

# **MOD JSP 375 VOLUME 3**

## **CHAPTER 6**

### **SAFE WORKING IN CONFINED SPACES**

## Amendments

Amendments	Page No	Date	Inserted by
Working Group and DE updates listed in Annex A	-	June 2009	SAA (CS)
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Sponsored by:

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## Foreword

This Chapter of JSP 375 Vol 3 was prepared under the patronage of the Ministry of Defence (MOD) Safety, Sustainable Development and Continuity (SSD&C) Division and is to be read in conjunction with JSP 375 Vol 3 Chapter 2 (Common Requirements). These Safety Rules and Procedures are mandatory for adoption by the Commanding Officer, Chief Executive or Head of Establishment, into their site safety plans, to secure compliance with the Health and Safety at Work etc Act and to aid the safe conduct of works activities.

These Safety Rules and Procedures, in conjunction with Chapter 2 (Common Requirements) and the Health and Safety Commission Approved Code of Practice L101: "Safe working in confined spaces" addresses the responsibilities of the MOD under the Confined Spaces Regulations with regard to the design, construction, operation and maintenance of facilities under the ownership, in the widest sense, of the MOD.

Version 2007 of this Chapter of JSP 375, together with Chapter 2 - Common Requirements replace the 1999 edition of SRP06 and the 2005 edition of JSP 375 Vol 3 Chapter 6.

The adoption of the document into the site safety plan will influence the conduct of many organisations and personnel, including those whose responsibilities are defined in Chapter 2 (Common Requirements), as follows:

- a. Site Safety Officer
- b. Establishment Works Consultant (where this duty is extant)
- c. Works Service Management organisation and other Maintenance Management Organisation, other Contractors and Sub-contractors
- d. Facilities Managers, Project Sponsors, Project Managers and Contractors for Projects
- e. Designers of facilities and installations

Technical advice and assistance on confined space working on the Defence Estate can be obtained from:

Senior Authorising Authority (Confined Spaces) (SAA (CS))  
Defence Estates  
Kingston Road  
Sutton Coldfield  
B75 7RL

Amendments to this publication will be advised by a Defence Instructions and Notices or a Defence Estates Property Directorate Policy Instruction issued across MOD. It is the responsibility of persons using this publication on any MOD Establishment to check with the Facilities Manager or Project Sponsor to ascertain if amendments have been issued.

JSP 375 has been devised for the use of the MOD and its contractors in the execution of works in relation to the defence estate. The Crown hereby excludes all liability (other than liability for death or personal injury) whatsoever and howsoever arising (including, but without limitation, negligence on the part of the Crown, its servants, or agents) for any loss or damage however caused where the Standard (JSP 375 Vol 3) is used for any other purpose.

Compliance with either this Chapter or Chapter 2 (Common Requirements) does not of itself confer immunity from legal obligations.

MoD Health & Safety Handbook

JSP 375 Vol 3 Chapter 6 – Confined Spaces

In the case of conflict between these Safety Rules and Procedures and a Statutory Requirement becoming evident, the Statutory Requirement takes precedence and SSD&C and the SAA Confined Spaces are to be informed. Contact details are given below.

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## **Glossary of Abbreviations**

ACOP – Approved Code of Practice  
AE – Authorising Engineer  
ALR – Authority Local Representative (Project Aquatrine)  
AP – Authorised Person  
CAE – Co-ordinating Authorising Engineer  
CAP – Co-ordinating Authorised Person  
CS – Confined Space(s)  
CSOR - Confined Spaces Operations Record  
DIN – Defence Instructions and Notices  
SSD&C – Safety, Sustainable Development and Continuity  
HSE – Health and Safety Executive  
JSP – Joint Services Publication  
MMO - Maintenance Management Organisation  
MOD – Ministry of Defence  
PD – Property Directorate  
PI – Policy Instruction  
PIC – Person in Charge  
PAA – Principal Authorising Authority  
PPE – Personal Protective Equipment  
RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrence Regulations  
RPE – Respiratory Protective Equipment  
SAA – Senior Authorising Authority  
UK – United Kingdom



# 1. Introduction

## 1.1 General

- 1.1.1 These Safety Rules and Procedures provide direction on how confined space working is to be managed on sites and in work situations, which are under the control of the Ministry of Defence (MOD). They are to be read in conjunction with Chapter 2 - Common Requirements, also published by the Ministry of Defence within Volume 3 of this Joint Services Publication, JSP 375 - MOD Health and Safety Handbook.
- 1.1.2 Work in a confined space is governed by legislation, most particularly the Confined Spaces Regulations. In summary, these Regulations:
- a. prohibit entry into a confined space to carry out work unless there is no other reasonably practicable method to carry out the work
  - b. require any such work in a confined space to be carried out in accordance with a safe system of work
  - c. require adequate arrangements to be made for the rescue of any person in the event of an emergency.
- 1.1.3 Authoritative guidance on methods by which compliance with the Confined Spaces Regulations may be achieved is given in the form of an Approved Code of Practice and Guidance published by the Health and Safety Executive (HSE ACOP L101) - Safe working in confined spaces. These Safety Rules and Procedures are to be read in conjunction with the above ACOP.
- 1.1.4 These Safety Rules and Procedures are therefore produced to enable the Ministry of Defence to fulfil the requirement of Regulation 4(2) of the Confined Spaces Regulations Approved Code of Practice to operate under a system of work that is safe.

## 1.2 Aim and Purpose

- 1.2.1 This document provides a system for:
- a. controlling work in a confined space at facilities for which the MOD has the responsibility for managing the risk
  - b. minimising the risks associated with working in a confined space
  - c. the appointment of competent persons to manage, oversee and perform any such work
  - d. the documentation for use in the application of these Safety Rules and Procedures.

## 1.3 Policy

- 1.3.1 Compliance with these Safety Rules and Procedures is mandatory throughout all establishments for which MOD has the responsibility for managing the risk. These

rules are therefore mandated on all persons working on the design, construction, commissioning, operation, maintenance and de-commissioning of facilities containing confined spaces.

- 1.3.2 The Defence Estates Senior Authorising Authority (Confined Spaces) (SAA (CS)) must approve, in writing, any deviations from these Safety Rules and Procedures that might be considered for a specific MOD Establishment.
- 1.3.3 These Safety Rules and Procedures mandate the appointment of key individuals with specific responsibilities for the management and / or execution of work in confined spaces. These are summarised as follows:
- a. the Work Team: a team of competent individuals who may be permitted to enter and carry out work in a confined space
  - b. the Person in Charge (PiC): the designated person in charge of the Work Team
  - c. the Authorised Person (Confined Spaces) (AP (CS)): a member of the Maintenance Management Organisation who gives authority to the Person in Charge / Work Team to enter a confined space. Only one AP (CS) may be on duty at an establishment or geographical location at any one time
  - d. the Authorising Engineer (Confined Spaces) (AE (CS)): the person who assesses the competency of the AP (CS) and otherwise implements, administers, audits and monitors the application of these Safety Rules and Procedures.
- 1.3.4 In addition to the above further appointments are made in connection with the management and control of the overall Safe System of Work for confined spaces. These are defined in JSP 375 Vol 3 Ch 2 – Common Requirements.
- 1.3.5 Further guidance on the roles and duties of these appointments is given in Section 2, below.

## **1.4 Limitations**

- 1.4.1 These Safety Rules and Procedures are only designed for use on MOD Establishments, both in the UK and overseas.
- 1.4.2 These Safety Rules and Procedures do not apply to:
- a. normal shipboard activities aboard a sea-going ship, carried out solely by the ships crew under the direction of the master
  - b. confined spaces below ground in a mine, for which the Mines and Quarries Act 1954 takes precedence
  - c. diving operations to which the Diving at Work Regulations 1997 apply.
- 1.4.3 Where a confined space contains or has contained a petroleum product, the AP (Petroleum) must be requested to carry out a risk assessment to determine if a Permit to Work (Petroleum) is required. In the event that this is deemed necessary, the rules defined in JSP 375 Vol 3 Ch 5 - Petroleum take precedence.

- 1.4.4 Where the confined space is at height (e.g. a water tower) the AP (Working at Height) is to be consulted over the access arrangements. However the lead AP for the task remains the AP (CS).

## **2. Roles and Duties**

### **2.1 General**

- 2.1.1 This Section summarises the roles and duties of those who are involved in the management of the Safe System of Work, as identified in Section 1.3.3 above and in JSP 375 Vol 3 Ch 2: Common Requirements. It also identifies the specific and / or additional roles and duties connected with the management of work in confined spaces.
- 2.1.2 JSP 375 Vol 3 Ch 2 makes reference to “Skilled Persons”. This term has no significance to confined spaces workers other than in the general context of individuals requiring to be skilled and competent in the task which they are to undertake.
- 2.1.3 Visitors do not fall within the scope of JSP 375 Vol 3 Ch 2 - Common Requirements. However, these Safety Rules and Procedures acknowledge that visitors who may carry out occasional tasks within a confined space exist. All such visitors are subject to the rules governing entry, as described in Section 5.

### **2.2 Authorising Engineer (Confined Spaces)**

- 2.2.1 The role of the AE (CS) is to implement, administer, monitor and audit the adoption of these Safety Rules and Procedures.
- 2.2.2 Duties of the AE (CS) include:
  - a. identifying the numbers of AP (CS) necessary for a site, group of sites / establishments or geographical area(s), to allow the effective adoption and implementation of these Safety Rules and Procedures
  - b. ensuring that candidates as AP (CS) are suitably trained prior to appointment / re-appointment
  - c. interviewing candidate AP (CS) and, where successful, making recommendations for appointment
  - d. reviewing the operational experience of appointed AP (CS) to ensure that competency is maintained and where necessary withdrawing the Certificate of Assessment
  - e. where there is more than one AP (CS) appointed for a site, group of sites / establishments or geographical area(s); identifying and nominating one to act as the CAP (CS)
  - f. where there is a contract or licence / lease between the MoD and a party other than the MMO, ensure that a written agreement is produced defining demarcation of responsibilities between the parties involved, for management of confined spaces
  - g. determining the key storage arrangements for confined spaces access keys for each site

- h. conducting audits of the Safe System of Work
- i. reporting any deficiencies in the Safe System of Work to the Maintenance Management Organisation (MMO)
- j. ensuring that any accident or Dangerous Occurrence connected with confined space working are immediately notified to the SAA (CS)
- k. investigating any reported Incidents and Dangerous Occurrences
- l. ensuring that any Defence Instructions and Notices, Policy Instruction, Health and Safety Notice or similar is brought to the attention of all AP (CS) for which the AE (CS) has responsibility
- m. providing general advice to AP (CS) in the execution of their work.
- n. ensure that all personnel responsible for issuing or managing work tasks have suitable confined spaces awareness training.
- o. approving Standing Instructions produced by the AP(CS) for tasks to be carried out in areas where an automated specified risk exists not under the control of another discipline (i.e. computer rooms with fire drench systems).

## **2.3 Co-ordinating Authorised Person (Confined Spaces)**

2.3.1 The role of the CAP (CS) is to co-ordinate all confined space work activity required within a site, group of sites / establishments or geographical area(s) required for the effective implementation of these Safety Rules and Procedures.

2.3.2 Duties of the CAP (CS) include:

- a. acting as the focal point for all confined space working activity
- b. ensuring that all documents related to confined space working are current and kept up to date
- c. ensuring that any accident or dangerous occurrence connected with confined space working are immediately notified to the AE (CS)
- d. ensuring that any equipment that is required for confined space work, and for which they are responsible, is maintained and kept in calibration, with appropriate records retained
- e. ensuring that there is adequate cover of AP (CS) including during periods of absence.

## **2.4 Authorised Person (Confined Spaces)**

2.4.1 The role of the AP (CS) is to oversee and authorise all confined space work activity that takes place in accordance with these Safety Rules and Procedures.

2.4.2 Duties of the AP (CS) include:

- a. ensuring, so far as is reasonably practicable, that all persons on site, comply with these Safety Rules and Procedures
- b. reviewing all prospective confined space working and determining the appropriate level of control
- c. ensuring that a Risk Assessment for each confined space operation is prepared
- d. ensuring that a Safety Programme for each confined space operation is prepared
- e. reviewing the Risk Assessment and Safety Programme for each confined space operation, prepared by others
- f. satisfying himself / herself that prospective confined space entrants are competent to carry out the work given to them
- g. witnessing and verifying the initial peak reading monitoring of the atmosphere (gas test) of a confined space and completing the appropriate section of the Permit To Work
- h. issuing Permit(s) to Work for confined spaces
- i. preparation of Standing Instructions for areas not under the control of another discipline and where automated specified risks exist
- j. withdrawing Permits to Work, if an unexpected hazard becomes apparent
- k. cancelling Permits to Work on completion of task
- l. informing the AE (CS) and the CAP (CS) of any accident or dangerous occurrence relating to confined space working that occurs
- m. informing the AE (CS) and the CAP (CS) of any difficulties or unusual circumstances encountered or discovered during the execution of a confined spaces task.

## **2.5 Persons in Charge (Confined Spaces)**

### **Role**

- 2.5.1 The role of the PiC (Confined Spaces) is to directly control the entry into a confined space.
- 2.5.2 An AP (CS) may not act in the capacity of a PiC (CS) or any other member of the Work Team, whilst working in the capacity of the duty AP (CS).

### **Duties of Persons in Charge (Confined Spaces)**

#### **2.5.3 PiC of confined spaces working are to:**

- a. ensure that adequate emergency arrangements are in place before commencing the works
- b. ensure that all necessary safety equipment is available, safe and suitable for use prior to entry into the confined space
- c. ensure that all members of the Work Team are adequately trained and medically fit to carry out the work required. Evidence of the fitness and training of the Work Team must be provided to the AP (CS)
- d. be fully conversant and able to ensure compliance with the conditions set out in the Permit to Work and agreed Safety Programme
- e. ensure that the Work Team are aware of the method of work set out in the agreed Safety Programme; the means of communication; the emergency arrangements and the requirements of these Safety Rule Book
- f. carry out a peak reading 'pre-entry' gas test
- g. ensure that the only work carried out is that for which the Permit to Work is valid
- h. stop work and withdraw all personnel, tools, plant and equipment from the confined space if for any reason the conditions of the Safety Programme or Permit to Work cannot be met
- i. report to the AP (CS) any accident, dangerous occurrence, defects found or other exceptional incidents occurring during occupation of the confined space
- j. always be present at the confined space work site when any work within the confined space is being carried out.

