

## Heating and Ventilation Checklist Spring 2021

	Yes	No	Comments
<b>A. Risk Assessments</b>			
1. Have the existing risk assessments been updated in line with the revised CERG guidance?			
2. Are heating & ventilation included in the revised risk assessments?			
3. Do the risk assessments include how to deal with pockets of stagnant air in occupied spaces and/or where temperature may be problematic?			
4. Have you asked for & received a copy of the revised assessment?			
5. Has an appropriate balance been struck between providing adequate heating and ventilation?			
<b>B. Heating</b>			
1. Is the temperature above the regulatory minimum first thing in the morning? (16°C)			
2. Is the temperature in workspaces regulated by thermostats?			
3. Are reasonable room temperatures maintained by the heating system at all times during the working day?			
4. Are sufficient numbers of thermometers provided?			
5. Are temperatures regularly monitored?			
<b>C. Ventilation</b>			
1. Are all rooms well ventilated?			
2. Are draughts avoided for those seated near windows and doors?			
3. Do windows open to allow fresh air to enter the workspace?			
4. If windows do not open, does the ventilation system employed circulate fresh air effectively?			
5. Are all air vents clear of obstruction?			
6. Has the installation of CO <sub>2</sub> monitors been considered as a mitigation in classrooms where ventilation is problematic?			
<b>D. Resolving Disputes</b>			
1. Have any members complained about heating and ventilation issues?			
2. Internally, are mechanisms in place to address any complaints made effectively and quickly?			