised Person (LV)

2.3.4 Safety Signs

These are temporary, non-metallic signs (as per Appendix 2.4), bearing the words “Do Not Open” or “Do Not Close” which are secured at all points of isolation, draining, or venting by the Duty Authorised Person (Mech or Fuels).

2.3.5 Danger Signs

These are temporary, non-metallic signs (as per Appendix 2.5), bearing the Danger Live System identifying remaining hazards adjacent to a point of work, or at approaches to work areas or where confusion may exist with regards the system or equipment made safe by the Duty Authorised Person.

2.3.6 Warning Signs

These are permanent or temporary signs (as per Appendix 2.6) indicating the presence of a known Ventilation Systems hazard or interruption to ventilation services.

2.3.7 Plantroom Signs

These are permanent signs, (as per Appendix 2.7), identifying the Plantroom by name or designation, and bearing appropriate warnings

Part 3 Responsibilities

3.1 General Responsibilities

3.1.1 Compass Group Management

It is the responsibility of Compass Group Management to ensure that arrangements are in place to enable contracts to comply with all relevant statutes and Safety Rules. Specific responsibilities with regards ventilation systems are outlined in Parts 3.2 to 3.4.

3.1.2 Compass Group Staff

It is the responsibility of all employees to comply with the management arrangements put in place for statutory compliance. Only Competent Persons with a valid Certificate of Appointment or Safety Documentation are to carry out works on ventilation systems. Specific responsibilities for Authorised and Competent Persons are outlined in Parts 3.7 to 3.9 and 3.11

3.1.3 Contractors Working for Compass Group

It is the responsibility of all contractors to comply with the management arrangements put in place for statutory compliance. Only contractors in possession of a valid Safety Document or Competent Persons Certificate and/or Authority to Work are to carry out works on ventilation systems. Specific responsibilities are outlined in Parts 3.9 to 3.11 and 4.1.

3.2 Duty Holder (DH)

3.2.1 General

The Duty Holder is responsible for ensuring the Management Structure including the Operations Managers and Authorising Engineers have sufficient resources and the authority necessary to ensure that the ventilation systems under the control of Compass Group comply with the requirements of all relevant legislation.

3.2.2 Appointment of The Technical Authority

The Duty Holder is responsible for appointing in writing a Technical Authority to produce and update the Compass Group Ventilation Systems Operational Policy and Safety Rules.

3.2.3 Appointment of a Co-Ordinating Authorising Engineer

The Duty Holder is responsible for appointing in writing a Co-Ordinating Authorising Engineer to take responsibility for the overall management of the Safety Rules. The Co-Ordinating Authorising Engineer may be directly employed or sub-contractor, but in either case must be independent from the Site Management Structure.

3.2.4 Appointment of Authorising Engineers

The Duty Holder is responsible for appointing in writing adequate numbers of Authorising Engineers to take responsibility for the effective management of the Safety Rules. The Authorising Engineers may be directly employed or sub-contractor, but in either case must be independent from the Site Management Structure.

3.2.5 Appointment of Authorised Signatories

The Duty Holder is responsible for appointing in writing adequate numbers of Authorised Signatories to effectively implement the Authority to Work process.

3.3 Technical Authority (TA)

3.3.1 General

The Technical Authority is responsible for the production of the Compass Group Ventilation Systems Operational Policy and the Safety Rules and Procedures for Ventilation Systems.

The Technical Authority is to ensure that the Compass Group Ventilation Systems Operational Policy and Safety Rules are maintained and updated to ensure compliance with current legislation and where appropriate industry best practice.

The Technical Authority is to liaise with the Co-Ordinating Authorising Engineer to ensure that Compass Group Ventilation Systems Operational Policy and Safety Rules are suitable and sufficient for all ventilation systems activities for which Compass Group has responsibility.

3.4 Operations Manager (OM)

3.4.1 General

Operations Managers have, under the requirements of the Health and Safety at Work Act 1974 and subsequent Regulations, a duty to ensure that so far as is reasonably practicable the following are adhered to:

- a) Provision of adequate information, supervision, and instruction to ensure that work involving ventilation systems can be carried out safely.
- b) Provision of a safe place of work, including adequate working space, access, and lighting.
- c) The design and purchase of new equipment and extensions or modifications to existing ventilations systems shall be carried out by persons with the appropriate technical knowledge, experience and understanding of current regulations, and the requirements of the relevant safety guidance.
- d) All items of ventilation systems equipment shall be selected to take account of the environment in which they are to be installed / used.
- e) All new ventilation systems installation work shall be inspected and tested prior to handover or putting into service.
- f) All ventilation systems equipment shall be clearly labelled for identification purposes.

- g) Schematics and plans shall be maintained to provide a comprehensive record of all ventilation systems, and arrangements shall exist for updating following systems modifications.
- h) Critical and Local Exhaust Ventilation (LEV) systems shall be periodically examined and tested, and appropriate records maintained.
- i) Where Critical and Local Exhaust Ventilation (LEV) systems exist within a contract, an Authorised Person shall be appointed to oversee the operation and maintenance of such systems.
- j) All ventilation systems shall be maintained as appropriate to prevent danger so far as is reasonably practicable.

