



Safety Rules and Procedures for

Confined Spaces

Revision 3.0

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Compass Safety Rules and Procedures for Confined Spaces (SRP06)	
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1 Introduction

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1.1 General

This document sets out the Confined Spaces (CS) Safety Rules and Procedures (herein after abbreviated to “these Rules”) relating to:

- A. Controlling work in Confined Spaces on sites where Compass Group has control over and therefore responsibility for managing the risk of work in Confined Spaces.
- B. The responsibilities for the control of the Confined Spaces danger.
- C. Minimising the risks associated with working in Confined Spaces
- D. The appointment of the Authorising Engineer, Senior Authorised Persons, Authorised Persons, Competent Persons, Boiler Operators and Safety Persons.
- E. The qualifications and training necessary for the appointment of the Authorising Engineer, Senior Authorised Persons, Authorised Persons, Competent Persons.
- F. The documentation for the application of these Rules.

These Rules provide direction on how confined space working is to be managed on sites and in work situations, which are under the control of the Compass Group. They are to be read in conjunction with other Compass Group Safety Rules.

Work in a confined space is governed by legislation, most particularly on the UK mainland The Confined Spaces Regulations 1997 (and in Northern Ireland by the Confined Spaces Order Northern Ireland 1998). In summary, both sets of regulations require:

- A. The prohibition of entry into a confined space to carry out work unless there is no other reasonably practicable method to carry out the work.
- B. Any work in a confined space must be carried out in accordance with a safe system of work, and
- C. That adequate arrangements are made for the rescue of any person in the event of an emergency.

These Safety Rules and Procedures are therefore produced to enable Compass Group to fulfil the requirement of Regulation 4(2) of the Confined Spaces Regulations 1997 to operate under a system of work that is safe.

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 (ACoP) published by the Health and Safety Commission (HSC L101) - Safe Working in Confined Spaces’. These Safety Rules are to be read in conjunction with the above ACoP.

Policy on Confined Spaces Safety

Compliance with these Safety Rules and Procedures is mandatory on all sites for which Compass Group has control over and therefore the responsibility for managing the risk. These rules are mandated on all persons working on the design, construction, operation, maintenance and de-commissioning of facilities containing confined spaces.

A Compass Group Authorising Engineer must approve, in writing, any deviations from these Safety Rules and Procedures that might be considered for a specific Site/ Contract.

These Safety Rules and Procedures mandate the appointment of key individuals who have 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 Competent Person: the designated Person in Charge of the Work Team
- C. Authorised Person (Confined Spaces): a member of the Compass Group Facilities Team who gives authority to the Competent Person/ Work Team to enter and carry out works in a confined space. Only one Authorised Person Confined Spaces (AP CS) may be on duty at an Area of Appointment at any one time (the Duty AP CS).
- D. The Authorising Engineer (Confined Spaces): the person, who assesses the competency of the Authorised Persons Confined Spaces and otherwise implements, administers monitors and audits the local application of these Safety Rules.

In addition to the above, further appointments are made in connection with the overall management and control of the Safe System of Work for Confined Spaces.

1.2 Application of these Rules

General

These Rules are mandatory for all Compass Group personnel working in, or controlling work activities in Confined Spaces for which Compass Group has control.

As with the Confined Spaces Regulations 1997, these Safety Rules do not apply to:

- A. Normal shipboard activities aboard a sea-going ship, carried out solely by the ship's crew under the direction of the master.
- B. Confined spaces below ground in a mine, for which the Mines and Quarries Act takes precedence.

- C. Diving operations to which the Diving at Work Regulations apply.

Where a confined space is part of a pressure system, flue-way, pressure vessel etc. no person is to enter the space without a Permit to Work issued by the Duty Authorised Person Confined Spaces (CS) and the Duty Authorised Person (Mech). Preparation for the work including the 'Isolation' of the pressure system is the responsibility of the Duty Authorised Person (Mech).

These Rules are designed to provide a safe framework within which work can be carried out safely within Confined Spaces.

In case of apparent conflict between these Rules and a statutory requirement, the latter is to be followed and the Authorised Person is to notify Authorising Engineer.

If it is necessary to depart from any requirement of these Rules, the Authorised Person is to agree such departure in writing with the Authorising Engineer.

Further advice on the application of the Rules can be obtained from the Authorising Engineer.

1.3 Definitions of Personnel

Appointing Manager:

The individual, who appoints Authorised Persons and Senior Authorised Persons for their geographical area or site.

Authorising Engineer

An Engineer appointed, in writing, by Senior Management to take responsibility for the effective management of these Rules.

Senior Authorised Person (CS)

A person appointed by the Appointing Manager, and endorsed by the Authorising Engineer, in writing in accordance with these Rules, to be responsible for the implementation of these Rules, in respect of the control of, and operations within defined Confined Spaces including the issue of all Safety Documents. This person is also responsible for liaising between the Authorising Engineer and the Authorised Persons.

Authorised Persons (CS)

A person appointed by the Appointing Manager, and endorsed by the Authorising Engineer, in writing, in accordance with these Rules, to be responsible for the implementation of these Rules, in respect of the control of, and operations within defined Confined Spaces including the issue of all Safety Documents.

Duty Authorised Person (CS)

An Authorised person who has signed the Confined Spaces Log Book to accept responsibility for the Confined Spaces or Installations, their name must be displayed in the Confined Spaces Control Centre.

Competent Person (CS)

A suitably trained person who has sufficient technical knowledge and experience to minimise dangers from working within Confined Spaces, has sufficient knowledge of these Rules and is suitable to carry out specific work activities within the Confined Space locations indicated on their Safety Document or Certificate of Appointment.

Top Man

A member of the Work Team, not involved in the work, and who has received specific training. Who has adequate knowledge and experience so as to enable them to control the entry point to an open Confined Space, keep watch, prevent interruption, apply or make arrangements for First Aid and summon help. The person is to have been instructed on the actions to be taken to in the event of an accident or incident.

Work Team

A team of persons who, with exception of the Top Man, are involved in the work within the Confined Space. They will have received specific training and have adequate knowledge and experience so as to enable them to avoid danger. They are to have been instructed on the action to be taken to in the event of an accident.

Rescue Team

A team of persons not involved in the work and who have received specific training. Who have adequate knowledge and experience so as to enable them to affect a safe rescue of injured persons from within the confined space and apply First Aid as required. They are to have been briefed on the Confined Space and be familiar with the layout within the Confined Space Area.

1.4 General Definitions

Accident:

An unplanned, unwanted event which results in a injury or loss.

Area of Appointment:

The geographical area or sites listed on the letter of Appointment.

Audit:

Means a periodic examination of competency and implementation.

Certificate of Competency:

A certificate issued by the SAP to individuals who have been assessed as suitable to undertake the duties of a CP following a formal assessment.

Confined Space:

Any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by nature of its enclosed nature, there arises a reasonably foreseeable Specified Risk.

Competence:

Competence is a function of training, knowledge, qualifications, skills and experience in the application domain. It may be transferable from one

situation to another, but the extent depends upon the context in which apparently similar competence is required.

Construction work:

As defined within the CDM regulations and includes construction, alteration, conversion, fitting out, renovation, installation, commissioning, repair, upkeep or removal of services.

Contractor:

An organisation or sole trader who undertakes work for Compass Group or its Agents.

Danger:

The risk of injury or death.

Dangerous Incident / Dangerous Condition / Dangerous Practice:

An incident, condition or practice that may result in a Dangerous Occurrence or accident.

Dangerous Occurrence:

An incident, involving a source of Confined Spaces energy, which may be dangerous to any person, whether or not an accident has occurred.

Document Cabinet:

A lockable container suitable for storing the Safety Documents and System Records associated with these Rules.

Duties:

Those activities that are undertaken to fulfil obligations associated with the management of health and safety and the requirements of these Rules.

Enforcing Authority:

The relevant body identified in accordance with the latest edition of the Health and Safety (Enforcing Authority) Regulations.

Examination:

A careful and critical scrutiny of a system or equipment.

Major Injury:

An injury as defined by RIDDOR, Regulation 2 (1) and Schedule 1.

