



VENTILATION & FRESH AIR (LSM) 2018

1.0 Purpose

- 1.1 The aim of this policy is to ensure there is adequate ventilation in all premises owned by the Association either by natural means, mechanical means or through a combination of both.
- 1.2 The procedures detailed within this section have been written to ensure all reasonable steps have been taken to comply with The Building (Scotland) Regulations 2004

2.0 References

- Housing (Scotland) Act 1987
- The Building (Scotland) Regulations 2004

3.0 Definition of Ventilation

- 3.1 Ventilation is simply the removal of 'stale' indoor air from a building and its replacement with 'fresh' outside air. Ventilation is required for one or more of the following purposes:
 - provide outside air to maintain indoor air quality sufficient for human respiration;
 - remove excess water vapour from areas where it is produced in sufficient quantities in order to reduce the likelihood of creating conditions that support the germination and growth of mould, harmful bacteria, pathogens and allergies;
 - remove pollutants that are a hazard to health from areas where they are produced in significant quantities;
 - rapidly dilute pollutant odours, where necessary.

4.0 Ventilation Requirements

- 4.1 The Association will ensure that every building is designed and constructed in such a way that ventilation is provided so that the air quality inside the building is not a threat to the building or the health of the occupants. All properties will have a provision for ventilation by either:
 - natural means;
 - mechanical means;
 - a combination of natural and mechanical means (mixed-mode).

5.0 Natural Ventilation

- 5.1 Natural ventilation will be achieved by the operation of ventilators such as trickle vents, windows or doors.
- 5.2 All external windows and doors will be fitted properly to prevent draughts.
- 5.3 Manually controlled trickle ventilators may be located in some properties, either over the window frames, in widow frames, or above the glass. Trickle ventilators will be positioned typically 1.7m above floor level to avoid discomfort due to cold draughts.

6.0 Mechanical ventilation

- 6.1 Mechanical ventilation will be installed in rooms where opening windows are not present or where most water vapour and/or pollutants are released (e.g. in bathrooms and kitchens) to minimise the spread of the pollutants to the rest of the building. The extract will be either intermittent or continuous.
- 6.2 If the mechanical ventilation system serves more than one dwelling, it will have a duplicate motor and will be separate from any other ventilation system. Where the mechanical ventilation system gathers extracts into a common duct for discharge to an outlet, no connections to the system will be made between any exhaust fan and the outlet.

7.0 Review

This policy will be subject to review at least every 3 years.

George Tainsh
Director

13th December 2017

Policy Consultation and Review Process:

Reviewed by Management Team & Assistant Technical Services Manager	6 th December 2017
Reviewed by the HSEHR Committee	13 th December 2017
APPROVED BY THE MANAGEMENT COMMITTEE	25th January 2018
Date of Next Review	December 2020