
Quality, Health, Safety, Environmental & Energy Manual:

Document No: SM-68 Pandemic - Heating, Ventilation & Air Conditioning (HVAC)

TMHUK is committed to ensuring all team members, contractors and visitors coming to their business centres during a pandemic remain as safe as is reasonably practicable. Additional safety controls and protocols have been implemented in all business centres.

Introduction

This policy explains TMHUK's position in relation to the HVAC systems within its business centres. This is a precautionary approach taking advice from the regulatory authorities and industry specialists following information from the World Health Organisation (WHO) that a pandemic has potential for airborne aerosol transmission. Airborne contaminants are produced when talking, coughing and sneezing and emphasise the need for good personal hygiene, frequent hand washing/sanitising and CATCH IT, BIN IT, KILL IT.

Increasing the ventilation rate in rooms by keeping doors and windows open helps dilute any airborne contamination and reduces the risk of exposure for business centre users.

The controls implemented have considered the expected risk of transmission from airborne contaminants and the working conditions of business centre users. These controls apply to all centres and must only be adjusted with written approval from the HR & QHSE Director, QHS Manager or QHSE Advisor.

Ventilation

- 1) Wherever possible external doors and windows should be open to allow fresh air into the rooms.

Note: please consider security issues and speak with your leader if you have any concerns.

- 2) All internal doors should be open except for fire doors which must be closed unless they are activated by the fire alarm system for auto release. Any doors which are closed for confidential meetings should be opened as soon as possible.
- 3) External ventilation shutters/grills etc should be open.

Air conditioning

- 1) Air conditioning systems should be switched off.

The only exception to the above is if the room temperature exceeds 25 degrees, it can be switched on to aid comfort and help prevent other health issues, providing:

- a) External windows are open, and fans are positioned in front of the window to draw fresh air in and distribute across the room.

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- b) The temperature is monitored, and the air conditioning switched off once the temperature has reduced.
- 2) Within offices or meeting rooms with single occupancy it is acceptable for the air conditioning to be used.
- 3) Mobile air conditioning units are permitted providing they are using external fresh air.

Reducing the time air conditioning is operating reduces any potential risk.

Heating

Many of our business centres use the air conditioning systems for heat. This may not be permitted under our pandemic controls unless it is in an office or meeting room with single occupancy.

Fan heaters are only permitted in offices or meeting rooms with single occupancy.

Alternative arrangements will be provided for heating offices.

Desk fans

In order to reduce as far as reasonably possible, the risk of airborne transmission, individual desk fans are not permitted unless there is a particular health issue for a team member. This must be agreed with the leader and the QHS Manager or QHSE Advisor. The fan must be directed onto the team member and should only be used for as long as is necessary to alleviate symptoms.

Controls and protocols may be changed at any time and with short notice if the local or national authorities update their guidance or if TMHUK Senior Management decide a change is necessary.

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