Permit to Work (CS):

Written authority issued by the Duty Authorised Person for work to be undertaken within Confined Spaces.

Protective Equipment:

Equipment used to protect persons from injury in the working environments. Protective Equipment includes items such as special tools, protective clothing, safety harnesses and temporary Safety Signs.

Reportable Injury or Disease:

The definition used in the latest edition of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) is to be used.

Risk Assessment:

The analysis of the risks to health and safety inherent in equipment, a system or location and their significance in a particular context.

Safe System or Work (SSoW)

A properly considered method of working establishing a formal framework to control the hazards and risks within the Confined Space

Safety Document

A document, such as a Permit to Work, that is issued by the Duty Authorised Person (CS) to allow works to be carried out in Confined Space Areas

Safety Lock

A padlock, predominately Red in colour, uniquely identified and having a single key that differs from other keys provided for the system or installation, used for securing the means of isolation, draining or venting.

Safety Programme:

A document prepared by an AP consisting of a written plan for the proposed entry. Indicating the purpose of the proposed entry and the safety operations to be performed before the issue of the PTW.

Specified Risk:

Serious risk of injury arising from:

- A. Fire or explosion
- B. Increase in body temperature
- C. Asphyxiation arising from toxic gases, fumes or vapours
- D. Asphyxiation arising from a lack of oxygen
- E. Asphyxiation arising from a free flowing solid
- F. Drowning arising from an increase in the level of liquid.

Specific Written Instruction (CS):

A document prepared by The Duty AP and issued to a prospective CP for particular operations within a category 1 or 2 Confined Space

Standing Instruction (CS):

A document prepared by The Duty AP, and issued to a CP for a specific period, giving the CP authority for specific tasks within a category 1 Confined Space.

System:

An organised set of interacting components acting as a whole.

Work/Working:

Any activity that includes the following: installing, dismantling, assembling, maintaining or repairing of equipment, systems having significant risk.

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2.1 Authorising Engineer

Roles and Duties of the Authorising Engineer

Within the geographical area for which an Authorising Engineer has been appointed, the Authorising Engineer is responsible for advising on the implementation and administration of these Rules and is to monitor and audit the application of these Rules.

The Authorising Engineer is to appoint (or re-appoint) sufficient Senior Authorised/Authorised Persons to provide the necessary cover Confined Spaces for which Compass Group has responsibility.

The Authorising Engineer should be satisfied that each prospective Senior Authorised/Authorised Person meets the qualifications and requirements of these Rules and is to endorse each Senior Authorised/Authorised Person a Certificate of Appointment valid for a period not exceeding three years.

The Authorising Engineer is to define in writing, using drawings and diagrams if considered appropriate, the exact extent of the Confined Spaces for which each Senior Authorised/Authorised Persons is to be responsible and maintain a register of all Senior Authorised/Authorised Persons.

If necessary, the Authorising Engineer may suspend, at any time, the appointment of a Senior Authorised/Authorised Person by withdrawing their Certificate of Appointment.

The Authorising Engineer is to report any deficiency in the number of suitably trained and experienced Senior Authorised/Authorised Persons that significantly impairs Compass Group ability to provide a safe and effective service.

The Authorising Engineer shall audit the performance and record the operational experience of each Senior Authorised/Authorised Person at twelve monthly intervals.

At intervals not exceeding three years, the Authorising Engineer shall undertake comprehensive audits, in accordance with Section 7.4 of these Rules of all Confined Spaces and review each Senior Authorised/Authorised Persons operational experience.

Where applicable to equipment within the areas for which the Authorising Engineer is responsible, they shall notify Compass Group of any known defect reports or Operational Restrictions issued by a Manufacturer or Supplier of Confined Spaces equipment.

The Authorising Engineer will ensure that a system is in place to circulate relevant information on Operating Restrictions and Dangerous Occurrences to all Senior Authorised/Authorised Persons.

Investigate all Dangerous Occurrences involving Confined Spaces equipment, Confined Spaces for which the Authorising Engineer is responsible.

Agree in writing any local deviations from these Rules that may be necessary for their application to a particular item of equipment or location.

Ensure that any amendments to these Rules are brought to the attention of, and understood by, all Senior Authorised/Authorised Persons.

Qualifications and Appointment of the Authorising Engineer

To be eligible for appointment, a prospective Authorising Engineer shall be:-

- A. An Engineer with a minimum of five years relevant experience and a sound technical engineering background who is qualified to HNC level and have minimum of eight years relevant experience as a practising Authorised Person (Confined Spaces).
- B. Have satisfactorily completed the AP17 Authorised Persons initial training course within the last three years, if in an operational role.
- C. Have satisfactorily completed an approved Authorising Engineer training course or have the equivalent experience.
- D. Be familiar with the different types of Confined Space, Areas and Equipment in use within the area for which the appointment is sought.
- E. Be able to demonstrate their competency and suitability for the role by demonstrating a good understanding of the tasks involved and knowledge of these Rules, prior to the appointment through a formal assessment.

An Authorising Engineer is to be appointed in writing. The model letter of appointment is shown in Appendix A1.1

An Authorising Engineer is to be appointed or re-appointed for defined Confined Spaces for a period not exceeding five years.

2.2 Authorised Persons

Roles and Duties of Authorised Persons

The Authorised Person is responsible for the practical implementation and operation of these Rules for the Confined Spaces for which Compass Group has control of the danger and for which the Authorised Person has been appointed.

More than one Authorised person can be appointed for a system or installation but, only one is to be on duty at any one time. Each transfer of responsibility between Authorised Persons is to be recorded in the log book. The name of the Duty Authorised Person is to be displayed in the Confined Spaces Control Centre.

The duties of the Authorised Person (CS) should be by agreement of the Authorising Engineer and should include: -

- A. The control of Confined Space Areas and Confined Spaces Equipment.
- B. Produce or check and Countersign Safety Programme for planned Confined Space entries.
- C. Issue, cancel and withdraw as appropriate all safety documents for entry into Confined Spaces for which the Authorised Person has been appointed.
- D. Inform the Senior Authorised Person: -
 - i. Any defects found in Confined Spaces equipment.
 - ii. Any dangerous occurrence
 - iii. Any dangerous practices observed in the course of his duties.

Qualifications of Authorised Persons

Perspective Authorised Persons shall be assessed and endorsed by the Authorising Engineer. The appointment is to be for defined Confined Spaces and will be registered on a Certificate of Appointment signed by the Authorised Person and the Authorising Engineer

To be eligible for appointment as an Authorised Person the perspective Authorised Person shall: -

- A. Have sufficient experience of work in Confined Spaces.
- B. Have an adequate knowledge of these Rules, and those Regulations and Documents listed in Appendix A4 that are applicable to the Confined Spaces for which the appointment is sought
- C. Be technically competent and qualified to safely control works within the Confined Spaces for which the appointment is sought.
- D. Be familiar with the Protective Equipment for which the appointment is sought.
- E. Have successfully completed the AP17 Senior Authorised Persons Confined Spaces training course within the last three years.
- F. Be able to demonstrate competency and suitability for the role, prior to their appointment, through a formal interview carried out by the Authorising Engineer.

2.3 Appointment and Re-Appointment of Authorised Persons

General

Authorised Persons are to be appointed (or re-appointed) by the Site Manager with Responsibility for Engineering and endorsed (or re-endorsed) by the Authorising Engineer for defined systems and installations, for periods not exceeding three years. Appointment and re-appointment is to be by the issue, and acceptance, of a letter of appointment signed personally by the Authorising Engineer and the Authorised Person. Letters of appointment or re-appointment and acceptance of appointment should be in the form illustrated in Appendix A1.2

Review of Authorised Persons' Appointments

Each Authorised Persons' appointment is to be reviewed by the Authorising Engineer at intervals not exceeding three years and prior to re-appointment.

Refresher Training for Senior Authorised and Authorised Persons

All Authorised Persons are to attend an AP17 Authorised Persons Confined Spaces training course at intervals not exceeding three years.

