



Rural Stirling

Housing Association



Quality property
management services

GROUP VENTILATION AND FRESH AIR POLICY

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| Rural Stirling Housing Association, Stirling Road, Doune, FK16 6AA Registered as a Scottish Charity No. SC037849 Venachar Limited, Incorporated under the Companies Act (Company Number SC447415), Registered Office: Stirling Road, Doune, FK16 6AA | |
| Policy Name | Group Ventilation and Fresh Air Policy |
| Policy Category | Landlord Health & Safety |
| Date Policy Reviewed | 23 November 2023 |
| Review Period | Three Years |
| Next Review Due | November 2026 |
| Equality Impact Assessment | YES |

1.0 Purpose/Introduction

- 1.1 The aim of this policy is to ensure there is adequate ventilation in all premises owned by the Organisation 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 Equality & Diversity Statement (Group Statement)

- 2.1 We will ensure that this policy is applied fairly and consistently. In implementing this policy, we will not directly or indirectly discriminate against any person or group of people because of their race, religion or belief, gender, disability, age, sexual orientation, or any other grounds. Our commitment to equality and fairness will apply irrespective of factors such as age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, or other personal attributes.

This policy and any other Rural Stirling Group (RSG) publication is available in other formats e.g., other languages, Braille, large print, audio.

3.0 SHR Regulatory Standards

- 3.1 The SHR's regulatory framework sets out Regulatory Standards of Governance and Financial Management to be achieved by all Registered Social Landlords (RSLs). The Board accepts that it is responsible for ensuring that the Association complies with these standards. The standards of direct relevance to this policy are noted below:

Standard 1 - The Governing Body leads and directs the RSL to achieve good outcomes for its tenants and other service users.

Standard 4 - The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.

4.0 Relevant legislation (Scottish Government or UK Government)

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

5.0 Definition of Ventilation

5.1 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.

6.0 Ventilation Requirements

6.1 We 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).

7.0 Natural Ventilation

7.1 Natural ventilation will be achieved by the operation of ventilators such as trickle vents, windows or doors.

7.2 All external windows and doors will be fitted properly to prevent draughts.

7.3 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.

8.0 Mechanical ventilation

8.1 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. Depending on the location and the room, the extract will be either intermittent or continuous.

8.2 If the mechanical ventilation system serves more than 1 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.

8.3 Regular servicing of all mechanical ventilation systems will be built into the cyclical maintenance programme.

9.0 Related Documents.

9.1 This policy relates to the following documents:

- Landlord Health & Safety Manual
- Damp and Mould Policy
- Design Guide

10.0 Review

10.1 We will review and update this policy every 3 years. More regular reviews will be considered where, for example, there is a need to respond to new legislation/policy or regulatory guidance.