3.4.2 Appointment of Authorised Persons

The Operations Manager is responsible for appointing in writing adequate numbers of Authorised Persons to effectively implement and operate the Safety Rules with regard to work on, or the testing of, defined ventilation systems equipment. These appointments will be endorsed by the Authorising Engineer.

3.4.3 Appointment of Competent Persons

The Operations Manager is responsible for appointing in writing adequate numbers of Competent Persons to work on, or the carry out testing of, defined ventilation systems equipment. These appointments will be endorsed by the Authorised Person

3.5 Co-Ordinating Authorising Engineer (CAE)

3.5.1 General

The Co-Ordinating Authorising Engineer is responsible for overall management and review of the Safety Rules. They are also responsible for ensuring that Authorising Engineers are informed of any changes in legislation or operational restrictions.

3.5.2 Endorsement of Authorising Engineers

The Co-Ordinating Authorising Engineer is responsible for endorsing the appointment of Authorising Engineers to take responsibility for the effective management of the Safety Rules. The Authorising Engineers may be directly employed or sub-contractor, but in either case must be independent from the Site Management Structure.

3.5.3 Audit of Authorising Engineers

The Co-Ordinating Authorising Engineer is responsible for the annual audit of all Authorising Engineers to ensure their continued suitability for the role.

3.6 Authorising Engineer

3.6.1 General

The Authorising Engineer is responsible for advising and providing guidance to The Operations Manager and Authorised Persons on ventilation safety and relevant legislation. They are also responsible for notifying the Operations Manager and Authorised Persons of any defect reports or operational restrictions relating to the ventilation equipment on site.

In the event of a Breach of the Safety Rules; or following an incident involving any ventilation equipment, system, or installation. The Authorising Engineer is responsible for assisting in any investigation.

3.6.2 Management of Safety Rules and Procedures

The Authorising Engineer is responsible for the implementation and administration of the Safety Rules for Ventilation Systems. They shall also be responsible for agreeing, in writing any local deviation from the Safety Rules and ensuring that any amendments are brought to the attention of The Operations Manager and Authorised Persons.

3.6.3 Produce a Demarcation Agreement

The Authorising Engineer is responsible for the producing, where required, a Demarcation Document that clearly outlines the extent of the Ventilation Systems for which Compass Group has responsibility. It should also outline the extent of the Ventilation Systems which are solely controlled by the Authorised Person and the parts of the system for which a certificated Competent Person may have control.

3.6.4 Endorsement of Authorised Persons Appointments

The Authorising Engineer is to endorse the appointment or re-appointment of Authorised Persons. This endorsement will follow an interview and assessment, following which the Authorising Engineer should be satisfied that the prospective Authorised Person meets the qualifications and requirements of The Safety Rules.

If necessary, the Authorising Engineer may suspend, at any time, the appointment of an Authorised Person by withdrawing their Certificate of Appointment. The Authorising Engineer is to report to the Operations Manager and or Duty Holder, any deficiency in the number of suitably trained and experienced Authorised Persons that significantly impairs the ability of Compass Group to provide a safe and effective service.

3.6.5 Audit of Authorised Persons Appointments

The Authorising Engineer shall audit the performance and record the operational experience of each Authorised Person at twelve monthly intervals. Following the audit The Authorising Engineer will produce a written report highlighting any actions required.

3.7 Authorised Person

3.7.1 General

The Authorised Person is responsible for advising the Operations Manager on matters of site ventilation systems operation and safety. They are also responsible for notifying the Operations Manager and Authorising Engineer of any issues or with regards ventilation equipment on site.

More than one Authorised person can be appointed for a system or installation but, only one is to be on duty at any one time. Each transfer of responsibility between Authorised Persons is to be recorded in the Logbook. The name of the Duty Authorised Person is to be displayed at the Document Cabinet or Key Cabinet.

3.7.2 Implementation of Safety Rules and Procedures

The Authorised Person is responsible for the practical implementation and operation of The Safety Rules for the systems and installations for which Compass Group has control of the danger and for which the Authorised Person has been appointed.

3.7.3 Control of Works on Ventilation Systems

The Duty Authorised Person is responsible for controlling all works on the site ventilation systems and equipment. They will review and approve the Task Risk Assessments and Method Statements before issuing the Safety Documentation required. They are also responsible for confirming permissions for ventilation systems to be shut down, that the required isolations are in place, and for Conducting or Witnessing any Tests carried out upon completion of said works.

3.7.4 Endorsement of Competent Persons Appointments

The Authorised Person is to endorse the appointment or re-appointment of Competent Persons for the site. This endorsement will follow an interview and assessment, following which the Authorised Person should be satisfied that the prospective Competent Person meets the qualifications and requirements of The Safety Rules.