Suspension and Cancellation of appointment of Authorised Persons

The appointment of any Authorised Person may be suspended or cancelled by the Authorising Engineer, who should take the following actions: -

- A. Arrange a meeting with the Authorised or Authorised Person to discuss the suspension or cancellation and any actions necessary.
- B. Retrieve the original Certificate of Appointment.
- C. Inform in writing the Authorised Person giving the reasons for the suspension or cancellation and detailing any further training or experience considered necessary before re-appointment and the expected duration of the suspension or cancellation.
- D. In the case of cancellation, the Authorising Engineer is to destroy the original Certificate of Appointment and overwrite all other copies with the word 'Cancelled' followed by the date and his signature.
- E. On suspension or cancellation of an appointment the combination, or lock to the Key Control Box is to be changed.
- F. The Authorising Engineer should take the action necessary to ensure alternative cover is provided.

2.4 Competent Persons (CS)

Roles and Duties of Competent Persons (CS)

A Competent Person authorised by the issue of a Certificate of Appointment, duties will be limited to those duties specified on the certificate. These certificated duties must not preclude the necessity for a Permit to Work (CS).

A Competent Person authorised by the issue of a Permit to Work (CS) may only undertake or supervise the work specified until the task is complete and the Competent Person has signed the clearance and the Safety Document is cancelled by the Duty Authorised Person.

Unless it is unavoidable the Competent Person is not to leave the location of the work until the task is completed. If the Competent Person has to temporarily leave the location of work, the task is to be suspended and adequate safety precautions taken to prevent danger. The work is not to be resumed until the Competent Person has returned to the location of work .

Qualifications for appointment of Competent Persons

To be eligible for appointment, prospective Competent Persons shall: -

- A. Be competent to undertake work in Confined Spaces on the types of system and equipment for which the appointment is sought.
- B. Be familiar with the types of installation and equipment that they will be required to work on.
- C. Possess the necessary technical knowledge, skills, training and experience to supervise the works in Confined Spaces to be undertaken in such a way to minimise danger or injury.
- D. Have adequate knowledge of the relevant parts of these Rules, any agreed local variations, and those Regulations listed in Appendix A4 which are applicable to the installations and equipment on which work s are to be undertaken.

Appointment and Re-Appointment of Competent Persons

Appointment of a Competent Person will be either by issue of a Certificate of Appointment in which case they are deemed competent to carry out specified operations in Category 1 Confined Spaces under a Standing Instruction (CS) or by the issue of a Permit to Work (CS), in which case they are deemed competent to carry out the task to be performed under that Permit.

Prior to the issue of a Certificate of Appointment the prospective Competent Person is to attend a formal interval with the Senior Authorised Person appointed for the system or installation for which the appointment is sought.

Letters of appointment or re-appointment and acceptance of appointment should be in the form illustrated in Appendix A1.3

A copy of the certificate is to be placed in the Operational File (CS)

Contractors Competent Persons

The contractor is responsible for ensuring that the Contractor's Competent Persons employed on Compass Group work or for work in Confined Spaces for which Compass Group have control of the danger are of a standard equivalent to that described for Competent Persons in these Rules and is to provide the Senior Authorised or Duty Authorised Person with written proof.

If the Authorised Person is of the opinion that a Competent Person is not carrying out work in accordance with these Rules, or is working in an unsafe manner, the Senior Authorised or Duty Authorised Person is to stop the work, have Confined Space made safe and the Competent Person removed from the work area.

3 General Arrangements

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3.1 General Arrangements

General

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. Local 'specified risks' conditions may be created by the work activity itself, by the weather or local ambient temperature or other environmental factors, creating local 'confined space conditions'.

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 Features of Confined Spaces

Defining Features of a Confined Space

Under the Confined Space Regulations 1997, a 'confined space' is described as, 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'.

Within the Confined Space Regulations 1997, 'Specified Risk' means a risk of:

- A. Serious injury to any person at work arising from a fire or explosion.
- B. The loss of consciousness of any person at work arising from an increase in body temperature
- C. The loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour or the lack of oxygen.
- D. The drowning of any person at work arising from an increase in the level of liquid; or free flowing solid.
- E. 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 (FFS).

A Confined Space therefore has two defining features:

- A. It is a place which is substantially (though not always entirely) enclosed.
- B. There will be a reasonably foreseeable risk of serious injury from hazardous substances or conditions inherent in the space, or the immediate environment.

Given the above definition, it follows that, if no Specified Risk is present within the space, the immediate area or created by the work activity, then the area need not be categorised as a Confined Space and recourse to these Safety Rules may not therefore be required.

3.3 Types and Categories of Confined Spaces

Types of Confined Space

The features of a confined space given in Section 3.2, above, will assist in identifying locations on any one site that may fall within the terms of the definition. These will be classified as follows:

- A. Permanent Confined Spaces
- B. Transient Confined Spaces

Permanent Confined Spaces

These are identified as those locations in which both criteria for a confined space are met, i.e. the area is reasonably enclosed AND one or more of the specified risks can normally be expected to be present either within the space or in the immediate area.

The following are considered to be examples of 'Permanent Confined Spaces':

- A. All foul and storm water sewerage systems
- B. All wet well pumping stations
- C. Vessels, chambers, tanks, service tunnels or ducts where there is a 'reasonably foreseeable and realistic potential for the ingress of any Gas Fume Vapour or Liquid, Draining or Venting from nearby storage vessels, pipework or processes.
- D. All boiler / similar vessels into which man entry is required as part of an inspection.
- E. Chambers, underground service tunnels/ cable ducts where '**No**' element of ventilation is present/ provided.

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

Transient Confined Spaces

These are identified as those areas in which, although no specified risk is considered to exist under normal operating conditions, Confined Space conditions may be created by the work, which may introduce or cause any of the specified risks to be created within a space which would not otherwise be considered as a 'confined space'. Consequently, such a space should be considered as a 'Transient Confined Space' while the relevant specified risks exist.

The following may be considered as typical examples of 'Transient Confined Spaces', subject to a Risk Assessment:

- A. Plant rooms.
- B. Rooms in which solvents/ chemicals are being stored/ used.
- C. Rooms containing (chemical or gaseous) fire drench systems.
- D. Underground service tunnels cable ducts in which some element of ventilation is provided.
- E. Underground bunkers in which some element of ventilation is provided.
- F. Excavations.
- G. Roof voids.

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

Categorisation of Confined Spaces

Confined Spaces are categorised in relation to the risk of injury to persons entering the area and to the difficulty is affecting the rescue of an injured person from the Confined Space. There are four categories, and the following is a brief definition of each:

Category 1 Confined Space

A Confined Space where there is a 'negligible' risk of injury or damage from any of the 'specified risks' within the space, the immediate area of the space or from the works being performed within the space. These would generally be Confined Spaces where Access and Egress does not require the use of access equipment.

Category 2 Confined Space

A Confined Space where there is a 'low' risk of injury or damage from any of the 'specified risks' within the space, the immediate area of the space or from the works being performed within the space. These would generally be Confined Spaces where Access and Egress does require the use of access equipment but where the entry team remain insight of the "Top Man".

Category 3 Confined Space

A Confined Space where there is a 'potential' risk of injury or damage from any of the 'specified risks' within the space, the immediate area of the space or from the works being performed within the space. These would generally be Confined Spaces where Access and Egress does require the use of access equipment and where the entry team will leave the sight of the "Top Man".

Category 4 Confined Space

A confined space where there is a 'known' risk of injury or damage from any of the 'specified risks' within the space, the immediate area of the space or from the works being performed within the space. These would generally be Confined Spaces where Access and Egress does require the use of access equipment and where the entry team will leave the sight of the "Top Man", and where there is an increased risk of injury.

Entry into a category 4 confined space will require a trained rescue team to be on standby for the duration of the entry.

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4.1 General

General

These Rules apply where an area has been designated a Permanent Confined Space and recorded as such in the site register or where an area has been designated as a Transient Confined Space by the Senior Authorised or Duty Authorised Person (CS).

Confined Spaces Equipment, which is considered by a Senior Authorised or Authorised Person to be in a dangerous condition, should be removed from service and action taken by the Senior Authorised or Duty Authorised Person to prevent it being used until repaired or replaced.

All works within Confined Spaces are to follow the procedures set out in Table CS1 of these Rules.

All works within Confined Spaces are to be authorised by a Permit to Work (CS), Standing Instruction (CS) or Specific Written Instruction (CS).

