

Risk Assessment of Air Conditioning or Ventilation system fan coil units

(please read BESA VG002 latest version from <https://www.thebesa.com/covid19/besa-covid19-guidance/> in conjunction with this risk assessment)

A risk assessment sheet shall be completed for each fan coil unit or group of units in a common zone to account for local zone issues such as temporary screens which will divert/disrupt air patterns, the use of oscillating louvres, etc. This risk assessment applies to uses where the occupancy is of a sedentary nature only. Higher respiratory occupancy raises the risk of contamination of air in the zone considerably.

Client / Site Location

Part 1 – Stop	<i>Before you start</i>	Yes	No	N/A
	Are you authorised and qualified to undertake the situation?			
	Have you read the latest version of BESA VG002 and the accompanying fan coil decision chart?			
	Have you measured mechanical fresh air volumes into the zone?			
	Are the fresh air volumes into the zone recorded anywhere? (logbooks, O&M Manuals, etc., for example)			
	Does the fresh air volume meet or exceed the minimum requirements of CIBSE Guides A and B? (see below for guidance on this)			
<p>CIBSE Guide A suggests a minimum supply air rate of 10 litres per second per person for office applications. To reduce risk of occupants in a building it is essential that the viral load is reduced by maximising the fresh air supply and so any measured fresh air supply needs to be in excess of this figure, or the relevant figure for the application as defined in CIBSE Guide B.</p> <p>A minimum of double the normal fresh air supply rate is needed at the present time and as much as reasonably practical or possible is recommended with a target of trebling the normal rate. If more than double the normal ventilation rate cannot be achieved then consideration shall be given to using localised air cleaners such as UVC mobile units.</p>				
If the zone is single person occupied, are there control measures in place to prevent other people entering the zone?				
If the zone is occupied by more than one person, is it essential to operate the fan coil unit(s)?				
Has the zone had any risk assessment carried out by you or other parties resulting in seating plans or occupancy level control measures?				
Has any seating plan taken into account air flow or discharge from fan coil units?				
If a zone occupant may be seated or present in a direct line between the fan coil outlet and another person, are they beyond the air throw of the fan coil?				
Is the fan coil needed to assist the distribution of the fresh air being introduced to the zone?				
Is there a register of person(s) who are in the zone to assist future tracing requirements?				
<i>If answer is 'No' to any of the above, take required action or report to your supervisor. If in doubt ask!</i>				
Part 2 – Think	Safety and Health Assessment (if the hazard is present tick the box)			
	Occupants in close proximity to others			
	Insufficient fresh air available			
	Insufficient air movement or distribution of the fresh air within the zone			
	Cleanliness of the fan coil heat exchanger			
	Local controllers should be disabled to avoid tampering / unauthorised adjustments			
	Other risk identified (state below)			
<p>Circle any ticks for hazards that are significant and for which there are no (or inadequate) controls.</p> <p>If you have circled any hazards, Part 3 needs to be completed and additional controls put in place before systems should be used.</p>				

Risk Assessment of Air Conditioning or Ventilation system fan coil units (cont.)

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Additional Safety Assessment (continue on separate sheet if required)

Part 3 - Act

Hazard (circled from Part 2)	Control Measures / Precautions	Remaining Risk (H / M / L)
Name	Signature of employer or self employed person	
Date		

Part 4 - Review

End of Job Review			
Are there any lessons for next time?	Yes	No	
Has the work created any new hazards	Yes	No	
<p>If you have answered 'Yes' to either of these questions, make a brief note below and tell your supervisor.</p>			
<p>If you have identified significant hazards in section 2 and been unable to fully address or mitigate them in section 3 then fan coil units should be left switched off until such time as the risks can be mitigated.</p>			