## **2.6 The Work Team**

### **Duties of Work Team Members**

#### **2.6.1 Members of the Work Team are to:**

- a. work in accordance with the Safety Rules and Procedures
- b. take reasonable care in the promotion of the health and safety of themselves and of any other person who may be affected by their actions or omissions
- c. only use equipment for which they have been trained and in the manner in which they have been trained

- d. report to the PiC any defects found in the tools, plant and equipment to be, or being, used in the works
- e. where more than one member of a Work Team enters a confined space, one person is to be nominated to lead the entry team and be in direct control of their activities in the confined space. This function is separate from the role of PiC role.



## **3. General Arrangements**

### **3.1 General**

- 3.1.1 What does or does not constitute confined space working is dictated by a combination of factors. In deciding whether to impose “confined space working” controls, it is not sufficient to rely solely on the constraints of the area in which the work is to be performed. Locally “Confined” conditions may be created by the work activity itself, by the weather or local ambient temperature or other environmental factors.
- 3.1.2 This Section therefore examines the nature of confined spaces and provides a system for initial classification. This classification then becomes the starting point for deciding on the appropriate regime for management of confined space operations.

### **3.2 Defining Features of a Confined Space**

- 3.2.1 Under the Confined Space Regulations, a "confined space" means any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable Specified Risk.
- 3.2.2 Within the Regulations, “Specified Risk” means a risk of:
- a. serious injury to any person at work arising from a fire or explosion
  - b. without prejudice to paragraph (a) –
    - i. the loss of consciousness of any person at work arising from an increase in body temperature;
    - ii. the loss of consciousness, or asphyxiation of any person at work arising from gas, fume, vapour, or the lack of oxygen;
  - c. the drowning of any person at work arising from an increase in the level of liquid; or
  - d. the asphyxiation of any person at work arising from a free flowing solid or the inability to reach a respirable environment due to entrapment by a free flowing solid.
- 3.2.3 A confined space therefore has two defining features:
- a. firstly, it is a place which is substantially (though not always entirely) enclosed
  - b. secondly, there will be a reasonably foreseeable risk of serious injury from hazardous substances or conditions in the space or nearby.
- 3.2.4 The features of a confined space given in Section 3.2.3 above will assist in identifying locations on any one establishment that may fall within the terms of the definition.

- 3.2.5 Given the above definition, it follows that, if no Specified Risk is present or created by the work activity, then the area need not be categorised as a confined space. Recourse to these Safety Rules and Procedures may not therefore be required. However, a safe method of working is required.

### **3.3 Categorisation - Confined Spaces**

- 3.3.1 Confined spaces are identified as those locations in which both criteria for a confined space are met, i.e. the area is substantially enclosed AND one or more of the specified risks is reasonably foreseeable.
- 3.3.2 The following are considered to be examples of a confined space:
- a. all foul and storm water sewerage systems
  - b. all wet well pumping stations
  - c. all boilers / similar vessels into which man entry is required as part of an inspection
  - d. underground service tunnels / cable ducts where no element of ventilation is provided.
  - e. in addition, the following are examples which may, for the duration of the task, be considered confined spaces:
    - i. trenches
    - ii. excavations
    - iii. a room during spray painting
    - iv. a contained area being cleaned using solvents
    - v. a contained area where gas fumes and vapour arise from welding

**The above list is not exhaustive and other locations, sites and installations may also fall under this categorisation.**

- 3.3.3 The Controls that cover entry into confined spaces are given in Section 5.7.

### **3.4 Safe Working Procedures**

- 3.4.1 Guidance on the procedures to be adopted when working within a confined space is given in the Health and Safety Commission Approved Code of Practice, HSC ACOP L101, "Safe work in confined spaces".

## **4. Management Arrangements**

### **4.1 Confined Spaces Document Centre**

- 4.1.1 For each site, location or geographical area, a Document Centre is required for the documents that support the management arrangements for confined spaces. These documents will include the following:
- a. the Confined Spaces Register
  - b. all CS Permit Pads
  - c. other standard forms.
- 4.1.2 The Document Centre is to be a lockable drawer, cabinet or series of cabinets which is to be kept locked when unattended.

### **4.2 Confined Spaces Register**

- 4.2.1 The Confined Spaces Register is the principal source of management information for confined spaces within the site, location or geographical area. This file is to be maintained by the AP (CS)
- 4.2.2 The Confined Spaces Register will contain the following information:
- a. an index
  - b. the Confined Spaces Schedule of the confined spaces associated with each site
  - c. a site plan / plans showing the reference number and location of the confined spaces
  - d. the current Permit Pad
  - e. the Standing Instructions for areas not under the control of another discipline
  - f. copies of Risk Assessments and Safety Method Statements / Safety Programmes relating to previous confined space work
  - g. written agreements defining the Demarcation between the MOD's and the Consumer's Equipment and their associated responsibilities indicating the boundaries, operation, protection and maintenance procedures for the Equipment
  - h. the Confined Spaces Operations Record
  - i. any relevant DE Policy Instruction, Practitioner Guides and Safety Alerts as directed by the AE (CS)
  - j. any Inspection / Calibration Certificates for any equipment held on site belonging to the MOD.

- 4.2.3 The Confined Spaces Register, and the information contained therein is, and remains, the property of the MOD.
- 4.2.4 In addition to the Confined Spaces Register, the following information is also to be maintained in the Confined Spaces Document Centre. For the avoidance of doubt, this information will be provided by, and remains the property of the Maintenance Management Organization (MMO):
- a. a register of confined spaces competent persons
  - b. a copy of the extant HSC ACOP L101
  - c. a copy of the extant JSP 375 Vol 3 Ch 2 - Common Requirements
  - d. a copy of the extant JSP 375 Vol 3 Ch 6 - Confined Spaces
  - e. copies of Certificates of Competency / Appointment of AE (CS) and AP (CS)
  - f. copies of the AE (CS)'s Audit Reports
  - g. a copy of the Confined Spaces Safety Rule Book.
- 4.2.5 The Confined Spaces Register is to contain equipment inspection records and calibration certificates for confined space work equipment. Where the equipment belongs to MOD, this information remains the property of the Establishment. Similarly, where the equipment belongs to the MMO or its contractors, the information belongs to the MMO.
- 4.2.6 On handover of contractual responsibility between MMOs, in addition to the documents covered in Section 4.2.2 above, copies of the following documents are to be transferred to the incoming MMO for their use in preparing their safe system of work:
- a. the most recent AE (CS)'s Audit Report including any related Action Plan
  - b. copies of previous Standing Instructions (N.B.: These will need to be reviewed and re-validated by the incoming MMO as part of the handover process).
- 4.2.7 Guidance on the content of the documentation for inclusion in the Confined Spaces Register is given below.

### **4.3 Confined Spaces Schedule**

- 4.3.1 The Confined Spaces Schedule is to record all pertinent details relating to the confined spaces where risk assessment has identified that the use of control measures are required, at any one establishment. This will generally include information on:
- a. unique reference number
  - b. location

- c. general description
- d. classification of confined space
- e. any known hazards, related to each entry.

The Schedule of Confined Spaces must be signed by the AE (CS).

A sample format for the Confined Spaces Schedule is given in Part 2 - Model Forms and Signs; CS Form 4.1.

- 4.3.2 Both the Confined Spaces Schedule, and the Confined Spaces Register as a whole, will be live documents, designed to contain the best available knowledge at any one point in time. There is no requirement, in the preparation of these documents, for whole site surveys to be undertaken of each and every confined space. This information is to be added to the file on handover / takeover of major new works projects, or otherwise as discovered.

#### **4.4 Confined Spaces Operations Record**

- 4.4.1 For each site, location or geographical area(s), as determined by the AE (CS), a Confined Spaces Operations Record (CSOR) is to be prepared. This is to be in the form of a bound book, with pages sequentially numbered. The book is to be clearly and indelibly marked with the name of the site or group of sites to which the records relate.
- 4.4.2 A written entry is to be made in the CSOR of any activity undertaken in a confined space, or where a Standing Instruction is produced or revised. Further guidance on the nature of entries is given in Section 5 - Operational Procedures.

Entries in the CSOR are to be made in chronological order, each entry being ruled off with a horizontal line across the page. A sample format for the CSOR is given in Part 2 - Model Forms and Signs; CS Form 4.2.

#### **4.5 Equipment Register**

- 4.5.1 The maintenance of safety equipment is governed by various pieces of legislation (e.g. Provision and Use of Work Equipment Regulations; Personal Protective Equipment Regulations; Lifting Operations and Lifting Equipment Regulations). In summary these require employers to ensure that all such equipment is inspected and examined on a periodic basis.
- 4.5.2 Where the MMO keeps its own holding of safety equipment, it is to operate and maintain an appropriate inspection regime. Records of examinations will be retained for at least six years, or otherwise as directed by the contract. Records may be in any suitable format but shall be readily available for inspection and auditing.
- 4.5.3 A sample format for an equipment inspection register is given in Part 2 - Model Forms and Signs; CS Forms 4.3 and 4.4.

## **4.6 Keys and Key Security**

4.6.1 This section discusses the use of safety and other types of locks in the management of confined space working, including the arrangements for their security.

4.6.2 There are three categories of keys normally associated with confined spaces:

- a. Safety Keys
- b. Safety Key Box Keys
- c. Access Keys.

4.6.3 The use and purpose of each of these types of keys and their associated locks is described in detail in Ch 2 - Common Requirements. A brief synopsis of their application with regard to confined spaces working is given below.

### **Safety Locks, Safety Keys and Safety Key Boxes**

4.6.4 Safety Keys are keys to Safety Locks. These are used to:

- a. secure isolation valves in the open or closed position as appropriate
- b. isolate fuel and electricity supplies and secure temporary earths
- c. secure by-pass valves in safe positions
- d. secure open drainage points and vents.

4.6.5 Safety Locks are padlocks indelibly painted red having only one key, which is different from all other keys in use. Each Safety Lock is to be marked with a unique identification number and its key is to be labelled with the same number.

4.6.6 Safety Key Boxes are secure boxes with two unique locks. Each lock is to have only one key, one being labelled "Safety Key Box - Person in Charge", and the other "Safety Key Box - Authorised Person". Both locks on the Safety Key Box must be released before access can be gained to the box. See Figure 4.1 Safety Key Box Process.

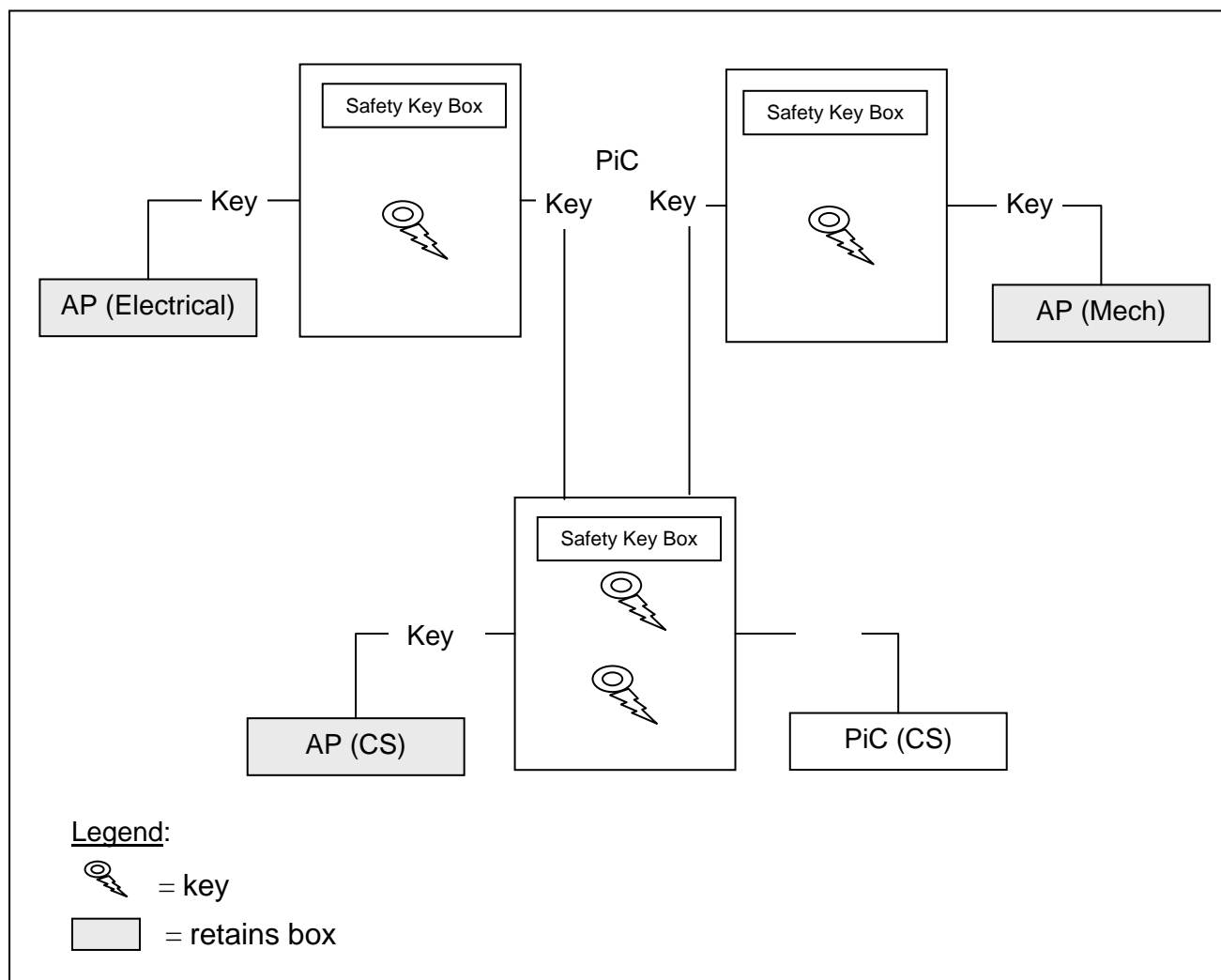
4.6.7 Safety Locks and Safety Key Boxes are items of equipment common to other SRP governed disciplines. A Safety Key Box may only be used for one SRP discipline at any one time. However there is no requirement for dedicated confined spaces Safety Locks or Safety Key Boxes, provided that the work of other SRP disciplines is not materially affected.