Temporary Safety Signs as per Appendix 3.2 shall be displayed at all approaches to the open Confined Space Entry Point.

Prior to the issue of a Permit to Work (CS) the Duty Authorised Person is to show the prospective Competent Person the Confined Spaces Diagram on the Permit to Work (CS), the safety arrangements in place and is to ensure that the Prospective Competent Person understands all the relevant safety procedures and precautions. If thereafter they accept the Permit they are responsible for the defined Work until the Permit is cancelled.

Where the Senior Authorised or an Authorised Person is undertaking a task requiring a Permit to Work (CS), this is to be issued by the Duty Authorised Person and receipted by the Senior Authorised Person or Authorised Person carrying out the task. In this case the Senior Authorised Person or Authorised Person becomes the Competent Person.

Guidance

Guidance on the procedures to be adopted prior to entry and when working within a Confined Space can be obtained from the Authorising Engineer and are given in the Health and Safety Commission Approved Code of Practice and Guidance, 'Safe Work in Confined Spaces, (HSC) ACoP L101'.

4.2 Control Levels and Risk Assessment

General

The level of control exercised over work on Confined Spaces Systems will take the form of one of the following: -

- A. Standing Instruction (CS)

- B. Specific Written Instruction (CS)
- C. Permit to Work (CS).

The level of control will be determined after reviewing the Area and Task Risk Assessments and the Area Safe System of Work (SSoW).

Area Risk Assessment

Upon identification, each Permanent Confined Space shall have a 'suitable and sufficient' Risk Assessment produced.

This Risk Assessment is required to be produced by the Senior Authorised Person (CS) or Authorising Engineer. This Risk Assessment will be referred to as the Area Risk Assessment.

The Area Risk Assessment shall cover the Hazards and Risks, including the Specified Risks, present within the Confined Space. It should assess the area in its quiescent state.

These Area Risk Assessments shall be filed in the site Confined Register.

A model form to record the findings of an Area Risk Assessment is given in Appendix A2.1

Area Safe System of Work (SSoW)

Upon identification; each Permanent Confined Space shall have a Safe System of Work produced

This Safe System of Work is required to be produced by the Senior Authorised Person (CS) or Authorising Engineer. This Safe System of Work will be referred to as the Area Safe System of Work.

The Area Safe System of Work shall cover the Pre-Entry Requirement, Methods of Access and Egress, Isolation Requirements and Emergency Procedures. It should consider the area in its quiescent state.

These Area Safe System of Work shall be filed in the site Confined Register.

A model form to record the findings of an Area Risk Assessment is given in Appendix A2.2

Task Risk Assessment

Prior to any work within a Confined Spaces System a 'suitable and sufficient' Risk Assessment must be produced.

This Risk Assessment is required to be produced by the person or organisation assigned to carry out the task. This Risk Assessment will be referred to as the Task Risk Assessment.

The Task Risk Assessment shall cover the Hazards and Risks, associated with the works. It should take into account the Specified Risks associated with the Confined Space.

The Task Risk Assessment is to be submitted to the Authorised Person **prior** to the issue of a Permit to Work (CS) This must be within a reasonable timeframe (to be agreed with the AP/Competent Person) prior to the requirement for a Permit to Work (CS) or to enable the AP sufficient time to review the Task Risk Assessment.

The Authorised Person is to review the Task Risk Assessment and determine if it is consistent with the Area Risk Assessment. Should the Authorised Person consider that the Risk Assessment is inadequate a Permit to Work (CS) is not to be issued. If the AP is in doubt as to the suitability of the Task Risk Assessment they are to refer to the Authorising Engineer for further guidance.

The Task Risk Assessment(s) must be retained with the Confined Space Risk Assessment and Safety Programme.

Task Method Statement

Prior to any work within a Confined Spaces System a Safety Method Statement must be produced.

This Safety Method Statement is required to be produced by the person or organisation assigned to carry out the task. This Safety Method Statement will be referred to as the Task Method Statement.

The Task Method Statement shall describe the operations required to complete the task. It should take into account Methods of Access and Egress, Isolation Requirements, Communications, Personal Air Monitoring and Emergency Procedures

The Task Method Statement is to be submitted to the Authorised Person **prior** to the issue of a Permit to Work (CS) This must be within a reasonable timeframe (to be agreed with the AP/Competent Person) prior to the requirement for a Permit to Work (CS) or to enable the AP sufficient time to review the Task Method Statement.

The Authorised Person is to review the Task Method Statement and determine if it is consistent with the Area Safe System of Work. Should the Authorised Person consider that the Method Statement is inadequate a Permit to Work (CS) is not to be issued. If the AP is in doubt as to the suitability of the Task Method Statement they are to refer to the Authorising Engineer for further guidance.

The Task Method Statement (s) must be retained with the Confined Space Risk Assessment and Safety Programme.

Confined Space Risk Assessment

Following the acceptance of the Task Risk Assessment a 'suitable and sufficient' Risk Assessment must be produced.

This Risk Assessment is required to be produced by the Duty Authorised Person (CS). This Risk Assessment will be referred to as the Confined Space Risk Assessment.

The Confined Space Risk Assessment shall take into account the Hazards and Risks, including the Specified Risks, associated with both the Area and the Task.

The Task Risk Assessment(s) must be retained and filed in the Operational File along with Cancelled Safety Document and Safety Programme.

A model form to record the findings of a Confined Space Risk Assessment is given in Appendix A2.3

Confined Space Safety Programme

Following the production of the Confined Space Risk Assessment a Safety Programme is to be produced

This Safety Programme is required to be produced by the Duty Authorised Person (CS). This Safety Programme will be referred to as the Confined Space Safety Programme.

The Confined Space Safety Programme shall take into account all of the previous documents and specify the controls to be in place to allow the task to be carried out safely.

The Confined Space Safety Programme must be retained and filed in the Operational File along with Cancelled Safety Document and Safety Programme.

A model form to record the findings of a Confined Space Safety Programme is given in Appendix A2.4

Level of Control

Following the production of the Safety Programme the Duty Authorised Person (CS) will determine the Safety Documentation to be issued. The table below illustrates the documentation that can be utilised for the 4 categories of Confined Spaces.

Confined Space Category	1	2	3	4
Standing Instruction	Approved Control	Unapproved Control	Unapproved Control	Unapproved Control
Specific Written Instruction	Approved Control	Approved Control	Unapproved Control	Unapproved Control
Permit to Work	Approved Control	Approved Control	Approved Control	Approved Control

Approved Control



Unapproved Control



4.3 Procedures

Procedures for Entry into a Class 1 Confined Space under a Standing Instruction

If the activity is considered likely to give rise to a 'Negligible Risk of a Specified Risk', and the level of risk can be controlled by installed or simple additional control measures that can be easily proven the Duty AP (CS) may produce a Standing Instruction identifying the control measures required, their logical imposition and proving procedures.

Entry into Class 1 Confined Spaces under a Standing Instruction is limited to Authorised and Certificated Competent Persons.

The Standing Instruction is issued to the Competent Person by the Duty AP (CS). The Standing instruction must be subsequently signed by all other APs, appointed for the site.

All entries into Class 1 Confined Spaces are to be in strict accordance with the Standing Instruction and the Safe System of Work (SSoW) for the Confined Space.

Details of the Standing Instruction can be found in Chapter 5 and a model form found in Appendix A2.5

Procedure for Entry into a Confined Space under a 'Specific Written Instruction'

If following a 'Confined Space Risk Assessment the activity is considered likely to give rise to a 'Low Risk of a Specified Risk', and the level of risk can be controlled by installed or simple additional control measures that can be easily proven the Duty AP (CS) must produce a Safety Programme identifying the control measures required, their logical imposition and proving procedures. When the controls have been imposed and proven the Duty AP CS may then raise a 'Specific Written Instruction', detailing by special instruction any specific procedures and limitations on the work.

The Specific Written Instruction may be offered to the 'Prospective Competent Person' who must be trained and competent to make an informed and professional judgement as to the effectiveness of the controls and the level of residual risk.