If necessary, the Authorised Person may suspend, at any time, the appointment of a Competent Person by withdrawing their Certificate of Appointment. The Authorised Person should inform the Operations Manager and Authorising Engineer of any such suspension.

3.7.5 Provision of Support and Guidance to Competent Persons

The Authorised Person shall, when required, provide Guidance and Support to Competent Persons with regards the task they are conduction or on any aspects of this Policy or the Safety Rules.

3.7.6 Reporting

The Authorised Person shall report to the Operations Manager with regards to the operation and maintenance of the site ventilation systems.

The Authorised Person shall report to the Authorising Engineer with regards any aspect of this Policy or the Safety Rules.

The Authorised Person shall report immediately to the Operations Manager and Authorising Engineer; any defects found in ventilation equipment, any dangerous occurrence, any dangerous practices observed in the course of his duties and the actions they have taken.

3.8 Authorised Signatory (AS)

The Authorised Signatory is responsible for the practical implementation and operation of the Compass Group Authority to Work Process.

In operating the Authority to Work procedure for works on Ventilation Systems, the Authorised Signatory's' duties include:

- a) Be satisfied the Competent Person is clear about the work to be carried out and will provide adequate supervision.
- b) Go through Safe System of Work submitted by the Competent Person to ensure all the relevant points listed in the checklist have been adequately covered.
- c) Check that the specified precautions in the Safe System of Work are in place.
- d) Check if other "High Risk" Permits or Isolations apply e.g., service isolations.
- e) Liaise with Authorised Persons to ensure isolations are completed and High Risk Permits Prepared.
- f) Explain to the Competent Person any other activities that may impact on the work.
- g) Ensure the Competent Person understands the emergency procedures.
- h) Issue the Authority to Work as per the procedure and follow the cancellation procedure once the work is complete.

3.9 Competent Person

3.9.1 General

The Competent Person is responsible for themselves and their work team (where applicable) conducting their activities in a safe manner, and that they work in accordance with relevant legislation.

The duties of a Competent Person, authorised by the issue of a Certificate of Appointment, will be limited to those duties specified on the certificate. These certificated duties do not preclude the necessity for a Safety Documentation as required by the Safety Rules.

There are 3 levels of Certificated Competent Persons (Vent)

Level 1: Certificated to work of ventilation equipment which has been isolated and proved dead by the Duty Authorised Person (Vent / LV / Mech) or Level 3 Competent Person (Vent / LV / Mech).

Level 2: Certificated to work on ventilation equipment which they have personally isolated and proved dead for their own safety.

Level 3: Certificated to isolate and prove dead ventilation equipment for the safety of a Third Party

A Competent Person authorised by the issue of Safety Document, may only undertake or supervise the work or test specified until the task is complete and the Competent Person has signed the clearance, and the Safety Document is cancelled by the Duty Authorised Person.

3.9.2 Provision of Task Risk Assessments and Method Statements

The Competent Person or their Employer is responsible for producing Suitable and Sufficient Task Risk Assessments and Method Statements, before any task is conducted.

These Risk Assessments and Method Statements are to be reviewed by The Authorised Person and or Authorised Signatory prior to any Safety Documentation being issued and the task commencing.

3.9.3 Compliance with the Safety Rules and Procedures

The Competent Person is responsible for conducting their activities in accordance with the Safety Rules. If for any reason they are unable to comply with the requirements of the Safety Rules they are to stop work, make the work area safe and inform the Duty Authorised Person.

3.9.4 Reporting

The Competent Person shall report to the Duty Authorised Person any changes in the task they are undertaking which requires alteration of the Task Risk Assessment or Method Statement.

The Competent Person shall report immediately to the Duty Authorised Person; any defects found in ventilation equipment, any dangerous occurrence, and the actions they have taken.

3.10 Insurance Inspector

3.10.1 General

The Insurance Inspector is appointed by the Insurance Company engaged by the Operations Manager. They must possess the necessary technical knowledge, skill and experience relevant to the post and be able to prevent danger or, where appropriate, injury.

3.10.2 Production of a Written Scheme of Examination

The Insurance Inspector is responsible for producing the Written Scheme of Examination for the site. The Written Scheme should list all the sites Ventilation Systems Equipment which require Periodic Examination by the Insurance Inspector and the frequency and scope of such inspections.

3.10.3 Conducting Examinations

The Insurance Inspector is responsible for conducting the Periodic Examinations required under The Written Scheme of Examination. Preparation of the Ventilation Systems Equipment to be inspected may be required by the Authorised Person or Competent Person.

3.10.4 Reporting

The Insurance Inspector is responsible for producing a written report following the Periodic Examinations of Ventilation Systems Equipment. The report is to outline the suitability of the

equipment to remain in service, the date of the next required Periodic Inspection, and any observations of note and any Supplementary Checks Required.

The Insurance Inspector should inform the Operations Manager or Authorised Person immediately of any defect observed on Ventilation Systems Equipment that could give rise to danger.