4.6.8 Use of Safety Locks, Safety Keys and Safety Key Boxes is discussed further in Section 5 below.

### **Access Keys**

4.6.9 Access Keys are keys to locks that control access to confined spaces. Access Keys and locks are to be unique except where a system of controlled suited locks are installed.

- 4.6.10 Access Keys to confined spaces are to be under the control of the AP (CS). However, security arrangements for the site or establishment may dictate that these are held under site-wide collective security arrangements.



**Figure 4.1 Safety Key Box Process**

- 4.6.11 In the case of manholes, it is recognised that access is generally controlled by the existence of a proprietary cover. Such covers are designed only to be lifted with an appropriate tool or key. In most circumstances such covers may be assessed as providing adequate security. Circumstances may exist, however, where a confined space is considered to be a particular risk of unauthorised entry (e.g. a lightweight cover to a pumping chamber adjacent to a children's play area). In these circumstances, a Risk Assessment by the AP (CS) may require that additional measures are taken to secure the cover.
- 4.6.12 For sites with a small number of designated Access Keys the specified requirements for key storage are to be determined by the AE (CS), in consultation with the

security authority for the establishment, where necessary. The arrangements must ensure that access to the keys is restricted to Authorised Persons (Confined Spaces).

### **Key Registers**

- 4.6.13 Where Access Keys are held under the control of the AP (CS), issue and receipt of these must be controlled under a Key Register. When issuing or returning a key, Authorised Key Signatories must enter in the Register:
- details of the key
  - name and signature of the person receiving or returning the key
  - date and time of issue
  - signature of the Authorised Key Signatory
  - date and time of return.
- 4.6.14 Key Registers are to be kept in the Confined Spaces Document Centre. A sample format for a key register is given in Part 2 - Model Forms and Signs; CS Form 4.5.

### **Key Tallies**

- 4.6.15 Keys to all confined spaces are to have a Confined Spaces Key Tally attached to them, advising of the confined space hazard, and directing the recipient to consult with the AP (CS) prior to attempting any entry. A sample format for a Confined Spaces Key Tally is given at Part 2 - Model Forms and Signs; CS Form 4.6 i).

## **4.7 Management of Remote Sites**

- 4.7.1 Where sites do not have a resident AP (CS), the AE (CS) is to determine suitable arrangements for the management of any confined space working at that site. This will include the appointment of an AP (CS) for the remote site. The AE (CS) is also to determine the arrangements for custody of the documents relating to the remote site.
- 4.7.2 The Authorised Person(s) (Confined Spaces) appointed for the remote site is to draw up and maintain the following information:
- a schedule of the confined spaces associated with the remote site
  - a site plan / plans showing the reference number and location of the confined spaces at the remote site
  - a log of confined space entries effected at the remote site.
- 4.7.3 Other aspects of the Confined Spaces Register (e.g. Equipment Inspection Registers; Registers of Competent Persons) may contain information common to more than one site, where such resources are shared. Where this is not the case, separate, site specific Registers are to be maintained.



## **4.8 Safety Signs**

- 4.8.1 Under the Health and Safety (Safety Signs and Signals) Regulations there is a requirement for an appropriate Safety Sign to be displayed, where a “significant risk” identified under a risk assessment cannot effectively be controlled by any other means.
- 4.8.2 Within the context of the management of confined spaces, Safety Signs play an important part. The most useful deployment will be on the door / entry hatch into the area affected, thus giving the necessary information to any would-be entrants.
- 4.8.3 The system of Key Tallies, discussed in Section 4.6.15 above may be deemed to satisfy the requirement, where access to a confined space is controlled by an Access Key.
- 4.8.4 Where adequate general instructions are given to all personnel who may gain access to manholes, warning notices at the entry points may be omitted, provided that access is controlled by suitable covers.
- 4.8.5 A sample format for Confined Spaces’ Safety Signs is given in Part 2- Model Forms and Signs; CS Form 4.6 i) and 4.6 ii).

## **4.9 Safety Rule Book**

- 4.9.1 The Confined Spaces Safety Rule Book has been prepared for the benefit of all persons involved confined spaces work for which the MOD is responsible.
- 4.9.2 All persons issued with the Safety Rule Book are to have it available for reference whenever they are working on or in confined spaces.
- 4.9.3 The AP (CS) is to ensure that all PiC (CS) are in possession of a Confined Spaces Safety Rule Book.

## **5. Confined Space Entry Procedures**

### **5.1 General**

- 5.1.1 This Section describes the documents to be used and the procedures to be adopted when controlling entry into a confined space.
- 5.1.2 Entry into a confined space requires thorough preparation and may require the use of specialist equipment not available on the site concerned. It is therefore essential that planning for a confined space should be undertaken well in advance of the date of entry.

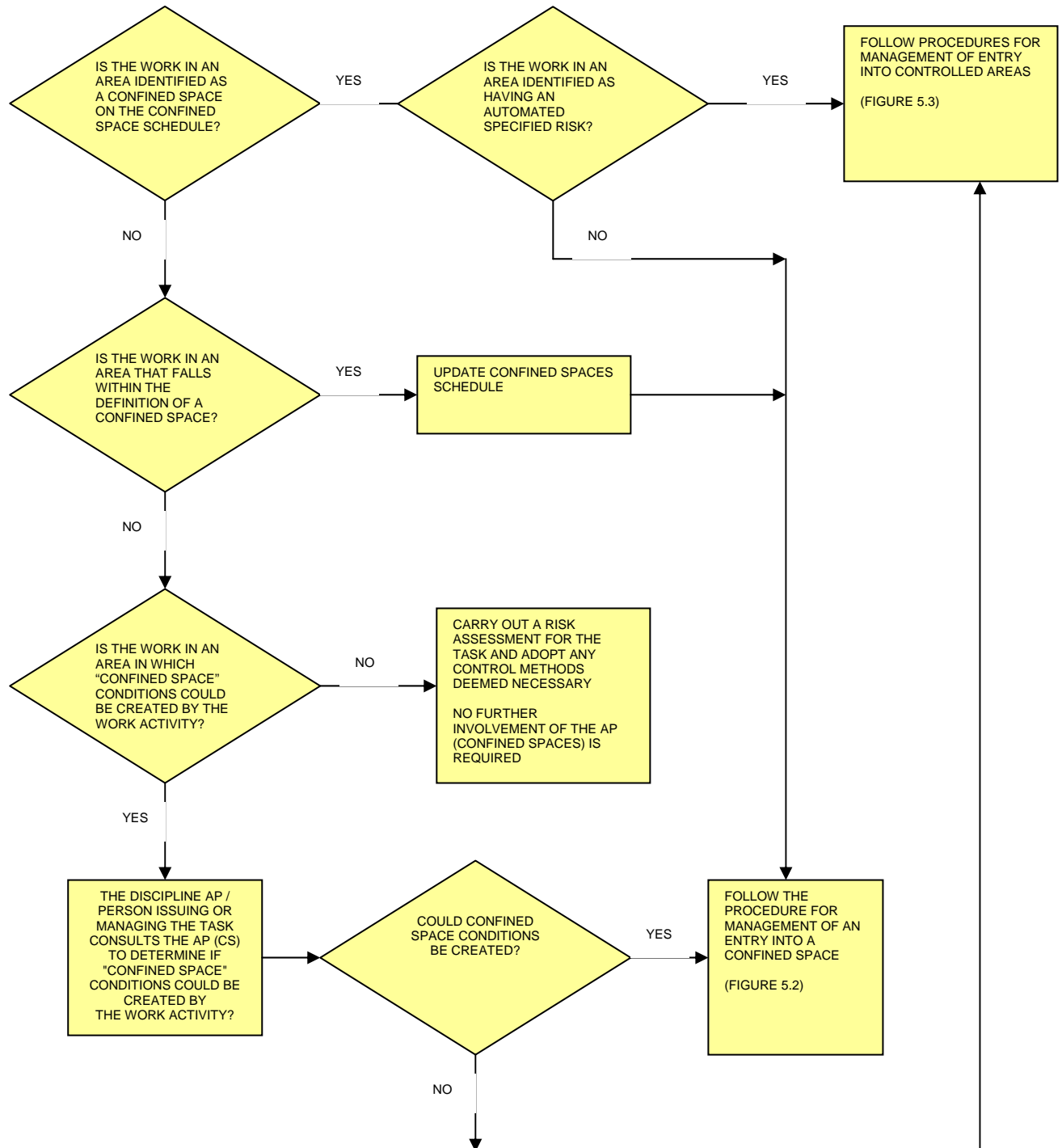
### **5.2 Risk Assessment**

- 5.2.1 Prior to any entry into a confined space, an assessment of the risk(s) is to be undertaken. This will consider both the existing known hazards associated with confined space and the nature of the work to be undertaken, including any materials to be used.
- 5.2.2 Further guidance on the conduct of risk assessment is given in the HSE Approved Code of Practice L101: "Safe work in confined spaces". A general format for Health and Safety risk assessment, not specifically related to confined space working, is given in JSP 375 Vol 2 Leaflet 39.
- 5.2.3 A Model form to record the conduct and findings of the Risk Assessment is given in Part 2 - Model Forms and Signs; CS Form 5.1.

### **5.3 Determining the Level of Control**

- 5.3.1 The Level of Control to be exercised by an AP (CS) over entry into a confined space or an area which is normally accessible but contains a specified risk which is automatically controlled and not under the control of another discipline, i.e. a computer room with a fire drench system or other location which, for the duration of the task, becomes a confined space, will be determined by the findings of the Risk Assessment.
- 5.3.2 The Level of Control exercised over entry will take the form of one of the following:
  - a. a Permit to Work
  - b. a Standing Instruction.
- 5.3.3 Guidance on the appropriate level of control to be exercised is given in Figure 5.1.

Figure 5.1 Determining the level of control of an Authorised Person Confined Spaces



## 5.4 Safety Programme

- 5.4.1 A Safety Programme is to be prepared for each entry into a confined space.
- 5.4.2 The Safety Programme differs from a Work Method Statement for a task or activity, in that it is concerned only with the safety measures that are required in order to allow the work to proceed.
- 5.4.3 Where the Safety Programme is prepared by a Contractor / Company / Agency, it is to be checked, approved and countersigned by the AP (CS) before the issue of any Permit to Work.
- 5.4.4 Where the AP (CS) prepares a Safety Programme it is to be checked, and countersigned by the PIC.
- 5.4.5 The Safety Programme is to indicate:
  - a. a description of the confined space
  - b. precise site details and access
  - c. a description of the work to be carried out
  - d. plant and equipment to be taken out of service (where applicable)
  - e. arrangements for isolation from gases, liquids and flowing materials (if applicable)
  - f. arrangements for isolation from mechanical and electrical equipment (if applicable)
  - g. the minimum number of personnel in the Work Team and competencies required including any specialist training requirements
  - h. any Personal Protective Equipment (PPE), Respiratory Protective Equipment (RPE), or other equipment
  - i. methods of ventilation, cleaning, and purging of the confined space
  - j. the expected date on which the work is to commence and the proposed duration of the task
  - k. a schematic diagram of the isolation, venting and testing arrangements (if applicable)
  - l. the method of communication
  - m. the emergency procedures and rescue arrangements

- n. any other special instructions and / or safety measures
  - o. the name and signature of both the author and the AP (CS) reviewing the Safety Programme.
- 5.4.6 The Safety Programme is also to detail the sequence of operations to be undertaken that are necessary to safeguard the work. This will include the:
- a. location at which each operation is to be performed
  - b. identity of each valve or component part to be operated
  - c. operation to be performed (e.g. testing of the atmosphere; fitting of locks, signs, or securing of keys)
  - d. need for any other Permit to Work, or Certificate of Isolation
  - e. steps required for re-commissioning, where equipment and facilities have been isolated / made safe
  - f. steps necessary to restore the site to a safe operating condition on completion of the work activity.
- 5.4.7 The Confined Spaces Safety Programme is split into two Parts A and B:
- a. PART A – This is completed by the person or organisation requiring the confined space access and will detail the entry safety precautions and the equipment that will be used to carry out the entry safely. It will take full account of the Confined Space Risk Assessment provided by the AP (CS) and the risk assessment covering the work to be undertaken in the confined space produce by the individual or organisation carrying out the work.
  - b. PART B – This is completed by the AP (CS) and details all aspects to be undertaken to facilitate safe entry into the confined space e.g. any isolations, control measures, etc.

A sample format for a Safety Programme is given at Part 2 - Model Forms and Signs; CS Form 5.2.

## 5.5 Permit to Work

- 5.5.1 The Permit to Work procedure is the formalisation of the Safety Programme, not a replacement for it. **The Permit to Work system does not, by itself, make a task safe.**
- 5.5.2 A Permit to Work is to be used for control of entry into all confined spaces and for those tasks which introduce the possibility of a Specified Risk by the nature of the work carried out and thus create a confined space.
- 5.5.3 Each sheet of a Permit to Work is to be identified by the same pre-printed serial number on the original and duplicate copies. Sets of consecutively numbered forms, bound in pads, are to be used.

- 5.5.4 Only one pad of Permits to Work is to be in use at any one time within each site, location or geographical area(s) for which an AP (CS) is on duty. When not in use, the pad is to be kept secure in the Confined Spaces Document Centre.
- 5.5.5 A Permit to Work (Confined Spaces) is not to be issued for any areas of work for which another Permit to Work (Confined Spaces) remains in force.
- 5.5.6 Details on the method of issuing Permits to Work are given in Section 5.8, below.
- 5.5.7 A sample format for a Permit to Work is given at Part 2 - Model Forms and Signs; CS Form 5.3. To comply with these Safety Rules and Procedures, the Permit used must provide a means of recording all the information specified on the Model Form.