Where the 'Prospective Competent Person' is satisfied as to the controls and the level of residual risk, and provided the AP CS is satisfied as to the 'Prospective Competent Person' competence in understanding the special instructions relating to any specific procedures and/or limitations on the work. The Duty AP Cs may issue the 'Specific Written instruction to the 'Prospective Competent Person'.

On signing the 'Specific Written Instruction' the 'Prospective Competent Person' becomes the 'Competent Person' of the works and is the person

immediately responsible for the safe execution of the works in accordance with these rules and legislative requirements.

Details of the Specific Written Instruction can be found in Chapter 5 and a model form found in Appendix A2.6

The stages for entry into a Confined Space under a Specific Written Instruction or a Permit to Work (CS) are outlined in Table CS1.

Procedures for Entry into a Confined Space under a 'Permit to Work'

Where an activity is considered likely to give rise to a 'Risk of a Specified Risk', and the level of risk can be controlled by installed or 'Additional Specific Control Measures' that can be proven the Duty AP CS must produce a Safety Method Statement identifying the 'Specific and Additional Control Measures' required, their logical imposition and the proving procedures.

When the 'Specific and Additional Controls' have been imposed and proven by the Duty AP (CS). A Permit to Work (CS) can be raised and offered to the 'Prospective Competent Person' who must be trained and competent to make an informed and professional judgement as to the effectiveness of the controls and the level of residual risk.

Where the 'Prospective Competent Person' is satisfied as to the controls and the level of residual risk, and provided the AP (CS) is satisfied as to the 'Prospective Competent Person' competence in understanding the special instructions relating to any specific procedures and/or limitations on the work. The Duty AP Cs may issue the 'Permit to Work (CS) to the 'Prospective Competent Person'.

On signing the 'Permit to Work (CS)' the 'Prospective Competent Person' becomes the 'Competent Person' of the works and is the person immediately responsible for the safe execution of the works in accordance with these rules and legislative requirements.

Details of the Permit to Work (CS) can be found in Chapter 5 and a model form found in Appendix A2.7

The stages for entry into a Confined Space under a Specific Written Instruction or a Permit to Work (CS) are outlined in Table CS1.

Table CS1. Procedures to be carried out by the Duty Authorised Person (CS) to enable Entry into a Confined Space Area.

STEPS IN COLUMN 1 ARE TO BE UNDERTAKEN IN NUMERICAL ORDER The Duty Authorised Person is responsible for all tasks	
COLUMN 1	COLUMN 2
<u>STEP 1</u> Check Task Risk Assessment and Method Statement	Ensure a suitable and sufficient Task Risk Assessment has been produced and that the Task Method Statement is adequate. Sign on as Duty Authorised Person, Display as such in the Confined Spaces Refer to the Confined Space Area Risk Assessment and Safe System of Work
<u>STEP 2</u> Prepare an Confined Space Risk Assessment	Prepare a Confined Space Risk Assessment addressing the hazards associated with the Area and the Task.
<u>STEP 3</u> Prepare a Safety Programme	Prepare a Safety Programme, which includes details of the Methods of Access & Egress, Methods of Communication, Isolation Requirements and Emergency Arrangements, in duplicate and obtain a countersignature from another Authorised Person. Decide on the level of control and Safety Documentation to issue
<u>STEP 4</u> Secure Safety Lock Keys	Secure the Keys for any Safety Locks used for External Isolation in the Safety Key Box
<u>STEP 5</u> Pre Entry Checks	Conduct Pre Entry Checks of the Area Atmosphere and record the results on the Permit to Work Check all equipment to be used for suitability and calibration or inspection.
<u>STEP 6</u> Issue The Permit to Work (CS)	Show the prospective Competent Person the Confined Spaces Diagram (if under Permit), and brief them on the safety arrangements at any points of isolation and at the places of work. Brief the Top Man on the Emergency Procedures and relevant safety precautions. Issue The Safety Document and The Competent Persons Key for the Safety Key Box to the Competent Person. Display the Permit at the Entry Point
<u>STEP 7</u> Undertake the Works	The Competent Person is to supervise the works and on completion, or when the work is stopped and made safe, is to return the original of the Safety Document and The Competent Persons Key for the Safety Key Box to the Duty Authorised Person to complete the Clearance and Cancellation of the Permit to Work (CS) retained in the pad.

5 Documentation

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5.1 Safety Programmes (CS)

General

Prior to the issue of a Specific Written Instruction or Permit to Work, a Safety Programme detailing the Methods of Access & Egress, Methods of Communication, Isolation Requirements and Emergency Arrangements, is to be prepared. When the Safety Programme has been completed it should be countersigned by another Authorised Person who has a detailed working knowledge of the particular area involved.

A Safety Programme form shall have a format in accordance with Appendix A2.4. It shall have an original and a duplicate, and each sheet of a Safety Programme shall bear the same unique and non-repeatable serial number.

Contents of Safety Programmes

The Safety Programme is to be completed in duplicate by the Authorised Person who is to be responsible for issuing the Confined Space Safety Documentation and is to indicate:-

- A. The name of the originating Authorised Person
- B. The name and signature of the countersigning Authorised Person
- C. Date of the countersignature.
- D. Site Name
- E. The Confined Space
- F. The Purpose of the Proposed Entry.
- G. The People involved in the Entry
- H. The Method of Access and Egress
- I. Air Monitoring Arrangements
- J. Methods of Communication
- K. Purging and Ventilation Requirements
- L. The Method of Removing any Residuals
- M. Electrical or Mechanical Isolations Required
- N. Equipment Selected
- O. PPE Requirements
- P. Arrangements for Power and Lighting
- Q. Emergency and Rescue Arrangements

Implementing Safety Programmes

Before commencing or arranging the operations detailed on the countersigned Safety Programme, ensure the duplicate is retained in the Safety Programme Pad and located in the Document Cabinet.

Completion of Safety Programmes

On completion the original of the Safety Programme should be placed in the Operational File (CS).

The original Safety Programmes are to be retained, in the Operational File (CS) for three years after the dates on which they were implemented.

5.2 Permit to Work (CS)

General

A Permit to Work shall be issued by The Duty Authorised Person to a Competent Person before entry into confined space, where the space of activity to be carried out is deemed by the Duty AP (CS) to give rise to a 'Risk of a Specified Risk'

A Permit to Work (CS) shall have the format of that shown in Appendix A2.7. It shall have an original and a duplicate page. Each page of the permit shall bear the same serial number. Pads of numbered forms shall be used in sequence.

Prior to issue, and where required a Diagram shall be completed on the Permit to Work (CS) and explained to the Competent Person.

Only one Permit to Work (CS) pad shall be in use at any one time for each system. When not in use the Permit to Work (CS) pads shall be stored in the lockable Document Cabinet.

A Permit to Work (CS) is not to be issued for an area for which an existing Specific Written Instruction (CS) or Permit to Work (CS) remains valid, unless the Confined Space Risk Assessment indicated that it is safe to do so.

Where an Authorised Person is to undertake the work he will become the Competent Person upon Receipt of the Permit to Work (CS) from the Duty Authorised Person.

Issue and Acceptance of a Permit to Work (CS)

A Permit to Work (CS) is to be issued at the entry point to the Confined Space. The issue and cancellation of every Permit is to be recorded in the Confined Spaces Log.

Before issuing a Permit to Work (CS), the Duty Authorised Person is to:-

- A. Brief the prospective Competent Person on the Hazards and Risks associated with the Area
- B. Brief the prospective Competent Person on the contents of the Safety Programme

- C. Explain in detail to the prospective Competent Person the exact extent of the work to be undertaken.
- D. Draw the attention of the prospective Competent Person to any special instructions and safety measures noted on the Permit.
- E. Show the prospective Competent Person the Confined Spaces Diagram on the Permit to Work (CS)
- F. Demonstrate by Pre-Entry Checks to the satisfaction of the prospective Competent Person the area atmospheric conditions.

The Duty Authorised Person shall sign and print their name, along with the date and time, the Issue section of the Permit to Work (CS).

Prior to acceptance of the Permit to Work (CS), the Competent Person, having understood the work to be undertaken and being prepared to carry it out, taking into account any special instructions, shall sign and print their name, along with the date and time, the Receipt section of the Permit to Work (CS).