3.11 Accompanying Safety Person (ASP)

3.11.1 General

The Accompanying Safety Person is responsible for controlling the Work Area and ensuring that the Competent Person and their Work Team are not put in danger by external influences or communication.

They must be able to react to emergency situations and know what actions to take.

Part 4 Safety Arrangements

4.1 Ventilation Safety Arrangements

4.1.1 General

It shall be the duty of all persons under the control of Compass Group to comply with The Safety Rules and all relevant legislation.

Only Competent Persons in receipt of a valid Certificates of Appointment or Safety Documentation shall carry out work on ventilation systems and equipment.

The Duty Authorised Person must obtain Written Permission before any critical or local exhaust ventilation system is shut down.

4.1.2 Admittance to the Plantrooms

Access to Plantrooms containing ventilation equipment under Compass Group control, is controlled by the Duty Authorised Person.

Only persons escorted by the Duty Authorised Person or in Possession of valid Safety Documentation or Certification issued by the Duty Authorised Person shall be granted access to Plantrooms.

Where a Plantroom has shared control, areas under the control of the Authorised Person can be made “Designated Areas” where valid Safety Documentation or Certification is required before entry.

4.1.3 Control of Safety Locks and Keys

Safety locks are coloured red and are to be used to secure Points of Isolation. Each Safety Lock has a unique key and a means of identification.

When applied for a minor “Personal Isolation”, the key for a Safety Lock will remain in the possession of the Authorised or Competent Person (Level 2 or 3) who applied the isolation.

When applied for a minor “Controlled Isolation”, the key for a Safety Lock will be secured in a Key Safe only accessible by Authorised or Competent Persons (Level 2 or 3).

When applied for complex isolations, the Safety Lock Keys will be secured in a Safety Key Box in the possession of the Duty Authorised Person. The Safety Key Box has two locks each of which has only one key. One key held by the Authorised Person and the other by the Competent Person.

4.1.4 Safety Documents

All persons working on Ventilation Systems or Equipment must be in possession of a valid Certificate of Appointment and/or Safety Documentation from the Duty Authorised Person.

The following safety documents shall be used and issued by the Duty Authorised Person when it is required under the Safety Rules:

- Limitation-of-Access.
- Permit to Work.
- Specific Written Instruction

Full description on the use of these safety documents can be found in the Safety Rules.

4.1.5 Control of Contractors

All Contractors engaged by Compass Group, and undertaking work on ventilation systems, shall be approved by Safe Contractor and either the Institute of Ventilation Engineers (IMechE) or Contractors Ventilation Plant Engineers (CMPE).

When approved contractors are required to carry out work on ventilation systems or equipment, the following procedures shall be adopted:

- a) Contract specifications shall state the contractors shall be required to work in accordance with this Policy, and the Safety Rules. Copies shall be sent to the contractor with the official order to do the work.
- b) The Contractor will provide Task Risk Assessments and Method Statements in advance of attendance to be reviewed and approved by the Authorised Person and or Authorised Signatory.
- c) The Authorised Person shall determine the point(s) and complexity of the required isolation.
 - For simple isolations within the parts of the system for which a certificated Competent Person have control, an Authorised Person or Level 3 Competent Person shall complete the isolation and issue a Minor Isolation Certificate.
 - For complex isolations or for isolations within the parts of the system controlled by the Authorised Person. The Authorised Person will complete a Safety Programme, outlining the operations required to Isolate and Depressurise the Point of Work. The Duty Authorised Person shall then complete the operations outlined in the Safety Programme.
- d) The Authorised Signatory shall issue an Authority to Work (ATW) to the contractor in respect of the work.
- e) Before the commencement of work on any ventilation system the Authorised Person, shall specify the safety measures to be adopted by the contractor.

- f) The Authorised Person shall issue Safety Documentation to the contractor in respect of the work.
- g) On completion of the work and agreed handover the Contractor must provide any relevant documentation such as service reports or test certificates.
- h) The Safety Documentation should then be cancelled.
- i) The Duty Authorised Person or Level 3 Competent Person shall reinstate the isolated supply or supplies.
- j) The Authorised Signatory shall cancel the Authority to Work (ATW) once the works are complete.
- k) The Contractor will provide relevant documentation such as service reports or test certificates.

4.1.6 Operating Records

Accurate and up to date records will be kept in the following:

- Ventilation Systems Logbook
- Operational File
- Operation and Maintenance Manuals
- CAFM System or PPM Planner
- Building Drawing Records.

4.1.7 Operational Restrictions.

An operational restriction is issued by the Authorising Engineer, it modifies the normal operating procedure for equipment.

On receipt of an operational restriction the Authorised Person should acknowledge receipt. The receipt shall be recorded in the Ventilation Systems Logbook and signed by each Authorised Person.

4.1.8 Working on Ventilation Systems Equipment

Work shall be carried out on equipment that have previously been shut down and isolated from all sources of Electrical and Mechanical Energy.