## **5.6 Procedure for Entry Under Permit to Work**

### **Preparatory Work**

- 5.6.1 Prior to issuing a Permit to Work, the AP (CS) is to ensure that:
  - a. a suitable and sufficient Risk Assessment is in place
  - b. permission for the intended task has been obtained from the Property Manager / Facilities Manager and any other person responsible for the day to day operation of the facility affected by the intended work
  - c. the proposed Work Team is suitably trained in confined space working and members are considered competent to carry out the allotted task.
  - d. they take copies of the original medical certificates, for those Work Team members who are or may be required to enter the confined space, and sign the copies to confirm that they have been reproduced from the originals. Where Work Team members provide photocopied medical certificates these must carry the original signature of their employer confirming that it has been reproduced from the original certificate, in these instances the AP(CS) is to take a copy and confirm that it has been reproduced from a copy carrying the original signature of the employer.
  - e. other Authorised Persons and Responsible Persons etc. in other disciplines are advised of the works where applicable
- 5.6.2 When the sequence of isolation operations detailed on the Safety Programme is being carried out prior to the issue of the Permit to Work, the AP (CS) is to note the date and time of each operation and keep a record on file with the approved Safety Programme.
- 5.6.3 Where Safety Locks have been applied to protect / isolate a confined space, the AP (CS) is to place the keys to the Safety Locks in the appropriate Safety Key Box and secure both the locks. See Figure 4.1 – “Safety Key Box Process”. The Authorised Person of the appropriate discipline is to retain the Authorised Person's key and issue the Person in Charge's key to the Person in Charge.

The Person in Charge is to retain the Person in Charge's key until the permit is cancelled.

- 5.6.4 Each Safety Key Box is to contain the Safety Keys associated with one permit only.

### **Assessment of Competence**

- 5.6.5 The assessment of competence of the Work Team by the AP (CS) will come from a combination of the following:

- a. being presented with evidence of suitable training of the Work Team members
- b. demonstrated capability and familiarity with the equipment to be used (e.g. the ability to carry out functional tests on any atmosphere monitoring equipment to be used)
- c. satisfactory responses to questions on the general nature of confined space hazards
- d. a professional approach and demeanour.

- 5.6.6 Where the AP (CS) is not satisfied that the Work Team is suitably competent, the work will not proceed further and a Permit to Work will not be issued.

### **Issue of Permit to Work**

- 5.6.7 A Permit to Work is to be issued only at the point of work and at the time of the work. A Permit to Work is not to be issued for a period longer than eight hours or beyond the end of the working shift, whichever is the shorter.

- 5.6.8 Before signing Part 1 of the Permit to Work the AP (CS) is to confirm the following with the designated Person in Charge:

- a. the extent of the work to be carried out
- b. the confined space has been isolated and any associated Permit(s) to Work (and where necessary any Certificates of Isolation) have been obtained
- c. the safety arrangements at the place of work and at the points of isolation
- d. any special instructions and / or safety measures
- e. that the area of work is vented and purged and that it is safe for the work to proceed
- f. the peak gas readings within the confined space are within permissible limits
- g. the "Standard Caution to Entrants" as written on the Permit to Work is

understood.

The Authorised Person is also to deliver the “Standard Caution to Entrants”, as printed on the Permit, prior to signing and issuing the Permit to Work.

- 5.6.9 The designated Person in Charge is to be issued with a copy of the Safety Programme, along with the Permit to Work. The purpose of this is to ensure that the work identified is carried out in accordance with the agreed safe method of working.
- 5.6.10 The AP (CS) is to use the original copy of the Safety Programme for the purpose of checking the isolation arrangements and that the agreed safe method of working is being followed.
- 5.6.11 The issue of every Permit to Work is to be recorded in the Confined Spaces Operations Record specific to the site.

#### **Receipt of Permit to Work**

- 5.6.12 Before accepting the Permit to Work the designated Person in Charge is to:
  - a. read the Safety Programme and associated Permit to Work
  - b. understand the extent of the work
  - c. understand the safety precautions
  - d. ensure that the Work Team members are able and capable of undertaking the work
  - e. demonstrate to the AP (CS) that the pre-entry, peak gas readings within the confined space are within permissible limits and continuous monitoring will take place
  - f. be prepared to undertake the work.
- 5.6.13 The designated Person in Charge is to sign Part 2 of the Permit to Work. The signatures on Parts 1 and 2 of the Permit to Work are to appear on both the original and duplicate pages. The acceptance of a Permit to Work makes the Person in Charge personally responsible for supervising or undertaking the defined work.
- 5.6.14 The AP (CS) issues the original copy of the Permit to Work to the Person in Charge. The duplicate copy remains in the Permit Pad.
- 5.6.15 While the work is in progress, the Person in Charge is not permitted to leave the point of work, or to undertake any other work or tests. If there is a need for the Person in Charge to carry out any other unrelated duties, or leave the point of work, the procedure for Closure of the Permit to Work is to be followed.
- 5.6.16 If there are any adverse changes to the conditions in the confined space or the time limit on the Permit to Work has expired, the work is to be stopped and the reasons reported to the AP (CS). A note of any such instance is to be made in the Confined Spaces Operations Record.



### **Closure of Permit to Work**

5.6.17 On completion of the work, the PiC is to:

- a. withdraw all persons, equipment, tools and instruments from the point of work
- b. advise all persons under their control that they are no longer permitted to enter the confined space
- c. ensure, in conjunction with the AP (CS), that all facilities and equipment made safe / taken out of service are re-commissioned in the sequence agreed in the Safety Programme
- d. complete and sign Part 3 of the AP (CS)'s (Duplicate) copy of the Permit recording that the work has been completed
- e. return the Original Permit to Work to the AP (CS).

5.6.18 The AP (CS) is to satisfy them self that the confined space entry has been completed satisfactorily in accordance with the Safety Programme.

### **Cancellation of Permit to Work and Filing of Records**

5.6.19 The AP (CS) is to cancel the Permit to Work by completing Part 4 on the duplicate copy. The AP (CS) is also to transfer any supplementary information from the (surrendered) original copy onto the duplicate copy.

5.6.20 The AP (CS) is to arrange for the removal of any keys, locks, signs or other safety equipment used for the work. Where the associated Permits to Work, sanctions or other documentation (e.g. Certificates of Isolation) have been issued, the AP (CS) is to liaise with the Issuing Officer for the re-commissioning of any plant and equipment withdrawn from service.

5.6.21 The cancellation of the Permit by the AP (CS) signifies that they are satisfied that the site has been returned to a safe condition and is safe to operate.

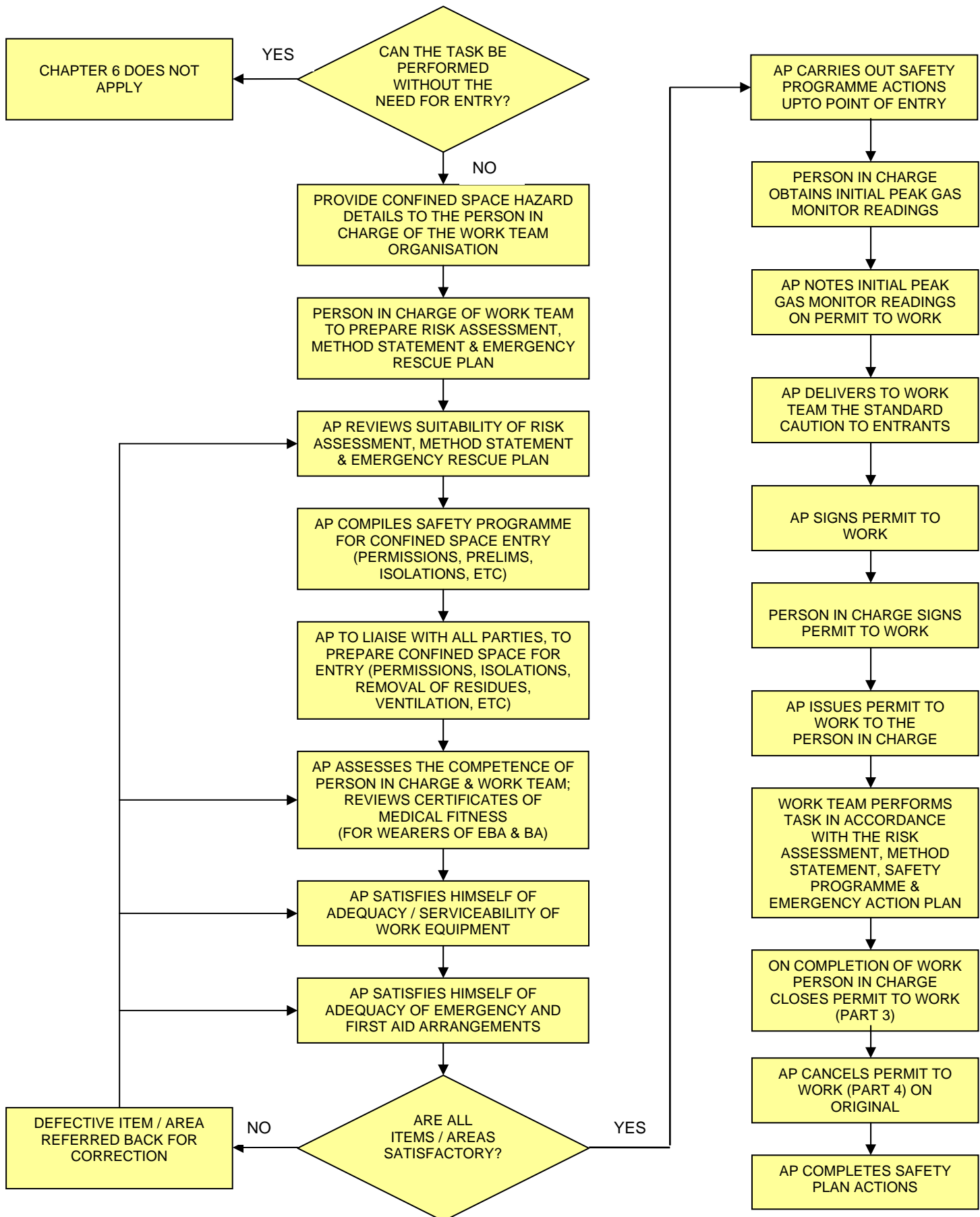
5.6.22 The original copy of the Permit is to be defaced with the word, "CANCELLED" written in large print, diagonally across the face of the document. Alternatively, a rubber stamp may also be used for the same purpose.

5.6.23 The cancellation of every Permit to Work is to be recorded in the Confined Spaces Operations Record specific to the site. The defaced original is to be filed in the Confined Spaces Register, along with the original Safety Programme and the Risk Assessment for the task. Any difficulties or unusual circumstances encountered or discovered during the execution of the task are also to be recorded in the Confined Spaces Operations Record specific to the site.

5.6.24 The Procedure for entry under a Permit to Work is summarised in Figure 5.2 - "Procedure for management of an entry into a confined space".

### **Retention of Records**

- 5.6.25 Completed pads of Permits are to be retained in the Confined Spaces Document Centre for a minimum period of six years after the cancellation date of the last Permit to Work in the pad.
- 5.6.26 The cancelled original Permit, together with its associated Risk Assessment and Safety Programme are to be retained in an appropriate folder in the Confined Space Document Centre for a minimum period of six years after the cancellation date.



**Figure 5.2 Procedure for management of an entry into a confined space**

### **Action on loss of documentation**

- 5.6.27 If the PiC loses either the original Permit to Work, or their copy of the Safety Programme, a new Permit to Work and / or copy of the agreed Safety Programme is to be issued as soon as possible after discovery of the loss. Re-issue of a Permit to Work is to follow the procedures outlined in Sections 5.6.7 – 5.6.11 above.
- 5.6.28 If the circumstances so warrant, the AP (CS) may direct that work is to be stopped as soon as the loss is noticed, until such time as a new Permit to Work and, where necessary, a new Safety Programme is issued.
- 5.6.29 When the work has been stopped due to loss of documentation, the loss is to be recorded by the AP (CS) in the Confined Spaces Operating Record. Parts 3 and 4 of the duplicate copy are to be defaced with the words, "ORIGINAL COPY OF PERMIT LOST" written in large print, diagonally across the face of the document. Parts 3 and 4 of the duplicate copy are also to be signed by the Person in Charge and the AP (CS) respectively, to acknowledge the loss.

### **Ordering cessation of work**

- 5.6.30 The AP (CS), or Person in Charge, may stop the work if for any reason he considers it necessary. When the work is stopped by the AP (CS), or Person in Charge, the Permit to Work is to be withdrawn and cancelled.
- 5.6.31 In circumstances where the AP (CS), or Person in Charge, stops the work, the Person in Charge is to :
- a. withdraw all persons and, if safe to do so, all equipment, tools and instruments from the place of work
  - b. advise all persons under his or her control that they are no longer permitted to enter the confined space
  - c. take steps to prevent further access to the confined space and otherwise make the site safe
  - d. report to the AP (CS) and complete Part 3 of the duplicate copy of the Permit to Work recording that the work has been stopped and that the point of work has been made safe
  - e. return the original Permit to Work to the AP (CS).
- 5.6.32 In the above circumstances, the AP (CS) is to:
- a. complete Part 4 on the duplicate copy recording that work has been stopped
  - b. record the reasons for the stoppage
  - c. state what actions have been taken to make the site safe
  - d. deface the original copy of the permit to work as described in Section 5.6.22 above

- e. record the circumstances in the Confined Spaces Operations Record.

**5.6.33 No work may recommence without production of a new Risk Assessment, Safety Programme and Permit to Work.**

## **5.7 Standing Instructions**

- 5.7.1 A Standing Instruction is prepared by the AP (CS) and approved by the AE (CS) to facilitate entry into an area which contains an automated specified risk and / or does not fall under the control of an AP of another discipline, such as, a computer room with a fire drench system.
- 5.7.2 A Standing Instruction will generally place limitations on the type of work that may be safely carried out in the area, without further reference to the AP (CS). Typically this will be non-invasive inspection and minor maintenance work.
- 5.7.3 A sample format for a Standing Instruction is given at Part 2 – Model Forms and Signs; CS Form 5.4.