The original copy of the Permit is issued to the Competent Person along with the Competent Person's Key to the safety key Box (if utilised).

After accepting the Permit to Work (CS) the prospective Competent Person becomes the Competent Person and is responsible for personally supervising the defined work. The Competent Person is not to leave the Confined Space or Entry Point if Top Man, or to undertake any other work s while the defined work is in progress. During any temporary absence of the Competent Person from the place where the work is being carried out, the work is to be suspended, adequate safety precautions taken and the Entry Team Withdrawn from the Confined Space until work is resumed on the return of the Competent Person.

Completion of the work and a Cancellation of the Permit to Work (CS)

Having completed the work, withdrawn all persons, instruments and tools from the Confined Space and having advised all persons associated with the work that it is no longer safe to enter the Confined Space, the Competent Person is to return the original of the Permit to the Permit to Work (CS) Pad and complete and sign The Clearance section of the Permit to Work (CS).

Where work is stopped the aforementioned procedures apply and in addition the Competent Person confirms that the area and any equipment being worked on has been made safe pending the issue of another Permit.

The Duty Authorised Person completes and signs the Cancellation section of the Permit to Work (CS) and places the original in the Operational File with the relevant Confined Space Risk Assessment, Safety Programme and any other associated paperwork.

If the Competent Person has lost the original of the Permit to Work (CS), the loss is to be recorded by the Duty Authorised Person on the duplicate copy, and in the Confined Spaces Log. The Competent Person is to countersign the loss of the original Permit. And a note to that effect placed in the Operational File (CS) in place of the original. The loss is to be reported to the Authorising Engineer.

Completely filled pads are to be retained in the lockable Document Cabinet for three years after the date of cancellation of the last Permit issued from the pad.

5.3 Specific Written Instruction (CS)

General

A Specific Written Instruction shall be issued by The Duty Authorised Person to a Competent Person before entry into confined space, where the space of activity to be carried out is deemed by the Duty AP (CS) to give rise to a 'Low Risk of a Specified Risk'

A Specific Written Instruction (CS) shall have the format of that shown in Appendix A2.4. It shall have an original and a duplicate page. Each page of the permit shall bear the same serial number. Pads of numbered forms shall be used in sequence.

Only one Specific Written Instruction (CS) pad shall be in use at any one time for each system. When not in use the Specific Written Instruction (CS) pads shall be stored in the lockable Document Cabinet.

A Specific Written Instruction (CS) is not to be issued for an area for which an existing Specific Written Instruction (CS) or Permit to Work (CS) remains valid, unless the Confined Space Risk Assessment indicated that it is safe to do so.

Where an Authorised Person is to undertake the work he will become the Competent Person upon Receipt of the Specific Written Instruction (CS) from the Duty Authorised Person.

Issue and Acceptance of a Specific Written Instruction (CS)

A Specific Written Instruction (CS) is to be issued at the entry point to the Confined Space. The issue and cancellation of every Permit is to be recorded in the Confined Spaces Log.

Before issuing a Specific Written Instruction (CS), the Duty Authorised Person is to: -

- A. Brief the prospective Competent Person on the Area Layout, and the Hazards and Risks associated with the Area.

- B. Brief the prospective Competent Person on the contents of the Safety Programme
- C. Explain in detail to the prospective Competent Person the exact extent of the operations or work to be undertaken.
- D. Draw the attention of the prospective Competent Person to any special instructions and safety measures noted on the Instruction.
- E. Demonstrate by Pre-Entry Checks to the satisfaction of the prospective Competent Person the area atmospheric conditions.

The Duty Authorised Person shall sign and print their name, along with the date and time, the Issue section of the Specific Written Instruction (CS).

Prior to acceptance of the Specific Written Instruction (CS), the Competent Person, having understood the work to be undertaken and being prepared to carry it out, taking into account any special instructions, shall sign and print their name, along with the date and time, the Receipt section of the Specific Written Instruction (CS).

The original copy of the Instruction is issued to the Competent Person along with the Competent Person's Key to the safety key Box (if utilised).

After accepting the Specific Written Instruction (CS) the prospective Competent Person becomes the Competent Person and is responsible for personally supervising or conducting the defined work. The Competent Person is not to leave the Confined Space or Entry Point if Top Man, or to undertake any other works while the defined work is in progress. During any temporary absence of the Competent Person from the place where the work is being carried out, the work is to be suspended, adequate safety precautions taken and the Entry Team Withdrawn from the Confined Space until work is resumed on the return of the Competent Person.

Completion of the work and a Cancellation of the Specific Written Instruction (CS)

Having completed the work, withdrawn all persons, instruments and tools from the Confined Space and having advised all persons associated with the work that it is no longer safe to enter the Confined Space, the Competent Person is to return the original of the Instruction to the Specific Written Instruction (CS) Pad and complete and sign The Clearance section of the Specific Written Instruction (CS).

Where work is stopped the aforementioned procedures apply and in addition the Competent Person confirms that the area and any equipment being worked on has been made safe pending the issue of another Permit.

The Duty Authorised Person completes and signs the Cancellation section of the Specific Written Instruction (CS) and places the original in the Operational File with the relevant Confined Space Risk Assessment, Safety Programme and any other associated paperwork.

If the Competent Person has lost the original of the Specific Written Instruction (CS), the loss is to be recorded by the Duty Authorised Person on the duplicate copy, and in the Confined Spaces Log. The Competent Person is to countersign the loss of the original Instruction. And a note to that effect placed in the Operational File (CS) in place of the original. The loss is to be reported to the Authorising Engineer.

5.4 Standing Instruction (CS)

General

The Duty Authorised Person (CS) may originate a Standing Instruction (CS) for defined tasks or operations within Category 1 Confined Spaces

A Standing Instruction (CS) shall have the format shown in Appendix A2.5. It shall have an original and a duplicate. Each page of a Standing Instruction (CS) shall bear the same serial number. Pads of numbered forms shall be used in sequence.

The original and the duplicate of the Standing Instruction (CS) are to be signed by all of the Authorised Persons appointed site.

A Standing Instruction (CS) is to be offered only to a Competent Person (CS) who is in possession of a current Certificate of Appointment.

A Standing Instruction (CS) is not to be transferred from one Competent Person to another.

Issue and Acceptance of a Standing Instruction (CS)

The Competent Person is to acknowledge receipt by completing and signing the original and the duplicate pages of the Standing Instruction; the signature renders the Instruction valid for the defined works. The original of the Instruction is issued to the Competent Person

The issue of a Standing Instruction (CS) is to be recorded in the Confined Spaces Log.

The duplicate of the signed Standing Instruction (CS) is to be retained in the pad, which is to be kept in the locked Document Cabinet.

Completion and Cancellation of a Standing Instruction (CS)

The Duty Authorised Person may, at any time, cancel a Standing Instruction. The cancellation is to be notified to all other Authorised Persons appointed for the system or installation.

On termination, the original of the Standing Instruction (CS) is to be retrieved from the Competent Person by an Authorised Person, the original and duplicate of the Standing Instruction (CS) held in the pad are to be overwritten

with the word, "CANCELLED" or "EXPIRED", as appropriate, followed by the date of termination.

The original is to be placed in the Operational File (CS).

The duplicate is to be countersigned by each of the Authorised Persons and retained in the pad.

The cancellation or expiry of a Standing Instruction (CS) is to be noted in the Confined Spaces Log

A Standing Instruction (CS) is to be renewed at intervals of not longer than one year, whenever a new Authorised Person is appointed or after any change in the system or equipment.

Completely filled pads are to be retained in the lockable Document Cabinet for three years after the date of cancellation of the last Standing Instruction (CS) issued from the pad.

Completely filled pads are to be retained in the lockable Document Cabinet for three years after the date of cancellation of the last Specific Written Instruction (CS) issued from the pad.

5.5 Confined Spaces Log

General

A Confined Spaces Log is required for each site for which the Senior Authorised / Authorised Persons have been appointed. The book is to be indelibly marked with the name of the Site and is to be kept in the locked Document Cabinet when not in use.

The Log Book shall have the format shown in Appendix A2.8.