Isolation Signs are to be secured at each Point of Isolation and the Safety Lock Keys secured for the duration of the works.

4.1.9 Work on Ductwork Systems

Before any work is commenced on any Duct the Fan(s) serving the Ductwork be positively identified by physically tracing from the Point of Work and shall be Electrically Isolated and the Fan Scroll Chocked or Blocked as required.

4.1.10 System Identification

Schematic Drawings shall be available to all Authorised and Competent Persons appointed for the System. These drawings will identify all Ventilation Systems Equipment including, Air Handling Units, Fans, and Dampers.

Each section of ductwork shall be clearly labelled. The labelling shall identify the service carried and the direction of flow. Examples of the labelling can be found in Appendix 3.

4.1.11 Emergency Resuscitation and First Aid

All persons working on ventilation systems or acting as Accompanying Safety Person must receive appropriate First Aid training.

4.1.12 Injuries or Dangerous Occurrences

All injuries or dangerous occurrences must be reported to the Authorised Person, Authorising Engineer and the HSE Team (via Air3). They will, where necessary, prepare a report under RIDDOR.

4.1.13 Protective Equipment

Equipment provided to protect those working on or near ventilation equipment must be:

- Suitable for its intended use.
- Maintained in good condition.
- Properly used.

Part 5 Maintenance and Inspection

5.1 Maintenance and Inspection of Ventilation Systems and Equipment

5.1.1 General

All Ventilation Equipment shall be included on the site Asset Register. The assets on the register will have been inputted into the site CAFM System or Maintenance Plan.

The CAFM System or Maintenance Plan will produce Planned Preventative Maintenance (PPM) Task Sheets for every maintenance activity for the assets.

5.1.2 Guidance

The scope and frequency of Planned Preventative Maintenance on Ventilation Systems Equipment shall be based on a combination of Legislation, Supplier Recommendation, Contractual Requirements, Written Schemes of Examinations and Risk Assessment.

Therefore, the following is included in this policy as guidance only:

5.1.3 Air Handling Units (AHUs) Critical

- AHU Gauges and Manometers checked Daily.
- Critical AHUs maintained every Month.
- Non-Critical AHUs maintained every 6 Months.

5.1.4 Fans

- Critical Fans maintained every Month.
- Non-Critical Fans maintained every 6 Months.

5.1.5 Local Exhaust Ventilation (LEVs)

- LEVs tested every Month.
- LEVs maintained every 3 Months.
- LEVs insurance inspected every 12 Months.

5.1.6 Kitchen Extract Systems

- Gas Interlock checked Daily.
- Canopy cleaned Daily.
- Fans maintained every 3 Months.
- Canopy deep cleaned every 6 Months.
- Ductwork inspected / cleaned every 12 Months*.

5.1.7 Ductwork

- Ductwork inspected / cleaned every 12 Months.
- Fire Dampers inspected, cleaned and tested every 12 Months.
- Control Dampers inspected, cleaned and tested every 60 Months.

* Frequency of cleaning will depend on usage; additional information can be found in BESA Guidance Note TR19a

Part 6 Training & Competency

6.1 General

All Persons conducting or overseeing the operation, maintenance or repair of Ventilation Systems Equipment controlled by Compass Group will be suitably trained to conduct their role safely. Full details of the Training and Competency requirements can be found in the Safety Rules. However, the following table provides a guide as to the standards of training required for various Roles.

Authorising Engineer	(MS1) or equivalent, Authorising Engineer Training Course. (AP11) or equivalent, Authorised Person (Mech) Training Course.
Authorised Person	(AP11) or equivalent, Authorised Person (Mech) Training Course.
Competent Persons	(C&G / BTEch) EUSR, IET or BESA accredited training courses concomitant to the nature of the works undertaken.

Part 7 Monitoring and Review of Ventilation Systems Safety Processes

7.1 Technical Authority Review of the Operational Policy and Safety Rules

At intervals not exceeding 3 Years the Technical Authority will conduct, a Review of this Policy and the Compass Group Safety Rules and Procedures for Ventilation Systems.

These reviews may include consultation with the Coordinating Authorising Engineer, and Authorising Engineers.

The reviewed documents will be submitted to the Duty Holder for approval and publication on the Compass Group HSE Website.

7.2 Authorising Engineers Audit of Authorised Persons and Safe Systems

Following acceptance and sign off of this safety policy and appointment of an Authorising Engineer or Authorised Person the Authorising Engineer must carry out a compliance audit.

The Audit will cover the following areas:

- Appointed Authorised Persons
- Appointed Competent Persons
- Site Logbook
- Operational File
- Completed Safety Documentation
- Compliance with the Safety Rules and Procedures
- Safety Equipment
- Plantrooms
- Key Control

The Authorising Engineer shall produce a report following the audit, highlighting any deficiencies, and outlining an action plan. Any urgent deficiencies may be enforced with either a Practice Enforcement Notice or Suspension Notice.

These audits are to be repeated no less that every 12 Months.