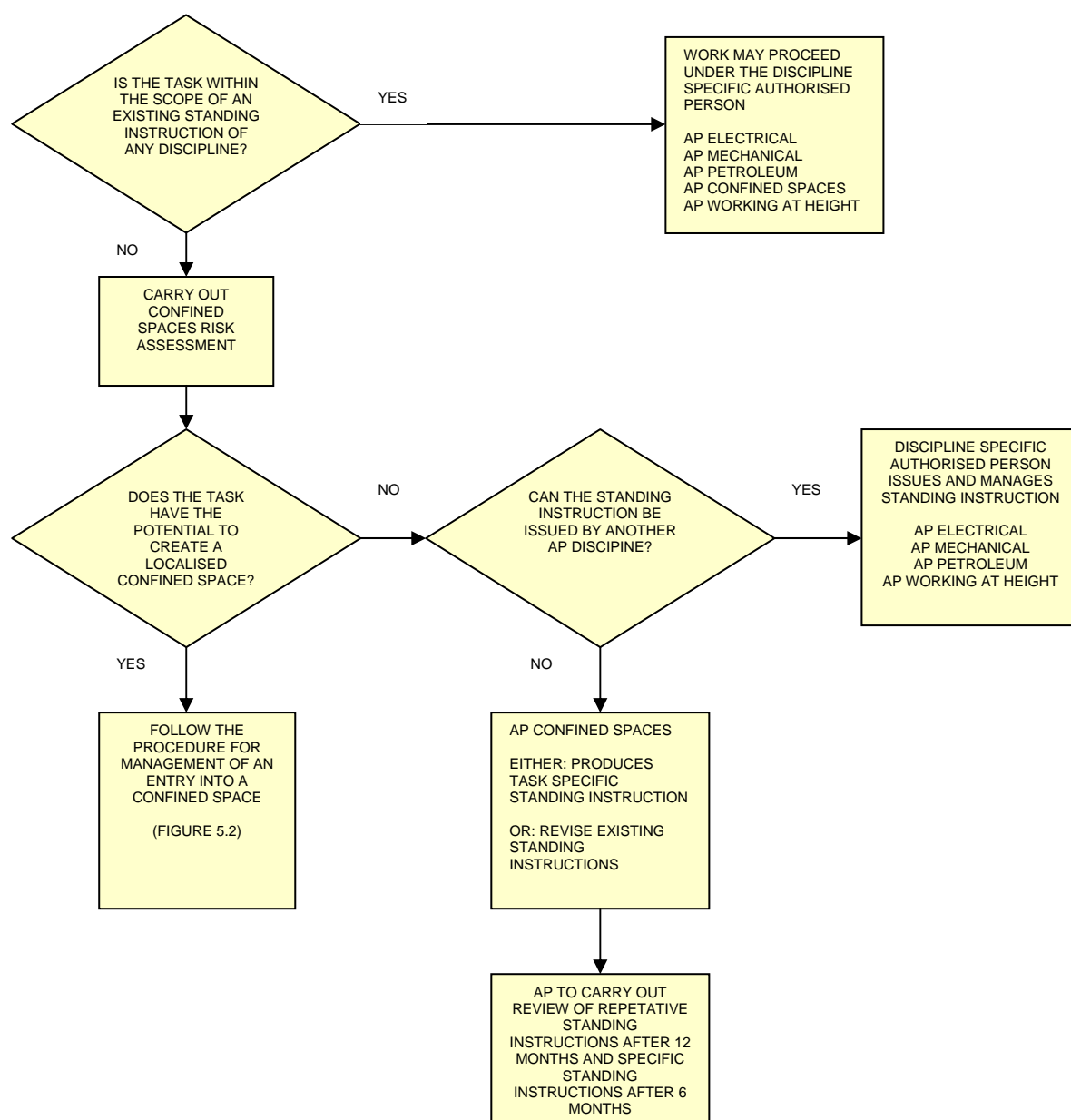
## **5.8 Procedure for Entry Under a Standing Instruction**

- 5.8.1 Where a repetitive work function is to be undertaken in an area requiring control that does not fall within the remit of another discipline, the AP (CS) is to draw to the attention of those engaged in the work activity the limitations imposed by the Standing Instruction. Once a Standing Instruction is issued to an individual, if the work is within its scope, then work may proceed without further recourse to the AP (CS).
- 5.8.2 Where work is to be undertaken in an area requiring control that does not fall within the remit of another discipline, that is outside the scope of an existing Standing Instruction or where no Standing Instruction exists, the AP (CS) is to be contacted to enable a risk assessment of the work activity to be carried out.
- 5.8.3 If the activity has the potential to give rise to one or more of the Specified Risks (as defined in Section 3.2.2 above), then the work is to be controlled under a Permit to Work. In these instances the procedure outlined in Section 5.5 above is to be followed.
- 5.8.4 If the activity is considered unlikely to give rise to a Specified Risk, the AP (CS) must produce a task-specific Standing Instruction, prior to allowing work to proceed. Alternatively, working in conjunction with the CAP (CS) the existing Standing Instruction may be revised to incorporate the newly identified work activity.
- 5.8.5 A Standing Instruction must be prepared and issued by the AP (CS). The recipient of the Standing Instruction is to acknowledge receipt in the space provided on the Standing Instruction. A photocopy of the Standing Instruction, bearing the signature acknowledging receipt, is to be retained in the Confined Spaces Register.
- 5.8.6 After 12 months the AP or CAP (CS) will review and, if necessary, revalidate a repetitive work Standing Instruction. Where this is undertaken by the CAP it is

to be undertaken in conjunction with the issuing AP (CS). The CAP (CS) will also review any task specific Standing Instructions to ensure that they have been withdrawn on completion of the work.

5.8.7 All Standing Instructions issued and withdrawn must be recorded in the Confined Spaces Operations Record by the issuing or cancelling AP (CS).

5.8.8 The procedure for entry under a Standing Instruction is summarised in Figure 5.3 - “Procedure for Standing Instructions”.



**Figure 5.3 Procedure for Standing Instructions**

## 6. Training

### 6.1 Introduction

- 6.1.1 This Section deals with the technical training requirements for those involved in the conduct or management of work in confined spaces.
- 6.1.2 The requirements for other AP (CS) and AE (CS) training is given in JSP 375 Vol 3 Ch 2 - Common Requirements and are not discussed further within this document.

#### Requirement

- 6.1.3 It is a pre-requisite for both the AP (CS) and AE (CS) candidates to have undertaken on-site familiarisation training and **to be in possession of an up-to-date personal Logbook** prior to attending the training stipulated below. In addition they should be familiar with:
  - a. the concept of Risk Assessments, Safety Programmes and other safety documentation
  - b. behavioural interviewing techniques
  - c. the safety documents held on the sites for which they are to be appointed.

### 6.2 Authorising Engineer (Confined Spaces)

- 6.2.1 An AE (CS) must achieve the same technical training standards as given in Section 6.3, below, for an AP (CS).

### 6.3 Authorised Person (Confined Spaces)

- 6.3.1 The AP (CS) course aims to ensure that, on completion, participants can demonstrate a thorough and practical understanding of the safe systems of work and associated procedures contained within this Chapter of JSP 375 Vol 3.

#### Course Content

- 6.3.2 The course will cover, as a minimum:
  - a. a review of the definition of a confined space and types and nature of hazards associated with confined space operations and work within confined spaces
  - b. practical and procedural aspects of the work of an AP (CS)
  - c. an explanation and demonstration of the use and the checking of gas detection equipment, including pre-entry peak readings
  - d. an explanation and demonstration of the checking and use of a harness, safety lines, man-riding and fall-arrestor winches and tripod. Be aware of suspension trauma and the methods of treatment

- e. an explanation, demonstration and the practical of use of various types of escape and working / rescue breathing apparatus
- f. conduct of a series of Risk Assessments and preparation of Safety Programmes based on a simulated scenario. This will include the issue and cancellation of a Confined Spaces Permit to Work
- g. a practical exercise involving a vertical entry and exit of a manhole chamber or tunnel wearing Escape Breathing Apparatus and the appropriate personal protective equipment.\*
- h. a practical exercise involving an entry, traverse and exit of a confined space wearing Self Contained Breathing Apparatus (SCBA) and appropriate PPE. The exercise should involve a simulated rescue from a confined space.\*

6.3.3 In the case of refresher courses, the two exercises marked with an asterix \* may be omitted.

### **Learning outcomes**

6.3.4 On completion of the course, candidates will be able to:

- a. state and interpret the definition of a confined space
- b. describe the legislation governing entry into confined spaces
- c. describe the potential hazards and precautions to be taken to allow safe entry and occupation of a confined space
- d. recognise and classify confined spaces in accordance with these Safety Rules and Procedures
- e. demonstrate familiarity with these Safety Rules and Procedures and other relevant associated publications relating to confined spaces
- f. conduct risk assessments for typical tasks in confined spaces
- g. demonstrate the ability to assess and instruct the Person in Charge and Work Team and also to act as the Person in Charge
- h. prepare a Permit to Work, Safety Programme and other written documentation in accordance with these Safety Rules and Procedures
- i. describe the roles, duties and relationships between those parties with operational appointments listed in Ch 2 - Common Requirements and other disciplines covered by Safety Rules and Procedures
- j. recognise the importance of familiarity with site installations any site specific procedures and the site rescue services
- k. describe the operation, calibration and use of gas monitoring and detecting equipment



- l. describe the types, use and condition under which various categories of breathing apparatus and personal protective equipment is to be worn
- m. demonstrate a basic familiarity with various categories of breathing apparatus
- n. operate the recording and information systems listed in these Safety Rules and Procedures and state how these are to be distributed and maintained and by whom
- o. describe the necessary hygiene procedures related to confined space working and a suitable standard for personal protective clothing
- p. describe what action to take when there are conflicting requirements listed in Statutory Regulations, these Safety Rules and Procedures and any local rules
- q. describe the requirements for regular and effective maintenance on safety equipment use for confined space entry
- r. risk assess and identify suitable arrangements, procedures and rescue equipment for typical confined space work situations

### **Assessment**

- 6.3.5 On completion of the above training, candidates are to be assessed. The assessment will include:
- a. a technical assessment covering the topics identified in Section 6.3.4 above
  - b. a practical exercise involving the preparation of a Risk Assessment, Safety Programme, and Permit to Work (up to issue stage) and the review of the prospective Person in Charge; all for a specific scenario.
- 6.3.6 A period of one hour shall be permitted for the examination in the technical assessment identified above in Section 6.3.5. Access to reference material will NOT be permitted during this time.
- 6.3.7 A period of two hours shall be permitted for the practical exercise identified above in Section 6.3.5. Candidates may make reference to JSP 375 Vol 3 Ch 6 and HSC ACOP L101 during this exercise, but to no other source of reference material.
- 6.3.8 On completion of the Assessment, candidates will be graded as either, “Satisfactory” or “Unsatisfactory” and a certificate issued to that effect with the grading clearly shown on the front. A Certificate of Attendance at the course is not considered ‘Satisfactory’..
- 6.3.9 Candidates who gain an “Unsatisfactory” grading shall resubmit themselves to both parts of the Assessment, in order to have their grading reviewed. There is no requirement, however, to re-attend the entire course.
- 6.3.10 In order to gain an appreciation of the conditions encountered in a confined space experienced by Work Team members, a prospective AP (CS) is required to wear

and use full BA and escape BA in a training situation. This will take place in both the Training Provider's lecture room and confined space/tunnels.

- 6.3.11 Where a candidate does not complete the confined space entry exercise, this shall be clearly marked on the front of the course completion certificate. In extenuating circumstances this shall not prevent the award of a "Satisfactory" grading, where the candidate completes all other aspects of the Assessment to the requisite standard.

#### **Duration of Training**

- 6.3.12 The allocation of time to the course subject matter shall be in accordance with Table 6.1.

Subject	Source Reference	Time allocated	
		Initial Course	Refresher Course
Theory:			
Specific Legislation; Definitions; Hazards; Characteristics; Classification; Fire awareness	L 101 Section 3	5 x 45 mins	4 x 45 mins
Roles and Duties; Management arrangements and controls	Section 2 Section 4	2 x 45 mins	2 x 45 mins
Operational Procedures – General (Fig 5.1)	Section 5	1 x 45 mins	1 x 45 mins
Operational Procedures; Standing Instructions incl. worked example	Section 5	2 x 45 mins	2 x 45 mins
Operational Procedures; Risk Assessment; Safety Programme; Permits to Work including worked examples	Section 5	4 x 45 mins	3 x 45 mins
Operational Procedures; Assessing competency;	Section 5 Section 6 Section 7	2 x 45 mins	2 x 45 mins
Coursework Exercise; Standing Instruction		2 hour *	1 hour 30 mins *
Coursework Exercise; Safety Programme and Permit to Work		3 hour *	2 hour *
Practical:			
Exposure levels and Gas Detection Equipment		1 hour	1 hour
Harnesses, Safety lines, Rescue winches		3 hours	1 hour
Familiarisation Exercise – EBA		2 hours	Not Required
Familiarisation Exercise – SCBA and BA Boards		4 hours	Not Required
Escape Breathing Apparatus wearing and use - Revision		Not Required	1 hour
Self Contained Breathing Apparatus wearing and use - Revision		Not Required	2 hours
Examination / Assessment:			
Written Examination: Test of technical knowledge Practical documents exercise		1 hour 2 hours	1 hour 2 hours
Practical Competency Assessment of PIC		30 mins*	30 mins*
Coursework Feedback		30 mins	30mins

\* This time may be supplemented by the student's own study / preparation time.

**Table 6.1: Allocation of study time for the AE / AP Confined Spaces course**

## 6.4 Confined Spaces Work Team (including Person in Charge)

- 6.4.1 All members of a Confined Spaces Work Team are required to have received sufficient information, instruction and training to enable them to carry out their duties. In addition, those likely to be involved in an emergency rescue within a confined space should also be trained for that purpose. Guidance on the content of such training is given in the Health and Safety Commission Approved Code of Practice, HSC ACOP L101.
- 6.4.2 The above training requirements may be satisfied by a combination of attendance on formal training courses, on-the-job training and on-site briefings and exercises.
- 6.4.3 As a guide, members of a Work Team, who are in possession of City and Guilds Certificate 5831 or the appropriate level of City and Guilds Certificate 6150, may be deemed to have achieved an adequate training standard for most common confined spaces work activity. In the absence of this level of certification, the guidance given in Table 6.2, may be used in assessing the adequacy of the training received, in relation to the task.