Log Book Entries

Entries are to be made by the Duty Authorised Person in chronological order. Each entry is to be ruled off with a horizontal line across the page.

Required entries are to be agreed with the Authorising Engineer but as a minimum must show: -

- A. The acceptance and relinquishing of responsibility between Duty Authorised Persons.
- B. The removal, return and transfer of the Authorised Persons Key from the Key Control Box
- C. The issue and return of any key for Confined Space Areas or Equipment.
- D. The issue, cancellation, loss or withdrawal of a Permit to Work (CS), Specific Written Instruction (CS) or Standing Instruction (CS).

- F. The three-monthly inspection of Confined Spaces Equipment
- G. The annual inspection of Confined Spaces Equipment by the Competent Person (Insurance Inspector).

Completely filled Logs are to be retained in the lockable Document Cabinet for three years after the date of the last entry.

5.6 Confined Spaces Operational File

General

An Operational File (CS) is required for each site for which Senior Authorised / Authorised Persons have been appointed. A ring binder file is to be entitled "OPERATIONAL FILE (CS) and clearly and indelibly marked with the name of the Site and is to be kept in the locked Document Cabinet when not in use.

File Contents

The File is to contain in separate sections a copy of each of the following: -

- A. Certificates of Appointment for the Senior Authorised Person, with copies of their current AP17 Certificate.
- B. Certificates of Appointment for all Authorised Persons, with copies of their current AP17 Certificate.
- C. A register of Competent Persons including details and dates of training, restrictions and the issue and review dates of Certificates of Appointment.
- D. Certificates of Appointment for all Competent Persons including any appointed Contractors Competent Persons.
- E. The originals of every approved Safety Programme, Permit to Work (CS), Method Statement and Risk Assessment for each task undertaken, filed together as a job file.
- G. A copy of these Rules.
- H. A copy of the current Confined Space Regulations
- I. Usage and inspection records for all Confined Space equipment under the control of the Authorised Persons (CS)

Documents in the file are to be retained for a period of three years after their dates of cancellation or expiry.

5.7 Confined Spaces Register

General

A Confined Space Register is required for each site for which Senior Authorised / Authorised Persons have been appointed. A ring binder file is to be entitled “Confined Space Register” and clearly and indelibly marked with the name of the Site and is to kept in the locked Document Cabinet when not in use.

File Contents

The File is to contain in separate sections a copy of each of the following:-

- A. A Schedule of all the Permanent Confined Spaces on the site indicating the Confined Space Description, Location, Category and its unique Reference Number. The Schedule should also list the Confined Space Area Risk Assessments and Safe Systems of Work which apply to each Confined Space.
- B. Site Plans showing the location of all the Permanent Confined Spaces on the site.
- C. Up to date, Confined Space Area Risk Assessments for all of the Permanent Confined Spaces on the site
- D. Up to date, Safe Systems of Work (SSoWs) for all of the Permanent Confined Spaces on the site

6 Operating Procedures

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6.1 Keys and Key Cabinets

Safety Locks

Where an Electrical or Mechanical is required this should be arranged through the Duty Authorised Person (Elec) or (Mech) as required. All points of Isolation must be secured using a Safety Lock and have the appropriate Caution of Safety Sign affixed.

The keys for Safety Locks are to be secured in one or more Safety Key Boxes. When in use each Safety Key Box is to contain the keys associated with only one Permit to Work (CS).

Competent Persons may be issued on a permanent basis with their own Safety Locks and Keys for work or for defined tasks described on a Standing Instruction (CS) issued to that Competent Person. When used such locks are to bear a Tag with the name of the Competent Person, who is to retain control of the Safety Locks and Keys at all times.

When not in use, Safety Locks and their keys (except those issued on a permanent basis to competent persons) are to be kept in the Key Cabinet.

Safety Key Boxes

A Safety Key Box is to have two locks, each of which is to have only one key, one being labelled "Safety Key Box – No**. Authorised Persons Key" and the other labelled "Safety Key Box – No**. Competent Persons Key"

After the Safety Locks have been applied, and before the Permit to Work (CS) is issued, the keys to all the Safety Locks are to be placed in a Safety Key Box and both locks of the Box are to be secured. When the Permit is issued the Authorised Person is to issue the Competent Person's Key of the Safety Key Box to the Competent Person and is to retain the Authorised Person's key.

When in use each Safety Key Box is to contain the keys associated with only one Permit to Work (CS).

More than one Safety Key Box may be provided on any site. In such cases, each Competent Person's Key is to release only one Safety Key Box lock on that site, and each box is to bear a serial number ensuring positive identification within the site.

The Competent Person is to retain the Competent Persons Key until the Permit to Work (CS) has been cancelled.

When not in use, The Keys to the Safety Key Boxes are to be kept in the Key Cabinet.

Key Control Box

A Key Box with a Combination Lock is to be installed adjacent to the Key cabinet. The Duty Authorised Persons Keys are to be kept locked in this box when not in use.

No other keys are to be kept in the Key Control Box

All Senior Authorised / Authorised Persons appointed for the system or installation are to know the combination of the lock. No other persons are to know the combination. The combination settings are to be changed whenever an Authorised Persons appointment has been suspended or cancelled.

Key Cabinets

Within the Area of Appointment for which an Authorised Person is appointed, the keys for each Confined Space Area or Item of Equipment under the control of the Authorised Person are to be secured within a lockable Key Cabinet to which only the Duty Authorised Person (CS) has access.

Keys held within the Key Cabinet can only be issued to persons in possession of a valid Standing Instruction (CS), Specific Written Instruction (CS) or Permit to Work (CS).

All Keys held in the Key Cabinet are to be clearly identified as to the Confined Space Area or Item of Equipment to which the keys belong, or the purpose for which each key is intended.

In connection with these Rules and Procedures the issue of any Key from the Key Cabinet is to be recorded in the Confined Spaces Log Book.

Lockable Document Cabinet

When the documents specified in these Rules are not in use, they are to be kept in a lockable Document Cabinet installed, with the Key Cabinet, in a room to which Authorised Persons have access at all times.

When any Document Cabinet associated with these Rules is not in use it is to be closed and securely locked and the key retained in the Key Control Box or under the control of the Duty Authorised Person (CS).

6.2 The Use and Provision of Confined Spaces Equipment

General

Confined Spaces Equipment is to be maintained and stored in accordance with the manufacturer's or supplier's instructions, and it is to be inspected by the user on each occasion before use, and is to be properly used.

Where Confined Spaces Equipment is kept on site for use in connection with these Rules, details and copies of the equipment specification, operation, maintenance and, where appropriate, calibration, are to be kept in the Operational File (CS).

Unless more frequent intervals are specified by the manufacturer or supplier an Authorised Person is to inspect each item of Confined Spaces Equipment kept on the site, at least once every three months and in accordance with the

manufacturer's or supplier's instructions, to ensure that it is suitable for the use for which it is provided and it is maintained in a condition suitable for that use.

Where Confined Spaces Equipment is found to be defective or faulty it is to be taken out of use and suitable precautions implemented to prevent further use. The inspecting Authorised Person is to instigate the appropriate remedial or replacement action where necessary. These inspections are to be recorded in the Operational File (CS), as well as in any other maintenance and inspection record system.

The Senior Authorised Person is to examine the records every three months to determine that the maintenance and inspection is being carried out for Confined Space Equipment.

Use of Confined Spaces Equipment

Appropriate Confined Spaces Equipment is to be provided for use by the site Authorised and Certificated Competent Persons (CS).

Persons entering a Confined Space are to demonstrate to the Duty Authorised Person (CS) that they are familiar with the equipment to be utilised and are trained in its use.

Confined Space Equipment is to be inspected by the user for visible defects on each occasion prior to use to ensure that it is suitable for the use for which it is provided, and that it has been maintained in a condition suitable for that use, when properly used. Any suspect item is to be reported to the Duty Authorised Person who is to consider its withdrawal and replacement.

Equipment provided by the Competent Person may only be used if the Duty Authorised Person agrees. The Equipment is to be inspected by the Competent Person for visible defects on each occasion prior to use to ensure that it is suitable for the use for which it is provided, and that it has been maintained in a condition suitable for that use, when properly used. Details of equipment used are to be recorded.