APPENDICES

Appendix 1 Safety Documentation

- A1.1 Ventilation Systems Permit to Work Template**
- A1.2 Authority to Work Template**

Appendix 2 Signage

- A2.1 Model Personal Isolation Sign**
- A2.2 Model Controlled Isolation Sign**
- A2.3 Model Caution Sign**
- A2.4 Model Safety Sign**
- A2.5 Model Danger Sign**
- A2.6 Model Warning Signs**
- A2.7 Model Plantroom Sign**

Appendix 3 Model Ductwork Markings

Appendix 4 General Definitions

A1 Safety Documentation

A1.1 Ventilation Systems Permit to Work Template

Permit to Work On Ventilation Systems Permit to Work No

Site: Location:
 System Reference: Description:

1. ISSUE: Issued to Employed by

Points of Electrical Isolation (Safety Locks and Caution Signs Affixed):

Points of Mechanical Isolation (Safety Locks and Safety Signs Affixed):

Points of Fuel Isolation (Safety Locks and Safety Signs Affixed):

Method(s) of Fan Rotation Restraint:

Danger Signs are posted at:

Warning Signs are posted at:

Works to be Carried Out:

No other works to be carried out under this Permit to Work

Signed Name Date Time
Duty Authorised Person (Vent) Capitals

2. RECEIPT: I hereby declare that I accept responsibility for carrying out work on the equipment as detailed on this Permit and that no attempt will be made by me, or any other person under my control, to carry out work on any other equipment.
 Signed Name Date Time
Competent Person Capitals

Note: Once Issued and Received this document must remain under the control of the Competent Person until all works are finished. It must then be cleared and returned to the Authorised Person.

3. CLEARANCE: I declare that the work above has been completed / stopped and that all persons under my charge have been withdrawn and warned that it is no longer safe to work on the equipment specified on this Permit to Work and that all Equipment and Materials have been withdrawn.
* Delete as appropriate
 Signed Name Date Time
Competent Person Capitals

4. CANCELLATION: I declare that I have checked the works and that the Equipment is to be "Returned to Service" / Rejected for rework under a new Permit to Work. This Permit to Work is hereby cancelled.
* Delete as appropriate
 Signed Name Date Time
Duty Authorised Person (Vent) Capitals

Isolation Diagram:

Associated Safety Programme Reference No: Dated:

Additional Information:

Pre-Start Checks (Circle)			
Temporary Systems Checked	Y / N / NA	Temporary Lighting / Power	Y / N / NA
Atmospheric Conditions Checked	Y / N / NA	Lifting Equipment Checked	Y / N / NA
Bacterial / COSHH Levels Checked	Y / N / NA	Access Equipment Checked	Y / N / NA
COSHH Data Available	Y / N / NA	PPE / RPE Checked	Y / N / NA

Permit Duration Specified	Y / N	Start Time / Date	/ /
		Completion Time / Date	/ /

Signed Name Date Time
Duty Authorised Person (Vent) Capitals

A1.2 Authority to Work Template

Authority to Work

SAFETY FIRST
In everything we do

Date	Name	Contact Number	Company Name	Site Pass Issued	Pass Number
				<input type="radio"/> Yes <input type="radio"/> No	
Valid for above date only		Specific details of work to be carried out:			Contractor / Vendor Signature (on receipt and acceptance)
Site Induction/Orientation Complete					<input type="radio"/> Yes <input type="radio"/> No
Safe System of Work Approved					<input type="radio"/> Yes <input type="radio"/> No
Competence Checked		Is a High Risk PERMIT TO WORK required before work commences?			<input type="radio"/> Yes <input type="radio"/> No
Equipment and PPE checked		Appointed Person Issuing Authority to Work			Vehicle Reg: Authority Number
Asbestos Register Checked		Print Name: Signature:			123456
		Time: Date:			

Ventilation Systems

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A2 Signage

A2.1 Model Isolation Sign (Personal)



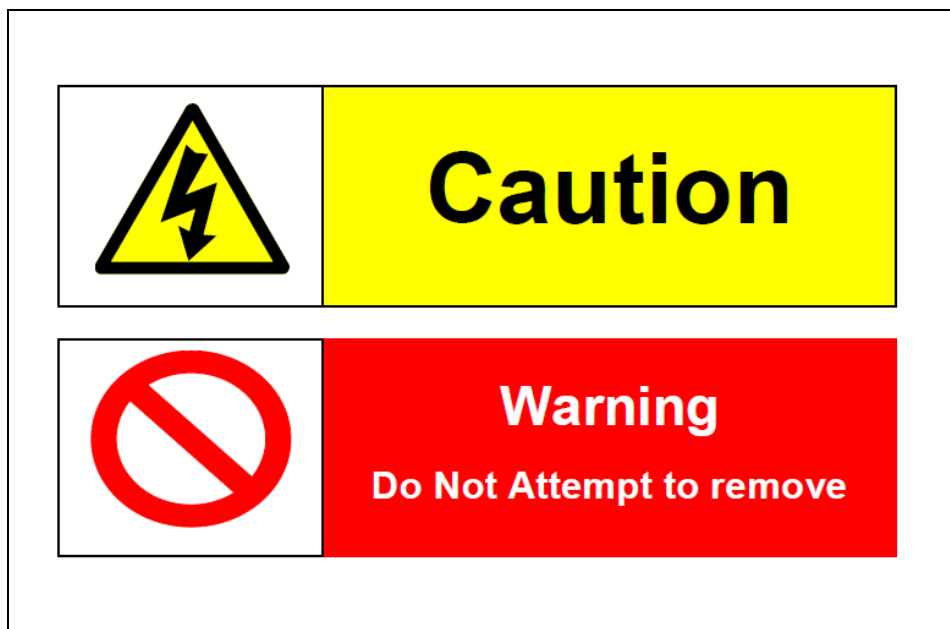
A2.1 Model Isolation Sign (Controlled)