TASK	TRAINING STANDARD
Routine work (inspection / meter reading etc.) in an area requiring control	Confined space Awareness toolbox talk N.B: This may be delivered by an AP (CS)
Other work in an area requiring control	1 day confined spaces Awareness Course for the Work Team. N.B.: May be delivered by an AE (CS) or as delegated by them
Work in a confined space that warrants provision of Escape Breathing Apparatus	2 day confined spaces working course that includes theory and practice in using Escape Breathing Apparatus
Work in a confined space that warrants provision of Self Contained Breathing Apparatus	3 day confined spaces working course that includes theory and practice in using Self Contained Breathing Apparatus

**Table 6.2 Person in Charge and Work Team Training Standards**

## 6.5 Management Training

- 6.5.1 Any person who has duties connected with the management of work should possess a level of training commensurate with their role and responsibilities. As a guide, the IOSH “Managing Safely” course, or equivalent, may be reckoned to be an adequate level of training for the non-specialist manager.
- 6.5.2 For those whose duties particularly involve the management of work in or around confined spaces (e.g. Line Managers of Authorised Persons; Defence Estates Facilities Managers; Authority Local Representatives for Project Aquatrine; Building Custodians / Officers and other personnel) training in “Confined Space Awareness for Managers” is considered essential. Line Managers are responsible for ensuring that staff and contractors under their control are equally made aware of the hazards presented by confined spaces.

- 6.5.3 The training for personnel directly responsible for issuing or managing work tasks in or around confined spaces is to be approved by the AE (CS).

## **7. Medical Requirements**

### **7.1 General**

- 7.1.1 All workers who may have cause to enter a confined space are expected to have a reasonable standard of physical fitness. The level of fitness will depend upon the task to be performed.
- 7.1.2 For work in the close confines of a confined space, consideration must be given to the physical build of such workers.
- 7.1.3 As a guide, an operative who regularly work in confined spaces and / or wears breathing apparatus should be free from:
- a. history of fits and blackouts
  - b. heart disease
  - c. deafness and / or perforated eardrums
  - d. haemorrhoids
  - e. Meniere's disease involving loss of balance
  - f. tendency to claustrophobia
  - g. severe or recurrent back pain
  - h. severe visual impairment
  - i. lack of sense of smell
  - j. any temporary disability which may restrict normal duties.
- 7.1.4 A person, who has to work in a confined space and as part of their duties may have to wear escape breathing apparatus in an emergency situation, also requires a reasonable standard of fitness. The medical requirements are not as high as for regular wearers of working breathing apparatus, but the factors listed in Section 7.1.3 must be taken into account.
- 7.1.5 A person, who is required to enter or work in a confined space, must be deemed capable to do so by their employer. If the employer is aware of any medical concerns about an individual, then medical advice should be sought before a decision is made about their suitability for work in a confined space.

### **7.2 Bacterial and Viral Infection**

- 7.2.1 Any person, who is likely to come into contact with sewage and / or wastewater, must consider having inoculations against the bacterial and viral infections associated with this work. This may include:

- a. Typhoid
- b. Tetanus
- c. Poliomyelitis
- d. Hepatitis A.

7.2.2 Any person likely to come into contact with sewage, contaminated water, soil or infected animals must be made aware of the symptoms of Weil's disease (Leptospirosis) and be issued with a pocket-sized information card. The text for such an information card is given in Part 2 - Model Forms and Signs; CS Form 7.1.

7.2.3 A number of substances have been proved to cause dermatitis including: mineral oils (e.g. diesel and other fuels), certain industrial chemicals (e.g. alkalis, nickel salts, mercury compounds), insecticides, formaldehydes, synthetic resins, glass fibre, solvents and de-greasers (e.g. paraffin or turpentine), tar pitch or other coal tar products.

7.2.4 Any person expected to work in a confined space must be made aware that personal hygiene measures, skin care and cleanliness greatly reduce the risk of bacterial and viral infections and industrial dermatitis.

### **7.3 Medical Examinations and Medical Surveillance**

7.3.1 Any person who is to work either in breathing apparatus or escape breathing apparatus, must have attended a medical examination within the preceding twelve months of the actual date of use. Evidence of medical clearance for such work is to be checked by the AP (CS) as part of the preparatory work to the issue of a Permit to Work. An AP (CS) or AE(CS) attending an initial, or refresher AP (CS) course is required to have an appropriate medical certificate for wearing and use of full BA and escape BA sets.

7.3.2 For those who have only occasional need to wear such equipment, e.g. Authorising Engineers (Confined Spaces) and Authorised Persons (Confined Spaces) there is no requirement to keep this medical certification permanently "in-date". However, where circumstances arise that require breathing apparatus to be worn, individuals should gain re-certification, so as to be compliant with Section 7.3.1, e.g. as an AP(CS) training requirement or, a specific confined space entry.

7.3.3 The advice to a Medical Practitioner carrying out the examination on anyone who is required to work in a confined space environment is that they should include an examination of the:

- a. respiratory system (to exclude chronic respiratory disorders)
- b. cardiovascular system
- c. skin (to eliminate any chronic skin condition, which may be aggravated by the wearing of Personal Protective Equipment).

7.3.4 Where a medical certificate is provided in a language other than English, it will be the responsibility of the MMO to ensure a certified translation of the medical certificate is provided.

- 7.3.5 A suggested format for a letter to a Medical Practitioner who is to undertake such examinations, together with a Medical Practitioners response template, is given in Part 2 - Model Forms and Signs; CS Form 7.2.
- 7.3.6 In accordance with Regulation 6 of the Management of Health and Safety at Work Regulations, all employers should also carry out health surveillance of their employees, where this is considered appropriate. Situations that may indicate such surveillance is necessary include workers who comes into contact with sewage, contaminated water, soil, infected animals, or any other environmental aspect that may be linked to a disease or adverse health condition.



## **PART 2**

### **MODEL FORMS and SIGNS**

## **Model Forms and Signs**

The following Model Forms and Signs have been developed for use with these Safety Rules and Procedures as an aid to compliance.

Each of the Model Forms and Signs may be freely copied or otherwise reproduced in electronic or other printed format. However, where this is done, acknowledgement must be given to the Ministry of Defence as the source. The exception to this is Model Form CS 7.1 (Leptospirosis Information Card), where acknowledgement must be given to the Health and Safety Executive as the source.

Use of the Model Forms and Signs is not mandatory, in the implementation and operation of these Safety Rules and Procedures. Companies, organisations and individuals who adopt these Safety Rules and Procedures are therefore free to develop their own systems and method of compliance. However, where a company, organisation or individual chooses to adopt their own system, the information content of any documentation produced must not be less than that provided for in these Model Forms and Signs.

Notes:

SCHEDULE A – CONFINED SPACES <sup>1</sup>			Establishment:			
CS Ref No	Building No. / Location	General Description	Identified Confined Space Hazards <sup>2</sup>	Other Hazards / Remarks	Access Key No.	Controlling Authority <sup>3</sup>
A23	<i>EXAMPLE: Behind 25m range</i>	<i>Septic tank</i>	<i>Ex – Methane; Tox – Hydrogen Sulphide; Drown – Variable levels</i>	<i>Leptospirosis; Hepatitis</i>	<i>N / A</i>	<i>Aquatrine IPT</i>

1. For the definition and examples of Confined Spaces, refer to Section 3.3 of the text

2. Ex – Explosive; Tox – Toxic; Ox – Oxygen deficient / asphyxiant; Drown – Risk of drowning; Solid – Free flowing solid; Heat – High temperature, all followed by short description of the hazard

3. e.g. DE Scotland Regional Prime IPT; DE South West Regional Prime IPT; Project Vanguard (Defence Training Estate); Project Aquatrine IPT



# **CONFINED SPACES OPERATIONS RECORD**

**for**

**Site / Establishment / Area:**

**This Confined Spaces Operations Record is to be kept in the Confined Spaces Document Cabinet**

**RULES FOR THE UPKEEP OF THE CONFINED SPACES OPERATIONS RECORD**

1. Only one Confined Spaces Operations Record (CSOR) is to be in use for each site, location or geographical area, as determined by the AE (CS).
2. Entries are to be made in chronological order, and are to be ruled off after each entry. Entries are to include:
  - The issue and cancellation of each Permit to Work
  - The loss of a Permit to Work
  - The change in conditions inside a Confined Space, whilst a Permit is open
  - The withdrawal of a Permit to Work
  - The issue and return of a key from the Working Key Cabinet
  - Details of any Dangerous Occurrence connected with Confined Space working
  - Issue and cancellation of each Standing Instruction
  - On arrival, the name of the person assuming AP (CS)'s duties, arrival and departure times and the reason for the visit
  - On departure, an accurate record of the operations that have been undertaken, and a record of any important points that may be useful to other Authorised Persons who may be called to complete a programme of work.

**This Operations Record remains the property of the Ministry of Defence and is to be retained for six years after the date of the last entry.**

Date and Time of Operation	Event or Operation and Reason	Name, Signature & Designation

**RULE OFF AFTER EACH ENTRY**

**Page No ..... of .....**

## EQUIPMENT REGISTER

<p><b>REGISTER OF:</b></p> <p>(General nature of equipment)</p>	
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[illegible]

## EQUIPMENT INSPECTION RECORD

INSPECTION RECORD FOR:	
(Item Description)	
Serial / Identification No / Marking	
Inspection frequency	

N.B.: This form may not be used as a substitute for a Certificate of Calibration from a NAMAS accredited laboratory



[illegible]





# **KEY REGISTER**

<b>KEY REGISTER FOR</b>  (Establishment)	
--	--

Date & Time of issue	Key No.	To give entry into (location)	Name of person drawing key (Capitals)	Signature	Contact Tel. No	Date & Time of return	AP(CS) initials

	<div>Yellow</div> <div><b>Warning. This key controls access to a Confined Space</b></div>
	<div><b>Contact Duty AP (Confined Spaces) before issue. Contact:</b> <input type="text"/></div> <div>Blue</div>

i) Confined Space Key Tally

	<div>Yellow</div> <div><b>Danger Confined Space</b></div>
	<div><b>Permit to work required before entry. Contact:</b> <input type="text"/></div> <div>Blue</div>

ii) Safety Sign to be posted (where practicable) at entrances to confined spaces

Yellow

## CONFINED SPACES RISK ASSESSMENT – GUIDANCE NOTES

1. These guidance notes have been produced to assist assessors in completing the Confined Spaces Risk Assessment, CS Form 5.1A
2. The assessment is to be undertaken by a competent person who has a level of knowledge of confined spaces working at least equivalent to that of an AP (CS).
3. The process of determining the Risk Rating is taken from JSP 375 Vol 2 Leaflet 39 – Health & Safety Risk Assessment. For further guidance, the assessor is referred both to that document and to HSC ACOP L101, “Safe working in confined spaces.”

**Table 1 - Likelihood of Injury**

Likelihood	Criteria	Rating Value
Most Unlikely	Probability close to zero	1
Unlikely	Injury a conceivable occurrence	2
Likely	High possibility of injury	3
Most Likely	Injury probable	4

**Table 2 - Severity of Injury**

Severity	Criteria	Rating Value
Trivial	Injuries that could be treated by local First Aiders from a First Aid box	1
Slight	Injuries that may require more expert treatment, administered at a medical centre / hospital A&E department	2
Serious	Injuries involving urgent hospital treatment	3
Major	Injuries involving major trauma or death	4

The **Risk Rating** is determined by multiplying the **Likelihood** by the **Severity**

**Table 3 - Risk Rating and Action Required**

Risk Rating	Action Required
1 or 2	Existing control measures may be considered adequate
3 or 4	Consider introduction of additional controls or supervision
6 or higher	Additional controls are required in the form of a Safety Programme and Permit to Work

- These guidance notes are to be printed on the inside cover of the Confined Spaces Risk Assessment Pad

MoD Health & Safety Handbook  
JSP 375 Vol 3 Chapter 6 – Confined Spaces  
**CONFINED SPACES RISK ASSESSMENT**

Establishment:	Site / Confined Space Ref:					Activity:	Risk Assessment Ref No:			
Generic Hazard	Caused by / Source?	Present? Y/N	Likelihood (a)	Severity (b)	Risk Rating (a) x (b)	Additional Control measures necessary to reduce Risk to tolerable levels <sup>1</sup>	Revised Risk Rating			Standard / Specification or Type of equipment to be used
							Likelihood (a)	Severity (b)	Risk Rating (a) x (b)	
<b>Existing Site Hazards</b>										
Flammable or explosive gas										
High ambient temperature										
Asphyxiant / toxic gas / fume / vapour										
Oxygen deficiency										
Flooding / rising levels of liquid										
Free flowing solid / powder / dust										
Other chemicals / contaminants										
Access										
Falls / Work at Height										
Moving / auto-start equipment										
<b>Other</b>										

Notes: 1. Where the Control Measures are detailed in the Safety Programme, a cross reference may be made, but the Serial Number of the Safety Programme must be stated

Originator (Name & Designation)		Date:		Checked by (Name & Designation)		Date:	
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MoD Health & Safety Handbook  
JSP 375 Vol 3 Chapter 6 – Confined Spaces  
**CONFINED SPACES RISK ASSESSMENT**

Establishment:		Site / Confined Space Ref:				Activity:	Risk Assessment Ref No:			
Generic Hazard	Caused by / Source?	Present? Y/N	Likelihood (a)	Severity (b)	Risk Rating (a) x (b)	Additional Control measures necessary to reduce Risk to tolerable levels <sup>1</sup>	Revised Risk Rating			Standard / Specification or Type of equipment to be used
							Likelihood (a)	Severity (b)	Risk Rating (a) x (b)	
<b>Will the work activity introduce</b>										
Gases, fumes or vapours										
Decrease / increase in oxygen										
Flooding										
Solids that can flow										
Temporary electrical supplies / lighting										
Manual Handling										
Hot Work activity										
Excessive heat / cold										
Other chemicals / contaminants										
Internal combustion engines										
<b>Other</b>										
<b>Signed:</b>			Name (Originator):::						Date:	
<b>Signed:</b>			Name (Authorised Person (CS)):::						Date:	

Notes: 1. Where the Control Measures are detailed in the Safety Programme, a cross reference may be made, but the Serial Number of the Safety Programme must be stated.

