

Capture Hood User Checks and Logbook

Those using a Capture Hood (also referred to as a captor hood or capturing hood), flexi/articulating arm or similar LEV device must be trained in its correct use / positioning and follow good practice set out below to ensure that it offers you and the environment adequate protection.

Capture hoods can be fixed or moveable and generally consist of a hood, funnel / flange or other aperture attached to flexible trunking, which is either routed to a movable motor / filtration unit or is connected to a central extraction system. Capture hoods have to generate sufficient air flow to extract fumes, smoke, mists or dusts from the point of production and then carry the contaminated air away to be filtered and/or exhausted. Common types of capture hood include Low Volume High Velocity (LVHV) hoods, on-tool extraction, articulating arms and downdraught tables.

All users of capture hoods must check that the system is working properly before each use and is offering the protection expected for the work being carried out as detailed within the associated risk assessment.

User checks should be recorded and any remedial actions identified carried out in a timely manner. Records must be readily available for reference by users or those maintaining the system and kept up to date.

In support of this process, Health and Safety Services have produced this logbook to provide guidance on good capture hood practice, including pro forma to record user checks and any issues which should be kept in the vicinity of the system.

Information about additional checks that are applicable to your type of capture hood may also be available in the user manual/operating instructions provided by the manufacturer or installer.

Good Capture Hood Practice

Before use:

- Ensure that the capture hood is suitable for the work you are planning.
- Carry out and record regular user checks as applicable for the type and use of the capture hood (see 'Capture Hood User Checks' on page 2).
- Report any faults and do not use if it fails the user checks.
- Ensure that thorough examination and test has been completed (normally within the last 14 months, as indicated on the test label).

In use:

- Position the hood as close as possible to the process and source so that contaminated air is removed efficiently.
- Position the hood to take advantage of the speed and direction of the airflow from the source.
- If you change work position, move the hood or source so that it maintains the effective distance.

After use:

- Leave the system running for a few minutes after completion of the work to purge the system of any contaminants.
- Leave the capture hood and work area in a clean, clear and safe condition.

Capture Hood User Checks and Logbook

User Checks and Record Log

Capture Hood User Checks	
Daily (before each use)	
<ul style="list-style-type: none"> No obvious damage or breaches to the hood or tubing/ducting. All fittings are secure and no holes, gaps or misalignments in the system. Confirm extract is on, e.g. air flow indicator (where fitted), or suction is present using a gloved hand against the extract face. No debris or items obstructing the hood or ducting. No alarms or other fault indicators (where fitted). The equipment sounds "normal". Work area clean and tidy. 	
Weekly	
<ul style="list-style-type: none"> Thorough examination and test is 'pass' status and in date (as indicated on the test label). 	

DO NOT USE the capture hood if it fails the user checks

All failures to be recorded in the Issues Log and reported to your Supervisor / Laboratory Manager / Technical Services team

User Check Record Log					
School/Department					
Laboratory/Room No.					
Asset No.					
Month/Year					
Day	Checked By	Issue Y/N	Day	Checked By	Issue Y/N
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16					
Week	Checked By	Issue Y/N	Week	Checked By	Issue Y/N
1			4		
2			5		
3					

All issues to be recorded in the Issues Log

Capture Hood User Checks and Logbook Smoke Test/Dust Lamp Test Observations Log

School / Department			
Laboratory / Room no.		Capture Hood Asset No.	

Date:	
Name:	
Observations:	
Pass/Fail:	

Date:	
Name:	
Observations:	
Pass/Fail:	

Date:	
Name:	
Observations:	
Pass/Fail:	

Date:	
Name:	
Observations:	
Pass/Fail:	

Date:	
Name:	
Observations:	
Pass/Fail:	

Date:	
Name:	
Observations:	
Pass/Fail:	

Date:	
Name:	
Observations:	
Pass/Fail:	

Date:	
Name:	
Observations:	
Pass/Fail:	

Date:	
Name:	
Observations:	
Pass/Fail:	

Date:	
Name:	
Observations:	
Pass/Fail:	

Date:	
Name:	
Observations:	
Pass/Fail:	

Date:	
Name:	
Observations:	
Pass/Fail:	

Note: It is recommended that the smoke test/dust lamp test is performed periodically to provide continued assurance that contaminants are captured, or as an additional check if the air flow does not seem to be satisfactory, see document "Capture Hood Periodic Checks".

Capture Hood User Checks and Logbook

Issues Log

School / Department			
Laboratory / Room no.		Capture Hood Asset No.	

Issue			Name		Date	
Action Taken			Name		Date	
Issue Closed?	Yes	No	Name		Date	

Issue			Name		Date	
Action Taken			Name		Date	
Issue Closed?	Yes	No	Name		Date	

Issue			Name		Date	
Action Taken			Name		Date	
Issue Closed?	Yes	No	Name		Date	

Issue			Name		Date	
Action Taken			Name		Date	
Issue Closed?	Yes	No	Name		Date	