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A2.3 Model Caution Sign



A2.4 Model Safety Sign








2.5 Model Danger Signs



2.6 Model Warning Signs

AHU Fan Chamber

	Moving Machine parts
	No Unauthorised Access
	Fan Electrical Supply to be Isolated before Entry Fan Scroll to be Chocked Immediately upon Entry

	Warning Ventilation System Off-line
	Do Not Use Equipment Under Repair



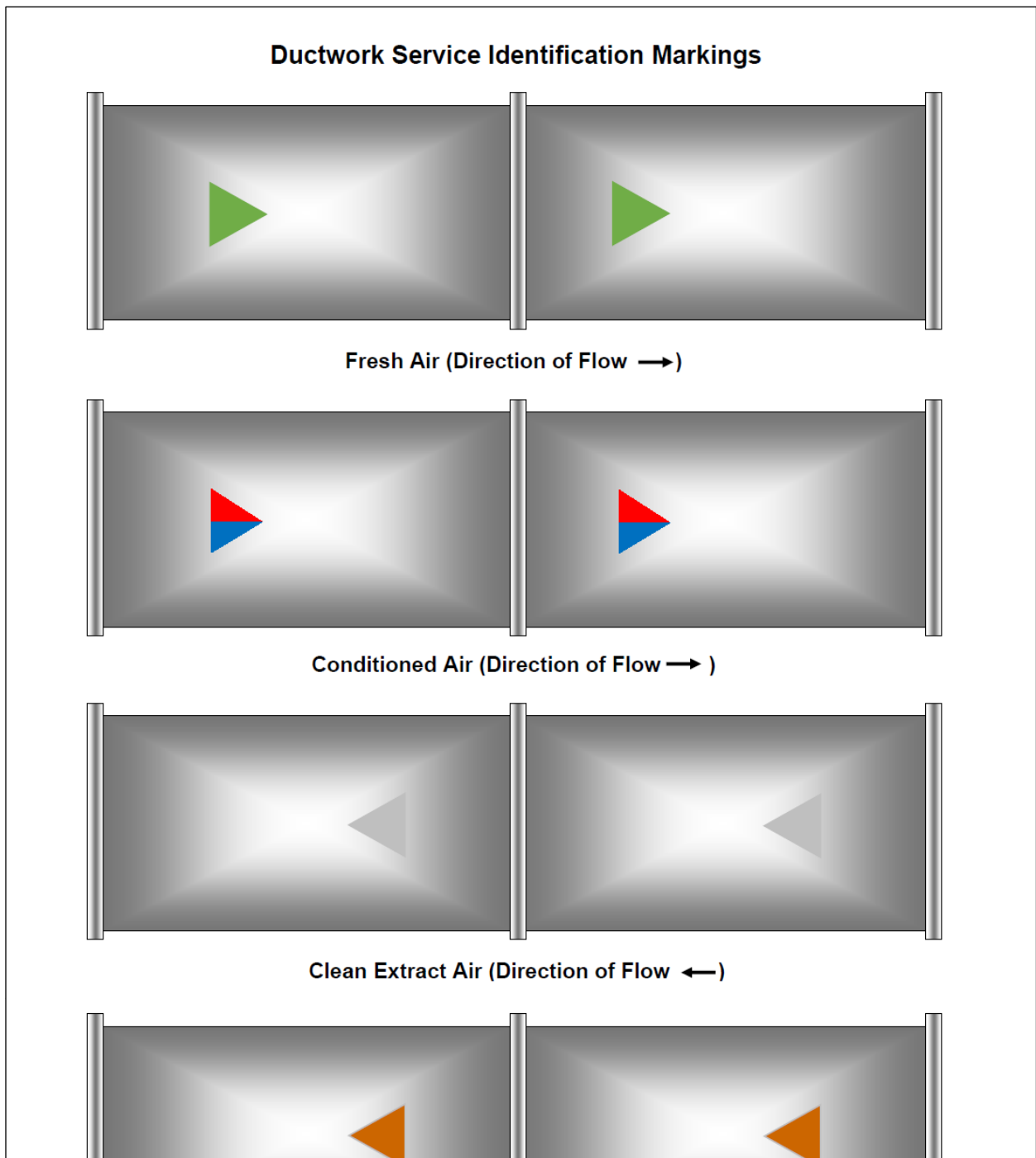
2.7 Model Plantroom Sign



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A3 Ductwork Markings



A3 General Definitions

Air Handling Unit (AHU)

An item of Supply Ventilation Systems Equipment designed to supply conditioned air to areas of a building.