<b>CONFINED SPACE SAFETY PROGRAMME - PART A</b>		<b>Safety Programme No.</b> For use with <b>Permit No.</b> <b>Risk Assessment No.</b>
Location & reference number of confined space:		

**NO PERSON SHOULD ENTER A CONFINED SPACE UNLESS THERE IS NO OTHER WAY OF  
EXECUTING THE TASK**

<b>Safety Programme Schedule PART A is to be completed by the individual or organization proposing to enter the confined space to carry out the works. A Safety Programme (Schedule Part A) in another format may be supplied but must contain all the elements identified here and be acceptable to the Authorised Person (Confined Spaces)</b>			
The precise work to be carried out is:			
<b>NO OTHER WORK IS TO BE CARRIED OUT WITHOUT THE AGREEMENT OF THE AUTHORISED PERSON (Confined Spaces)</b>			
The following are the minimum numbers of staff necessary to execute this task safely:			
Person in Charge:			
Confined Space entrants (Full BA trained): <i>(Where Escape BA is not deemed sufficient)</i>			
Confined Space entrants (Escape BA trained): <i>(For CS entry where full BA is not deemed necessary)</i>			
Additional staff trained in rescue (Full BA trained)			
First aid trained (Nominated first aider may not enter confined space):			
Expected date and duration of task (Max 8 hours):			
The following Personal Protective Equipment, Respiratory Protective Equipment, or other specialist equipment will be required: e.g. Access Equipment Escape Equipment  (Include equipment and persons to whom provided)	Equipment	Qty	Whom Provided
The method to be used for ventilation and purging of the confined space prior to, and during, entry is as follows:			
Other specific safety precautions to be taken particular to THIS site and THIS task: e.g. Traffic Control Access Control  <b>See also Safety Programme Part B produced by the AP (CS)</b>			
<b>Safety Programme Part A</b>			
<b>Produced by Company</b>	Name Signature	Designation	
<b>Reviewed by AP(CS) Name</b>	Signature		

<b>CONFINED SPACE SAFETY PROGRAMME - PART A</b>		<b>Safety Programme No.</b> For use with <b>Permit No.</b> <b>Risk Assessment No.</b>
<b>Location &amp; reference number of confined space:</b>		

Method of communication within the Confined Space is as follows:  Emergency Evacuation Signal:  Work Team OK Signal:  To be sounded every: _____ Minutes		
Method of communication from inside the Confined Space to outside: Rescue Arrangements:  Additional equipment provided solely for the rescue team:  Means of contacting the emergency services:  Telephone number for the emergency services:  Rendezvous point for emergency services:		
Task Method Statement Supplied by Contractor for Approval		Yes/No
	<b>Safety Programme Part A</b>	
<b>Produced by Company</b>	Name Signature	Designation
<b>Reviewed by AP(CS) Name</b>	Signature	

<b>CONFINED SPACE WORKING SAFETY PROGRAMME SCHEDULE PART B</b>		<b>Safety Programme No.</b> For use with <b>Permit No.</b> <b>Risk Assessment No.</b>
<b>Location &amp; reference number of confined space:</b>		

<b>This Safety Programme Schedule PART B is to be implemented in conjunction with PART A for this entry</b>		
Description of confined space (including normal use and current / previous contents)	<b>Enclosed chamber / storm water / sewage / potable water / free flowing solid / other</b>  <b>Contents:</b>	
Precise route and access to confined space entrance. (Identify any gates / doors / access covers to be released to gain access into the Confined Space)		
<b>The precise work to be carried out is:</b>  <b>NO OTHER WORK IS TO BE CARRIED OUT WITHOUT AN AGREED REVISION TO THIS SAFETY PROGRAMME</b>		
The following plant and equipment is to be taken out of service for the duration of this task:		
<b>Isolation measures 1: Inundation risks</b>  The following upstream, downstream and other sources of gas, liquid or free flowing solid are to be isolated for the duration of this task:  (To include piped supplies of gas, liquid, fire drench systems etc. The precise point of isolation is also to be determined on a schematic sketch to be appended to this Safety Programme)		
<b>Isolation measures 2: Energy system risks</b>  The following sources of electrical energy, stored pressure and potential energy are to be isolated for the duration of this task:  (The precise point of isolation is also to be determined on a schematic sketch to be appended to this Safety Programme)		
Other specific safety precautions to be taken particular to THIS site and THIS task:  <b>See also Safety Programme Part A attached to this Safety Programme</b>		
Expected date and duration of task:		
	<b>Safety Programme Part B</b>	
<b>Produced by AP(CS) Name</b>	Signature	
<b>Company PIC</b>	Name Signature	Designation



<b>CONFINED SPACE WORKING SAFETY PROGRAMME SCHEDULE PART B</b>		<b>Safety Programme No.</b> For use with <b>Permit No.</b> <b>Risk Assessment No.</b>
<b>Location &amp; reference number of confined space:</b>		

**Sketch of Confined Space:** (To include: north point, access, isolation, venting arrangements and all other locations identified in the Safety Programme)

	<b>Safety Programme Part B</b>	
<b>Produced by AP(CS) Name</b>	Signature	
<b>Company PIC</b>	Name Signature	Designation

<b>CONFINED SPACE WORKING SAFETY PROGRAMME SCHEDULE PART B</b>		<b>Safety Programme No.</b> For use with <b>Permit No.</b> <b>Risk Assessment No.</b>
<b>Location &amp; reference number of confined space:</b>		

<b>Establishment:</b>				
<b>Task:</b>				
Serial	Location and name of site / equipment	Operation	Equipment required	Date / Time completed
		<b>Safety Programme Part B</b>		
<b>Produced by AP(CS) Name</b>		Signature		
<b>Company PIC</b>		Name Signature		Designation

<b>Safety Programme Parts A and B Agreed</b>				
	<b>Name</b>	<b>Signature</b>	<b>Date</b>	<b>Time</b>
AP (CS)				
PIC				

**Location & reference number of confined space:**

Establishment:				
Task:				
Serial	Location and name of site / equipment	Operation	Equipment required	Date / Time completed

## PERMIT TO WORK (CONFINED SPACES)

**THIS PERMIT IS NOT VALID UNTIL PARTS 1 AND 2 HAVE BEEN SIGNED**

Establishment:		Permit Serial No.
Serial No of Safety Programme (to be attached to both the Original and Duplicate of this Permit)		No.
<b>GENERAL DESCRIPTION</b>		
Identity and location of the Confined Space:		
Reason for Entry and Task to be performed:		
Name of Person in Charge of the Work Team:	Names of members of the Work Team authorised by this Permit	
Date & time Permit EXPIRES: (not > 8 hrs from time of issue)	Date:	Time:

<b>SAFETY CHECK LIST: (to be completed by the Authorised Person (Confined Spaces))</b>			AP CS Initials	Date
Appropriate hazard information on site hazards has been issued to the Work Team.				
A Risk Assessment and Safety Programme for the Task been produced.				
The Risk Assessment and Safety Programme are assessed as being adequate.				
The Person in Charge and Work Team are assessed as being suitably trained and competent for the Task.				
I am satisfied as to the suitability / serviceability of the work equipment.				
The Emergency Arrangements are assessed as satisfactory & communication links have been proven.				
The Duty Holder and my line manager have been informed of the intent to enter the Confined Space.				
<b>RECORD OF INITIAL PEAK GAS READINGS</b>	Oxygen % (Min 19%: Max 23%)	Flammable (% of LEL)	H <sub>2</sub> S (Max 5 ppm)	Other
Serial No of gas Monitor:				

<b>PART 1: ISSUE – To be completed by the Authorised Person (Confined Spaces)</b>				
I have witnessed the above test and declare that it is safe to work in the above confined space which has been isolated, purged and ventilated in accordance with the attached Safety Programme. I have explained the Safety Programme, demonstrated the extent of the work and the safety arrangements at the points of isolation and other places affecting the work to the Person in Charge. I have noted the above pre-entry Peak Gas Readings, as taken by the Person in Charge.				
Signed:		Authorised Person (CS)	Time & Date:	: hrs
Name:		(Capitals)	Contact Telephone No.	
<b>CAUTION TO ENTRANTS</b>		<b>At the first sign of dizziness, eye irritation, headache, pulsating at the temples or nausea, vacate the Confined Space at once</b>		
<b>CAUTION TO WORK TEAM MEMBERS OUTSIDE THE CONFINED SPACE</b>		<b>If you suspect that an entrant has been overcome, do not attempt to enter unless you are trained and equipped. Initiate the Emergency Plan in the Safety Programme</b>		

<b>PART 2: RECEIPT– To be completed by the Person in Charge:</b>				
I have carried out the above test and declare that all persons listed on this Permit are familiar with the safety and emergency arrangements; the above Cautions and are properly equipped. I am satisfied that the confined space has been isolated and is safe to work in. I accept responsibility for carrying out / supervising the work identified in this Permit in accordance with the Safety Programme and Confined Spaces Safety Rules & Procedures.				
Signed:		Person in Charge	Time & Date:	: hrs
Name:		(Capitals)	Contact Telephone No.	

<b>PART 3: COMPLETION – To be completed by the Person in Charge:</b>				
I declare that the work described in this Permit has been satisfactorily <b>completed* / stopped*</b> . That all persons, equipment, tools and instruments under my control have been withdrawn and the site has been made safe. I have recorded overleaf any changes that have occurred in the confined space, reasons for stopping the work (if applicable) and the action taken.				
Signed:		Person in Charge	Time & Date:	: hrs

<b>PART 4: CANCELLATION – To be completed by the Authorised Person (Confined Spaces) :</b>				
I declare that the work described in this Permit has been satisfactorily <b>completed* / stopped*</b> ; that all actions on the Safety Programme are complete and that this Permit is cancelled. I have noted any changes reported overleaf and will take any necessary follow up action. I am satisfied that the site has been returned to a safe condition and is safe to operate.				
Signed:		Authorised Person (CS)	Time & Date:	: hrs

\* Delete as appropriate

**Reasons for stopping the work (if applicable) and the action taken**

## STANDING INSTRUCTION

Serial Number: .....

Establishment:			
<b>GENERAL DESCRIPTION</b>			
Identity and location of the space :			
<b>Statement:</b>  The above identified location has been assessed as requiring control. Under normal operating circumstances there are no features of the location that give rise to a Specified Risk as defined under the Confined Spaces Regulations 1997. Under <u>normal</u> circumstances therefore, it is not classified as a Confined Space. However the introduction of materials or the carrying out of tasks within the area can give rise to a localised Confined Space being created.  This Standing Instruction therefore places limitations on the nature of work activity that may be permitted within the area without further reference to the Authorised Person (Confined Spaces). The area may also be subject to restrictions on activity placed by Authorised Persons of other disciplines.			
<b>Limitations on work activity:</b>  The following activity is permitted, <sup>1</sup>			
1			
2			
3			
4			
5			
6			
No other activity may take place without further reference to the Authorised Person (Confined Spaces)			
Signed:	Name: (Capitals)	CAP(CS) / AP (CS)	Date:

<b>Revalidation:</b>  <b>This Standing Instruction automatically expires 12 months after the date of issue, unless specifically re-validated by the CAP (CS) or AP (CS), as indicated below.</b>			
I have reviewed the above Standing Instruction and consider it valid and fit for purpose for a further 12 months.			
Signed:	Name: (Capitals)	CAP(CS) / AP (CS)	Date:
Signed:	Name: (Capitals)	CAP(CS) / AP (CS)	Date:
Signed:	Name: (Capitals)	CAP(CS) / AP (CS)	Date:

I acknowledge receipt of this Standing Instruction and agree to abide by its contents.			
Signed:	Name: (Capitals)	In the employ of:	Date:

Notes:

1. The CAP(CS) or AP(CS) drafting this Standing Instruction is to add permitted activities in the spaces provided. Any unused spaces are to be ruled through with a diagonal line, prior to issue.

#### To the Medical Practitioner

The holder of this card is engaged in work, which may expose them to *Leptospira*, (either *L. icterohaemorrhagiae* or *L. hardjo*). Early diagnosis and treatment are vital in Weil's disease as jaundice is often absent in the early stages. The illness in *L. hardjo* may also be greatly shortened by appropriate antibiotic treatment.

(Your local Public Health Laboratory Service or hospital consultant microbiologist should be able to offer advice and serological testing).

You or your doctor can also get further information from the Employment Medical Advisory Service at any office of the Health & Safety Executive



#### LEPTOSPIROSIS (WEILS DISEASE)

Advice and safety precautions for those working in contact with sewage, contaminated water, soil or infected animals.

**Important: This card is for your protection – keep it with you at all times**

Reproduced, with permission, from material published by the Health & Safety Executive

#### What is Leptospirosis?

Two types of leptospirosis can affect workers in the UK. These are:

- **Weil's disease.** This is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats
- **The Hardjo form of leptospirosis.** This is transmitted from cattle to humans

#### What are the symptoms?

Both diseases start with a flu-like illness with a persistent and severe headache.

#### Who is at Risk?

Anyone who is exposed to rats, rat or cattle urine or to fetal fluids from cattle.

This includes sewer workers; those in contact with canal and river waters; farmers; vets; abattoir workers and butchers.

#### How might I catch it?

The bacteria can get into your body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water, such as in sewers, ditches and ponds and slow flowing rivers. Rat urine may also contaminate other material in areas where they are encountered.

#### How can I prevent it?

Get rid of rats. Don't touch rats with unprotected hands

Always ensure that a clean waterproof adhesive dressing covers any cuts or abrasions on your skin.

Wear protective clothing, particularly gloves wherever this is possible. Avoid contact of your hands with your mouth or nose during work.

Wash thoroughly in soap and water any cut, scratch or abrasion of the skin, whenever it occurs. Apply a clean waterproof dressing and keep the wound covered until it is totally healed.

