

notes & actions

NATIONAL HEATING & VENTILATION ADVISORY GROUP

Tuesday 16th April 2024 @ 14.00 am on MS TEAMS

Present:

■	■■■■■ (Chair)	NHS Dumfries & Galloway
■	■■■■■	NHS Scotland Assure
■	■■■■■	NHS Lanarkshire
■	■■■■■	NHS Fife
■	■■■■■	NHS Dumfries & Galloway
■	■■■■■	NHS Lanarkshire
■	■■■■■	NHS Lanarkshire
■	■■■■■	NHS Scotland Assure
■	■■■■■	NHS Grampian
■	■■■■■	NHS Highland
■	■■■■■	NHS Golden Jubilee
■	■■■■■	NHS Golden Jubilee
■	■■■■■	NHS Scotland Assure
■	■■■■■	NHS Scotland Assure
■	■■■■■	NHS Scotland Assure
■	■■■■■	NHS NSS BST
■	■■■■■	NHS NSS BST
■	■■■■■	NHS Lanarkshire

Apologies:

■	■■■■■	NHS Greater Glasgow & Clyde
■	■■■■■	NHS Highland
■	■■■■■	NHS Scotland Assure
■	■■■■■	NHS Scotland Assure
■	■■■■■	NHS Scotland Assure
■	■■■■■	NHS Scotland Assure



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

1. Welcome/Apologies

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

2. Previous Action Log

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

3. Health and Safety issues

- [REDACTED]

4. Current Ventilation Issues and Incidents

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

5. Lessons Learned

- [REDACTED]

6. Workplan

6.1 SHTM 03-01 interim version revision – update from NHS SA

- ■ spoke through the workplan.
- ■ gave an update from the NHS Scotland Assure Engineering team on the workplan. ■ informed the group that comments had been received on the interim version of SHTM 03-01 from internal colleagues, health boards and stakeholders within this group. No comments are to be discounted, however, a number of comments will be taken forward to be considered within the next version of SHTM 03-01.
- ■ spoke through each of the scoping comments highlighting parts that require discussion and minor clarifications and inconsistencies which are to be reviewed (attached for reference).
- The table is colour coded to show which parts require further review and discussion (amber) and which parts required minor updates to references etc. which can be concluded quickly (green).
- There are references to English building regulations etc. these will be updated to ensure the reference is to Scottish Technical standards and ensure any supporting text is still relevant to Scottish standards.
- An exercise will be required to undertake a review of all references within the document to ensure that these are up to date and would need volunteers from within the group to work through this. ■ will share the table of scoping comments with the group after the meeting.
- ■ queried whether the use of HEPA filters in lay-up prep in UVC theatres could be misleading to clinical staff who may consider this equivalent to a UVC canopy. ■ / ■ noted that the intention for HEPA in this location was to give confidence in the air quality coming into the room and ensure that the chance of contamination is less. ■ noted that this clause will be added to the scoping comments for review, to discuss if any further clarification is required.
- ■ stated this group is the expert group for ventilation matters and proposed the next meeting ought to be dedicated to discussing the workplan and scoping comments table in order to work through any updates to the wording. This aims to ensure that the workplan for the group is revitalized and updates to the guidance addressed within the 2–3-month timescale.

- The scoping comments were approved through the NHVAG group.
- The next meeting will concentrate on the revival of the workplan and review of the scoping comments.
- The updated documents will be issued to SETAG for approval once the amendments have been made.
- [REDACTED] thanked [REDACTED] for her report.

7. SCART update

[REDACTED]

8. CPD

8.1 Future CPD requests

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

9. AOCB

[REDACTED] [REDACTED]

action log

ACTION NO	ACTION	OWNER	AGENDA ITEM NO	DATE OF MEETING	Next Update Due	Progress
2023-10-17/9.1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
2023-10-17/8.1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
2023-10-17/7.1	[REDACTED] [REDACTED] [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
2023-07-18/3.1	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2023-07-18/8.1	Comments on implementing a risk-based approach to SHTM 03-01 to be circulated with the meeting notes	[REDACTED]	8	18/07/2023	17/10/2023	17/10/2023 – Discussion was had as part of agenda.
2023-07-18/11.1	[REDACTED] [REDACTED] [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
2023-07-18/12.1	[REDACTED] [REDACTED] [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
2023-07-18/14.1	[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]

2023-04-25/6.1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2202-10-04/3.1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2022-04-26/5.1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2022-04-26/6.1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2022-04-26/9.1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2021-07-13-5.2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]