Audit

The structured process of collecting independent information on the efficiency, effectiveness, and reliability of the safe system of work, and drawing up plans for corrective action. Independent does not necessarily mean external to the organisation.

Blocking

A method of achieving Rotational Restraint of inertia and kinetic energy, by the application of straps or clamps to the rotational component of the equipment.

Chocking

A method of achieving Rotational Restraint inertia and kinetic energy, by the application of chocks to the rotational component of the equipment.

Damper (Control)

An item of Ventilation Systems Equipment designed to balance or modulate the airflow through parts of a ductwork system.

Damper (Fire)

An item of Ventilation Systems Equipment designed to restrict the spread of smoke through parts of a ductwork system and therefore maintain the Fire Compartmentation of the Building.

Dangerous Condition

A condition that is likely to lead to a dangerous occurrence.

Dangerous Occurrence (Ventilation)

An incident involving a source of Ventilation Equipment which may be dangerous to any person, whether or not an accident has occurred.

Designated Area

An area in a shared services Plantroom which has been placed under the control of the Authorised Person (Vent). Identified by signage and hatched floor markings.

Document Cabinet

A lockable cabinet suitable for storing the Ventilation Safety Documents, Safety Signs, System Records etc. used in the application of the Safety Rules. This cabinet is only accessible by the Duty Authorised Person and should not be used to store anything not associated with the Safety Rules.

Ductwork

A system of airways designed to distribute air flow from Air Handling Units and Fans around a building.

Fan

An item of Ventilation Systems Equipment designed to supply or extract air to and from areas of a building.

Fan Coil Unit (FCU)

An item of Recirculation Ventilation Systems Equipment designed to supply conditioned air to a localised area of a building.

Heat Exchanger

An item of Ventilation Systems Equipment designed to transfer heat from one medium to another.

Isolate

Disconnect and separate equipment from every source of ventilation energy, including electrical, and pressure, in such a way that this disconnection and separation is secure.

Logbook

A book in which all matters relating to the Ventilation system should be recorded.

Operational Restriction

A written safety instruction, issued via the Authorising Engineer, modifying or prohibiting the normal operating procedures associated with a particular make and type of equipment.

Periodic Examination

An examination of Local Exhaust Ventilation Systems equipment by the “Competent Person Insurance Inspector (CP COSHH)” to ensure their continued safe operation and compliance with the Control of Substances Hazardous to Health Regulations 2002.

Plantroom

A room or area which contains Ventilation or Pressure Systems Equipment.

Point of Work

The location where intrusive works are to be conducted.

Protective Equipment

Equipment used to protect persons from danger in the working environment. Protective equipment includes items such as protective clothing, screens, temporary safety signs etc.

Riser (Ventilation)

A vertical shaft within a building, with flooring at each assessable level which contains Ventilation Ductwork and Pipelines.

Risk Assessment

The analysis of the risks to health and safety inherent in a system and their significance in a particular context.

Rotation Restraint

Methods for restricting the rotation of a Rotational Component of Ventilation Equipment when works are being conducted on or adjacent to said component.

Safety Locks

These are padlocks having only one key, which is different from all other keys. Safety locks are to be indelibly coloured red, and each safety lock and its key are to have the same unique serial number for ease of identification. They are used for securing points of isolation.

Schematic Drawings

A diagram(s) of the whole system, which show the layout of the site Ventilation Systems and Equipment.

Supplementary Checks

Additional checks or tests of Ventilation Systems Equipment, requested by the Insurance Inspector following a Periodic Examination.

Ventilation Systems

Critical Ventilation Systems

A Ventilation System providing supply and or extract air flow to or from the building for life safety or process critical purposes.

Non-Critical Ventilation Systems

A Ventilation System providing supply and or extract air flow to or from an area of a building for occupant comfort.

Supply Air Systems

A Ventilation System providing conditioned or non-conditioned air flow to an area of a building.

Extract Air Systems

A Ventilation System providing air flow from an area of a building.

Local Exhaust Ventilation (LEV)

An item of Ventilation Systems Equipment designed to extract potentially contaminated air from areas of a building.

Recirculating Air Systems

A Ventilation System providing conditioned air flow within a localised area of a building.

Verification

Performance testing of Critical Ventilation Systems to confirm the system maintains the required air flow and air quality criteria.

Written Scheme of Examination

The schedule by which the Insurance Inspector plans the Periodic Examination of a sites Local Exhaust Ventilation Systems Equipment.