Wash your hands and forearms thoroughly with soap and water after working in contact with any animals, water, sewage, or contaminated clothing and before eating drinking or smoking.

#### What else should I do?

Report any illness to your doctor. Tell the doctor about your work and show this card to them. Leptospirosis is much less severe if it is treated promptly. If your doctor diagnoses Leptospirosis, you must tell your employer, who must tell the Health & Safety Executive. If you are self-employed, you must report it yourself.

**Maintenance Management Organisation**

Street Name

Town

COUNTY

Post Code

Telephone:

Facsimile:

To: the Medical Practitioner

Date:

Our Ref:

Your Ref:

**Person's Name:** \_\_\_\_\_

**ASSESSMENT OF MEDICAL FITNESS TO WORK IN CONFINED SPACES AND TO WEAR BREATHING APPARATUS**

The above named member of our staff has been selected to undertake duties that may require him or her, from time to time, to enter and work in Confined Spaces. This may also require the individual to wear breathing apparatus and personal protective clothing and equipment.

In order for us to satisfy ourselves that the above named person is fully capable of undertaking these duties, I should be grateful if you would undertake a medical examination to investigate the following:

- i) The existence or otherwise of any acute or chronic respiratory disorders, through examination of the respiratory system.
- ii) The existence of any symptoms of disease or disorders of the cardiovascular system.
- iii) The existence of any chronic dermatological condition, through examination of the skin.
- iv) The existence of any other indicators that may suggest that the individual is unsuited for this type of work activity. This should include:
  - any history of fits, blackouts or altered consciousness
  - deafness and / or perforated eardrums
  - haemorrhoids
  - Meniere's disease involving loss of balance
  - tendency to claustrophobia or panic attacks
  - severe or recurrent back pain
  - severe visual impairment
  - lack of sense of smell
  - any other disability, temporary or intermittent, which may restrict normal duties.

I would be grateful if you could advise me of your findings, on completion of your examination by completing and returning the attached pro-forma.

(Signed)  
Maintenance Organisation Manager



MoD Health & Safety Handbook  
JSP 375 Vol 3 Chapter 6 – Confined Spaces  
**SAMPLE PRO-FORMA TO ATTACH TO LETTER TO A MEDICAL PRACTITIONER**

Dear Sir,

**ASSESSMENT OF MEDICAL FITNESS TO WORK IN CONFINED SPACES AND TO WEAR BREATHING APPARATUS**

I confirm that I have undertaken a medical examination of .....<sup>1</sup> against the criteria laid out below on .....<sup>2</sup> and have annotated my findings together with comments below:

		Yes / No	Comments
i	The existence or otherwise of any acute or chronic respiratory disorders, through examination of the respiratory system.		
ii	The existence of any symptoms of disease or disorders of the cardiovascular system.		
iii	The existence of any chronic dermatological condition, through examination of the skin.		
iv	History of fits, blackouts or altered consciousness		
v	Deafness and / or perforated eardrums.		
vi	Haemorrhoids		
vii	Meniere's disease involving loss of balance		
viii	Tendency to claustrophobia or panic attacks		
ix	Severe or recurrent back pain		
x	Severe visual impairment		
xi	Lack of sense of smell		
xii	Any other disability, temporary or intermittent, which may restrict normal duties.		

Given the findings of my examination of .....<sup>3</sup> I consider them **fit / unfit** <sup>4</sup> to enter and work in Confined Spaces, wear breathing apparatus and personal protective clothing and equipment as required.

.....<sup>5</sup>

---

<sup>1</sup> Name of Patient

<sup>2</sup> Date of Medical Examination

<sup>3</sup> Name of Patient

<sup>4</sup> Strike through as appropriate

<sup>5</sup> Signature of Medical Practitioner and Practice Official Stamp

## SAMPLE GUIDE FOR VISITING WORKERS AND CONTRACTORS

### What has to be included in the Safety Programme

The Safety Programme sets out the safety measures to be taken to ensure that any work in a **Confined Space** can proceed. Typical contents include:

- A description of the Confined Space
- Details on how safe access is to be gained
- A description of the work to be carried out
- Any plant or equipment required to be taken out of service
- The arrangements to ensure that any sources of gas or liquids that might enter the confined space are isolated.
- The arrangements to ensure that any mechanical or electrical equipment is isolated
- The minimum number of personnel in the Work Team, including any special competences or training they must have
- Any protective equipment or Breathing Apparatus required
- How the Confined Spaces is going to be ventilated or purged of hazardous gases
- The means of communication within the Confined Space and to the outside
- The emergency procedures and rescue arrangements

(5)

### Other frequently asked questions:

**A demarcation agreement has been set up for my work area. Do these arrangements still apply?**

Special arrangements apply to parts of the water supply / sewerage system (Project Aquatrine). If there is doubt, you should refer to the Authority Local Representative, contact details for whom are given below.

**How will I know who the Area Custodian and Authorised Person are?**

Your **Host** should be able to tell you who the relevant **Area Custodian** for your activity is. They should also be able to put you in contact with the **Authorised Person (Confined Spaces)**. Contact numbers for some of the key contacts on this site are given below.

### Site Contacts:

The following contact numbers may be obtained from any military phone:

**FIRE or OTHER EMERGENCY: 2222 or xxxx**

**AP (Confined Spaces) xxxx**

**[Name of MMO] Office: xxxx**

*(Host for most maintenance activity)*

Authority Local Representative (ALR): **xxxx**  
*(Host for Project Aquatrine)*

**Establishment Safety Adviser: xxxx**

This leaflet provides a brief outline of JSP 375 Vol 3 Chapter 6, which is available on the MoD website

(6)



### CONFINED SPACES WORKING - A GUIDE FOR VISITING WORKERS AND CONTRACTORS

*Throughout this Establishment there are a number locations that have been designated as **Confined Spaces** because if the hazards present. This leaflet describes the special rules and precautions that are required for working in these areas. It applies equally to MOD staff and service personnel, as well as to all visitors.*

**So what is a Confined Space and why is it hazardous?**

The legal definition of a Confined Space can include any area that is reasonably enclosed and in which one of the following "specified risks" can be expected to be present:

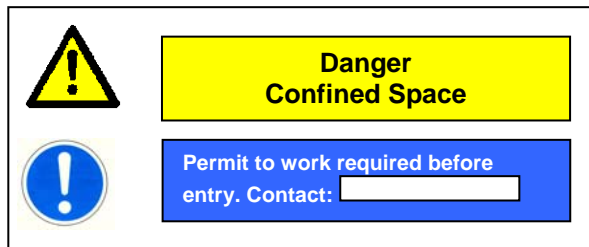
- serious injury from fire or explosion (e.g. through presence of methane)
- loss of consciousness through overheating (e.g. from work inside industrial plant that normally runs at high temperatures)
- other loss of consciousness (e.g. through lack of oxygen or being overcome by other gases or fumes)
- drowning (e.g. being caught inside a tank that suddenly floods)
- entrapment in a 'free-flowing solid' (e.g. being caught in a trench or excavation where the sides suddenly collapse)

(1)

## SAMPLE GUIDE FOR VISITING WORKERS AND CONTRACTORS

### How will I know where these are?

Most Confined Spaces on this Establishment are identified by signs similar to those shown below. A register of all such locations is also held by the **Authorised Person (AP) (Confined Spaces)**, contact details for whom are given overleaf.



(2)

### What Rules apply when I need to work in these areas?

Before you start work on any area on the Establishment, you must discuss what you intend to do with the person who invited you to the site (your **Host**) and the **Area Custodian** for the area you are working in. This process of **communicating** and **co-ordinating** your work; **co-operation** with others on the site and abiding by any **controls** is known as the **4Cs process**.

*Rules that apply for work in an area requiring control:*

In addition, if the work is in a location that has been designated an area requiring control, you will need to discuss what you intend to do with the **AP (Confined Spaces)**

The AP (Confined Spaces) will check to ensure that the work you are going to do does not introduce one of the “specified risks”. Provided this is the case, you will be issued with a **Standing Instruction** for the area which identifies the type of work you may do, without referring back to the AP (Confined Spaces).

If the work is likely to introduce one of the “specified risks”, you will be required to follow the Rules for Work in a Confined Space.

*Rules that apply for work in a Confined Space:*

Work in areas that are designated as a **Confined Space** is controlled by a **Permit to Work** issued by the AP(Confined Spaces) to the **Person in Charge** of the work team. This imposes very strict conditions on what is done, the method of working and the people involved. If any part of the arrangements are found not satisfactory, the work will not be allowed to proceed. A flowchart illustrating the process to be followed is given opposite.

(3)

### Process for issuing a Permit to Work:

*Preparatory Work:*

AP (Confined Spaces) provides details of known hazards to the Person in Charge

Person in Charge produces Task Risk Assessment and Task Method Statement

*Verification of Competence:*

AP (Confined Spaces) reviews Task Risk Assessment / Task Method Statement and prepares the Safety Programme for the entry

AP (Confined Spaces) verifies competence of Person in Charge and Work Team

AP (Confined Spaces) reviews adequacy / serviceability of work equipment for the task

AP (Confined Spaces) reviews adequacy of emergency and first aid arrangements

*Once ALL Items are found satisfactory:*

Gas monitor peak readings taken and witnessed

AP (Confined Spaces) instructs Work Team in the “Standard Caution”

AP (Confined Spaces) issues Permit to Work to Person in Charge

*On completion of work:*

The Person in Charge closes the Permit To Work

AP (Confined Spaces) cancels the Permit To Work and the system is recommissioned

(4)

Changes to Chapter 6 from Nov 2006 to Jun 2009

<b>Page</b>	<b>Paragraph/ Location</b>	<b>Change</b>
iii	Part 2	Addition of line for CS Form 7.3 and Annex A
iv		Replacement of ES&P with Property Directorate
vi		Additions to acknowledgements
vii		Deletion of ES&P and addition of PD to Abbreviations
Various		Abbreviation of Authorising Engineer (Confined Spaces), Authorised Person (Confined Spaces) and Co-ordinating Authorised Person to AE(CS), AP(CS) and CAP(CS) respectively.
2	1.3.1	Addition of commissioning
19	5.1.2	Addition of new paragraph regarding the preparation to enter a Permanent Confined Space or Potential Confined Area
21	5.5.1	Amendment to wording
21	5.5.2	Amendment to wording
21	5.5.5	Amendment to wording
21	5.5.6	Amendment to wording
21	5.5.7	Addition of new paragraph
24	5.6.6 & 5.6.7	Wording amended to reflect revised Confined Spaces Safety Programme
29	Figure 5.3	Flow Chart amended
31	5.9.5	New paragraph added to cover introduction of new CS Form 7.3 – Guide for visiting workers and contractors
34	6.3.8	Additional wording to paragraph
34	6.3.10	Addition of new paragraph
35	6.3.11	Amendment to wording
36	Table 6.1	Additions to breathing apparatus wording
39	7.3.1	Additional wording to paragraph
<b>CS Model Forms</b>	4.1.B	Form revised
	4.2	Amendment to front sheet, "Designation" added to Operations Record
	4.6	Change to wording on Potential Confined Area warning sign
	5.1.A	Amendments to form including; column headings and addition of post mitigation risk ratings
	5.2.A & B	Replaced by CS Form 5.2 covering revised Safety Programme
	7.3	Addition of new CS Form 7.3 – A guide to visiting workers and contractors
<b>Annex A</b>	A1	Addition of List of changes

Changes to Chapter 6 from Jun 2009 to Sept 2010

Page	Paragraph/ Location	Change
Whole Document		Removal of the word Permanent from the phrase “Permanent Confined Space”.
Whole Document		Removal of the term “Potential Confined Area”.
ii	Contents	Removal, renumbering and re-ordering of paragraphs.
iii	Part 2	Addition of lines to accommodate new CS Forms 5.1A, 7.2b and Annex B
iv		Removal of AAO and HSC
2	1.4.4	Rewording of sentence.
5	2.2.2	Addition of 2 additional duties for the AE.
6	2.4.2	Amendment to wording in sub-sections g.,i. and j.
7	2.5.3	Amendment to sub-section f.
9	3.2.2	Re-alignment on section numbering to reflect content of ACOP L101.
10	3.3.2	Addition of Confined Space types
10		Removal of Section covering Potential Confined Areas.
11	4.2.2.e	Amendment to wording in sentence
12	4.3.1	Amendment to wording in sentence
18	5.3.1	Rewording of paragraph.
18	5.3.2	Re-ordering of sub-sections a. and b.
19	Figure 5.1	New flow chart to determine level of control
20	5.4.4	Addition of “the PIC” at end of sentence
21	5.5.1	Rewording of sentence
	5.5.2	Rewording of sentence
22	5.6.1.d	Addition of new bullet covering copying of medical certificates
25	5.6.18	Replaced “work” with “confined space entry”.
25		Alteration of paragraph ordering to reflect operation of PTW closure.
27	Fig 5.2	Formerly Fig 5.3. yes/no swapped at bottom of flow chart, additional text box added at end of process.
29 / 30		Standing Instructions and Procedure for Entry Under a Standing Instruction added. New Flow chart added
30	5.9	Section on Management of Visitors removed
35		Reference to Management of Visitors removed.
36	6.4.3	Addition of wording relating to City and Guilds 6150. Table content amended.
37	6.5.3	Addition of new sentence
39	7.3.4	Addition of new paragraph regarding translation of medical certificates
40	7.3.5	Amendment to wording in paragraph to introduce medical pro-forma
<b>CS Model Forms</b>	4.1B	Removed and 4.1A re-numbered 4.1.
	4.6	Potential Confined Area sign removed
	5.1A	Addition of Risk Assessment Reference Number, Designation and date and the removal of non required signature block
	5.2	Risk Assessment Reference Number added to Safety Programme header, row lines removed from table on Safety Programme Part B page 5 of 5
	5.2A	New Safety Programme Extension Sheet
	5.4	Types of allowed work removed from list in form and footnote amended. Amendment of wording on form to remove reference to PCAs.
	7.2A	Changed from 7.2 to allow accommodation of medical proforma and additional wording to last paragraph of letter.
	7.2B	New Model Form – Pro-forma for medical practitioner
	7.3	Amendment to wording in leaflet removing Permanent and reference to PCAs