

# notes & actions

## NATIONAL HEATING & VENTILATION ADVISORY GROUP

Tuesday 11<sup>th</sup> February 2025 @ 14.00 am on MS TEAMS

### Present:

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

### Apologies:

[REDACTED]	[REDACTED]	NHS Scotland Assure
[REDACTED]	[REDACTED]	NHS Borders
[REDACTED]	[REDACTED]	NHS Scotland Assure

### 1. Welcome/Apologies

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

### 2. Previous Action Log

[REDACTED]
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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

**3. Health and Safety Issues**

- [REDACTED]

**4. Current Ventilation Issues and Incidents**

- [REDACTED]
- [REDACTED]
- [REDACTED]

**5. Lessons Learned**

- [REDACTED]

**6. Workplan**

- [REDACTED]

**7. SCART Update**

- ■ shared an updated paper regarding the question: Q. Have ventilation systems been installed according to the principles set out in SHTM 03-01?

- [REDACTED]
- [REDACTED]
- [REDACTED]

**8. CPD & Future CPD Requests**

- [REDACTED]
- [REDACTED]
- [REDACTED]

**9. AOCB**

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

# action log

ACTION NO	ACTION	OWNER	AGENDA ITEM NO	DATE OF MEETING	Next Update Due	Progress
2024-11-12/7	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2024-11-12/8	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2024-09-10/2	SHTM 03-01 Part A – Clause 8.35. Guidance around design decisions to be updated to reflect the focus of the group should be on ventilation, and that clinical colleagues should be consulted to provide clinical input on other aspects such as instruments etc. Update the guidance to reflect that designs must align with SOPs.	[REDACTED]	2	10/09/2024	12/11/2024	12/11/2024 – Action still to be implemented, update to come next meeting.  11/02/2025 – Action to be finalised by the next meeting, comments to be completed.
2024-09-10/2	SHTM 03-01 Part A – table 2. Guidance on endoscopy rooms to be updated to further highlight that designs must align with SOPs, as well as provide clarity on the 2 options presented.	[REDACTED]	2	10/09/2024	12/11/2024	12/11/2024 – Action still to be implemented, update to come next meeting.  11/02/2025 – action closed, completed.
2024-08-13/2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2024-07-09/2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

2024-06-11/2	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
2023-04-25/5.1	[REDACTED] [REDACTED] [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
2025-02-11/8	[REDACTED] [REDACTED] [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
2025-02-11/9	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	