



London Borough of Barnet,  
2 Bristol Avenue, Colindale,  
London NW9 4EW  
24 March 2021  
Our ref: 7157072

Thank you for your request received on 24 March 2021, for the following information:

**Note for all of the following questions - please provide your metrics / responses pre-Covid levels (i.e. normal operation of air-conditioning)**

- 1. Is your system an air-conditioning system or recirculated air system?**
- 2. Please supply the supplier name / model of your air-con system?**
- 2a) Is the system manual or computer controlled (automatic or allows some user intervention)**
- 3. Please state how you comply with Regulation 5 (Maintenance of mechanical ventilation systems) and Regulation 6 (effective ventilation) of The Workplace (Health, Safety and Welfare) Regulations 1992?**
- 4. Does the system have an alarm to warn of failure in the system specifically in relation to the general ventilation to reduce concentrations of contaminants?**
- 5. Air recirculation - is this filtered (e.g. by AHU's) and adequately filtered to remove particulates?**
- 6. Where are the office inflow ducts located (floor or ceiling)?**
- 7. Where are the exhaust or stale air extract ducts located?**
- 8. What proportion (percentage or ratio) of fresh air mix is supplied into the offices?**
- 9. What is the rate of fresh air flow in litres per second per person?**
- 10. What is the average air flow velocity?**
- 11. Does the system have a humidifier to regulate humidity and what is the setting?**
- 12. Does the system use filters (i.e. HEPA filters) in respect of air intake?**
- 13. How often are these filters checked and replaced**
- 14. How often is the air-conditioning system cleaned, checked and maintained?**
- 15. What chemicals do you use to clean the system?**
- 16. Do you have local exhaust ventilation (LEV) in the offices?**
- 17. Do you have a system to monitor CO2 PPM and what is the threshold PPM of CO2 set at to open vents / windows to flush CO2?**
- 18. How many complaints have been made in relation to the offices or 'Sick Building Syndrome' by employees in calendar years 2017, 2018 and 2019?**
- 19. TM44 - when is your next assessment due, and who will be the assessor?**

We have processed this request under the Environmental Information Regulations 2004.

## **Response**

I can confirm that London Borough of Barnet holds the information you requested.

However, we believe that the exceptions detailed below apply to all the information you requested and so we are withholding that information. Please see the Refusal Notice below.

We consider that regulation 12 (4) (b) (Manifestly unreasonable) applies to the information requested because we consider that because the request is so broad it would take a disproportionate amount of time to locate the information. Barnet does not have a single site but has multiple sites including offices, schools, depots and other premises.

Therefore, we have decided to withhold the information.

In applying this exemption, we have had to balance the public interest in withholding the information against the interest in favour of disclosure.

### **Factors in favour of disclosure**

The council's commitment to transparency.

### **Factors in favour of withholding**

The disproportionate burden the searches would make on officers' time

In all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

### **Further information**

Facilities Management has been outsourced to Capita as part of the CSG contract which is published. If you are interested in the data that the council holds you may wish to visit Open Barnet, the council's data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access. <http://open.barnet.gov.uk/>

### **Advice and Assistance : Direct Marketing**

If you are a company that intends to use the names and contact details of council officers (or other officers) provided in this response for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference.

You must also ensure you comply with the Privacy Electronic and Communications Regulations (PECR). For more information follow this Link [www.ico.org.uk](http://www.ico.org.uk)

**For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.**

## **Your rights**

If you are unhappy with the way your request for information has been handled, you can request a review within the next 40 working days by writing to the Information Management Team at: [foi@barnet.gov.uk](mailto:foi@barnet.gov.uk). Or by post to Information Management Team (FOI) London Borough of Barnet, 2 Bristol Avenue, Colindale, NW9 4EW

If, having exhausted our review procedure, you remain dissatisfied with the handling of your request or complaint, you will have a right to appeal to the Information Commissioner at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone: 0303 123 1113; website [www.ico.org.uk](http://www.ico.org.uk)). There is no charge for making an appeal.