

notes & actions

NATIONAL HEATING & VENTILATION ADVISORY GROUP

Tuesday 14th May 2024 @ 14.00 am on MS TEAMS

Present:

[REDACTED]	[REDACTED] (Chair)	NHS Dumfries & Galloway
[REDACTED]	[REDACTED]	NHS Scotland Assure
[REDACTED]	[REDACTED]	NHS Lanarkshire
[REDACTED]	[REDACTED]	NHS Lanarkshire
[REDACTED]	[REDACTED]	NHS Scotland Assure
[REDACTED]	[REDACTED]	NHS Highland
[REDACTED]	[REDACTED]	NHS Golden Jubilee
[REDACTED]	[REDACTED]	NHS Scotland Assure
[REDACTED]	[REDACTED]	NHS Scotland Assure
[REDACTED]	[REDACTED]	NHS NSS BST
[REDACTED]	[REDACTED]	NHS Scotland Assure
[REDACTED]	[REDACTED]	NHS Highland
[REDACTED]	[REDACTED]	NHS Scotland Assure
[REDACTED]	[REDACTED]	NHS Scotland Assure
[REDACTED]	[REDACTED]	NHS Tayside

Apologies:

[REDACTED]	[REDACTED]	NHS Greater Glasgow & Clyde
[REDACTED]	[REDACTED]	NHS Orkney
[REDACTED]	[REDACTED]	NHS Dumfries & Galloway
[REDACTED]	[REDACTED]	NHS Lothian
[REDACTED]	[REDACTED]	NHS Grampian

1. Welcome/Apologies

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

2. Discussion on updates to SHTM 03-01

- Chapter 5.1 on Natural Ventilation
 - NHVAG agreed that ventilation should be appropriate for the clinical functionality (rather than first choice). Consideration should be given to the approach to risk assessment.



Chair
Chief Executive
Director

Keith Redpath
Mary Morgan
Julie Critchley

NHS National Services Scotland is the common name of the Common Services Agency for the Scottish Health Service

- Needs further review, to check overlap with other parts of SHTM 0301.
- Chapter 5.25 on Stand Alone Air Conditioners.
 - Consideration should be attributed to patient risk.
 - Consideration should be attributed to the description of cooling units - rather than 'air conditioning'.
 - Distinguish between unit types is important - portable evaporative cooling units - split units (consider fixed / portable device).
 - Consideration should be attributed to requirements for maintenance, SOPs etc. / drip trays / cleaning.
 - Consider fresh air connection (not ceiling void)
 - Consider retrofit.
 - Consider controls /assessment of existing systems.
 - Discuss with VSG
 - Wording to be updated.
 - Additional clause to be added to cover retrofit installations.
- Chapter 8.35 on the HEPA filter on the supply to the prep room.
 - Purpose of the filter is to protect the air coming into the room.
 - Requires input from clinical / IPC perspective.
 - Issue with current wording linking the use of HEPA to the opening of the packs.
 - Further input required from clinical colleagues.
- Chapter 8.154 on the manufacture and installation of microbiological safety cabinets.
 - The group suggested the presence of a kill switch at entrance to the room and keeping it running.
 - Wording to be developed.
- Chapter 9.8 on Plant rooms
 - Consideration should be made to cleaning glass traps, it's up to the board to decide how this is done. Perhaps consideration should be made for larger plant rooms somewhere to wash down. Suggest the wording is less prescriptive, consider approach to PPMs and washdown.
 - Wording to be developed.
- Chapter 9.131 on flexible ductwork.
 - ██████ proposed to start with - don't use flexible ductwork. Consider use of flexi and parameters to be agreed through the VSG.
 - Wording to be developed.
- Chapter 9.160 on flexible ductwork.
 - As clause 9.131 above.
 - Wording to be developed.
- Chapter 9.241 on intumescent collars.
 - Add in that replacement is required in the event of a fire. Consider where fire rated ductwork could minimize the use of fire dampers - consider adding more detail on this.
 - Wording to be developed.
- Chapter 9.212/9.223 on Heater-Battery control valves.
 - Fog/frost coil – should fail open, as want some heat for protection of system. (note that we should be using as fog coil, to get the benefit of the heat recovery - controls strategy).
 - Heating coil – should fail closed
 - Wording to be developed.
- Chapter 11.6 on Fire dampers.
 - New builds; must demonstrate the mechanical closing of the damper
 - partition construction / letterbox / constructed properly (framework etc.)
 - need as part of handover documentation.
 - Those dampers not able to be tested - report to VSG.

action log

ACTION NO	ACTION	OWNER	AGENDA ITEM NO	DATE OF MEETING	Next Update Due	Progress
2024-05-14/3	Wording to be amended/developed to the chapters; 5.1, 5.25, 8.35, 8.154, 9.8, 9.131, 9.241, 9.212/9.223 & 11.6.	■	3	14/05/2024	TBC	
2023-07-18/8.1	Comments on implementing a risk-based approach to SHTM 03-01 to be circulated with the meeting notes	■	8	18/07/2023	17/10/2023	17/10/2023 – Discussion was had as part of agenda. This can be taken off the action log.
2023-07-18/11.1	■ ■ ■	■	■	■	■	■ ■ ■
2023-07-18/12.1	■ ■	■	■	■	■	■ ■ ■
2023-04-25/5.1	■ ■	■	■	■	■	■ ■ ■ ■ ■