

Risk Assessment of Indoor Air Quality (IAQ)



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	
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Part 1 - Stop

Before you start	Yes	No	N/A
Are you authorised and qualified to evaluate the IAQ?			
Have you read the BESA IAQ Guides?			
Have you measured mechanical supply air volumes into the zone?			
Are the supply air volumes into the zone recorded anywhere? (Logbooks, O&M Manuals, etc., for example)			
Does the supply 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. A minimum of double the normal air supply rate is needed periodically (during pandemics, for example) and as much as reasonably practical or possible is recommended. If the normal ventilation rate cannot be achieved then consideration shall be given to using localised air cleaners such as UVC mobile units.</p>			
Is the IAQ being monitored continuously to determine peak periods where the IAQ levels are approaching or have reached poor levels?			
Are the IAQ readings always at a "safe" level?			
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?			
Is a fan coil needed to assist the distribution of the supply air being introduced to the zone?			
If answer is 'No' to any of the above, take required action or report to your supervisor. If in doubt ask!			

Part 2 - Think

Safety and Health Assessment (if the hazard is present tick the box)	✓	★
Warning levels being triggered on monitors occasionally		
Warning levels being triggered on monitors regularly or constantly		
Insufficient supply air available		
Insufficient air movement or distribution of the supply air within the zone		
Other risk identified (State below)		
★ Click the star box next to any ticked hazards that are significant and for which there are no (or inadequate) controls. If you have a star next to any hazards, Part 3 needs to be completed and additional controls put in place before systems should be used.		

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Part 3 - Act

Additional Safety Assessment (continue on separate sheet if required)		
Hazard (Marked with star 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	Yes	No
Are there any lessons for next time?		
Has the work created any new hazards		

If you have answered 'Yes' to either of these questions, make a brief note below and tell your supervisor.

If you have identified significant hazards in section 2 and been unable to fully address or mitigate them in section 3 then further action may be required to mitigate against poor IAQ.

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Continuation sheet for further details if needed

Client / Site Location	
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Name	Date
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Continuation Sheet

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