Provision of Confined Spaces Equipment

Except for the Gas Detection Monitor used for the Pre-Entry Checks, all Confined Spaces Equipment is to be provided by the persons responsible for the work activities. Such equipment is to be inspected by the Duty Authorised Person before use. Details of equipment used are to be recorded on the Safety Document.

Inspection and Calibration Records for all Confined Spaces Equipment to be utilised are to be available to the Duty Authorised Person (CS) and the Competent Person (CS)

Confined Spaces Equipment provided by the Authorised Person may be used if the Authorised and Competent Persons agree, and such use is recorded.

Any suspect item is to be reported to the Duty Authorised Person who is to consider its withdrawal and replacement. Any such withdrawal or replacement

should be reported to the Senior Authorised Person (CS) or Authorising Engineer.

Equipment provided by the Competent Person may only be used if the Duty Authorised Person agrees. The Equipment is to be inspected by the Competent Person for visible defects on each occasion prior to use to ensure that it is suitable for the use for which it is provided, and that it has been maintained in a condition suitable for that use, when properly used. Details of equipment used are to be recorded.

7 Health and Safety

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7.1 Dangerous Occurrences

General

A Dangerous Occurrence is to be reported to the Duty Authorised Person by Competent Persons as soon as reasonably practicable.

The Duty Authorised Person is, without delay or as soon as practicable, to report the Dangerous Occurrence to the Senior Authorised Person / Authorising Engineer.

Any notifications or reports required to satisfy Statutory or other company requirements are to be issued in addition to the requirements of these Rules.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, will require certain dangerous occurrences and accidents to be reported to the Enforcing Authority (HSE).

The Authorising Engineer is to investigate each Dangerous Occurrence and issue a report to the Manager with responsibilities for engineering. The report is to be sufficiently detailed to enable the sequence of events leading to the occurrence to be determined. Where reasonably practicable the report is to include photographs taken before any items of equipment involved in the occurrence are disturbed.

7.2 Display of Permanent Safety Signs and Posters

Display of Permanent Safety Signs

Safety Signs, required by this section, are to be securely and permanently fixed.

A Warning Sign in accordance with Appendix A.3.1 is to be displayed in a prominent position at the entry point for every Confined Space.

Display of Posters

Where Compass Group has control of the danger, the Authorising Engineer shall carry out an assessment to determine the requirement and location for the display of information in connection with these Rules.

Information and posters that may be displayed include: -

- A. Site plans identifying Confined Space Areas
- B. Confined Space Area plans and or elevations
- C. Extracts from these Rules.
- D. Other relevant Health and Safety Information.

7.3 Training Standards

General

Category 1 Confined Spaces Routine work e.g. (Non – intrusive inspections, meter reading etc) in 'Permanent Confined Spaces or Transient Confined Spaces A 1 Day Confined Space Awareness Course which must be delivered by a Compass Group Approved Training Organisation

Work in Category 2 or above Confined Spaces require the provision and use of Self Rescue Escape Breathing Apparatus (EBA) A 2 Day Confined Space Course including Training in the use of Self Rescue EBA which must be delivered by a Compass Group Approved Training Organisation

Work in Confined Space that warrants the Provision and Use of Working Duration Self Contained or Air Line Breathing Apparatus. A 3-day Confined Space Training Course including training in SCBA which must be delivered by an Compass Group Approved Training Organisation

Visitors

A visitor is a person who does not normally undertake confined space work, but who may need to enter a Permanent or Transient Confined Space to carry out a specific task. Such a person may be exempt from the requirement to have attended a formal training course. Any such exemption will be subject to risk assessment by the Duty Authorised Person (CS)

An entry is to be made in the Confined Spaces Log as a record of the assessment, the reason for the visit, and the name and contact details of the visitor.

The above relaxation on training is designed to cater for genuine one-off circumstances. Exceptionally the same visitor may be given this dispensation for a maximum of two visits in any one period of a year. Any greater frequency of entry warrants the same degree of training as for a regular confined space worker.

Any such visitor must be under the direct control of the Competent Person and have been given sufficient on-site instruction and information relating to safe working and emergency procedures.

The Authorised Person (Confined Spaces) must be satisfied that the inclusion of the visitor does not present a significant increase in risk to the team entering the space or to the site

7.4 Emergency First Aid Training

General

All persons employed in the entry to Confined Spaces are to be given training in emergency First-Aid.

Training in emergency First-Aid is to be provided by occupational health staff or by organisations whose training and qualifications for First-Aiders are approved by the Health and Safety Executive for the purposes of the Health and Safety (First-Aid) Regulations

Training courses must include Resuscitation and if deemed necessary any of the following items: -

- A. Treatment of burns.
- B. Control of bleeding.
- C. Treatment of the unconscious casualty.
- D. Contents of First-Aid boxes and kits.
- E. Communication.

7.5 Medical Requirements

General

All workers who may have cause to enter a Confined Spaces or Transient Confined Spaces are expected to have a reasonable standard of physical fitness. The level of fitness will depend upon the task to be performed.

For work in the close confines of a Confined Space, consideration must be given to the physical build of Confined Space Workers.

As a guide, an operative who regularly works in Permanent Confined Spaces and/ or is required to wear breathing apparatus should be free from:

- A. A history of fits and blackouts
- B. Heart disease
- C. Deafness and/ or perforated eardrums
- D. Meniere's disease (or any condition involving a loss of balance)
- E. Tendency to claustrophobia
- F. Severe or recurrent back pain
- G. Severe visual impairment
- H. A lack of a sense of smell
- I. Any temporary disability which may restrict normal duties.

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, requires

a reasonable standard of fitness. The medical requirements are not as high as for regular wearers of working breathing apparatus, but the factors in Section 7.1.3 should be taken into account.

Any person, who is required to enter or work in a confined space, must be deemed capable to do so by their employers (or other) medical advisor. If the employer has or is aware of any medical concerns about an individual, then medical advice should be sought before a decision is made about their suitability for the work.

Bacterial and Viral Infection

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.

Any person likely to come into contact with sewage, contaminated water, soil or infected animals must be aware of the symptoms (Flue like symptoms) of Weil's disease (Leptospirosis) and be issued with a pocket-sized information card and must advise their GP of the fact that they potentially may be in contact with contaminated water

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.

Any person working in confined spaces must be made aware that personal hygiene measures, skin care and cleanliness greatly reduce the risk of bacterial and viral infections and industrial dermatitis.

Medical Examinations and Medical Surveillance

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. Ideally such medical examination shall be carried out by a Medical Practitioner registered with the Employers Medical Advisory Service (EMAS). Evidence of medical clearance for such work is to be checked by the Duty AP as part of the preparatory work prior to the issue of a Specific Written Instruction or Permit to Work.

For those who have only occasional need to wear such equipment, e.g. AE CS and AP CS there is normally no requirement to keep this medical certification permanently "in-date". However, where the circumstances that require the regular use of breathing apparatus or when circumstances arise

that require the use of breathing apparatus to be worn, individuals should maintain medical certification or gain re-certification, prior to the entry so as remain compliant with Section 7.3.1.

The advice to Medical Practitioners carrying out examinations on those who are required to work in Confined Space environments should include an examination of the:

- A. Respiratory system (to exclude chronic respiratory disorders)
- B. Cardiovascular system
- C. The Skeletal System
- D. The Skin (to eliminate any chronic skin condition, which may be aggravated by the wearing of Personal Protective Equipment).

7.6 Audit of Safe Systems of work and safety Procedures

Authorising Engineer

At random intervals', not exceeding twelve months, the Authorising Engineer is to review the appointments of all Senior Authorised / Authorised Persons. These reviews should pay particular attention to the operating records, the issue and cancellation of permits and should formally advise on any training or retraining considered necessary, including when it should be received. These reviews should include a meeting with the Senior Authorised / Authorised Person, an inspection of the systems or installations to which their appointment refers, and where deemed necessary a practical assessment.

At intervals not exceeding three years the Authorising Engineer is to undertake comprehensive audits of the safe systems of work and safety procedures required by these Rules. Separate audits are to be carried out for each site for which the Authorising Engineer has appointed Authorised Persons.

As a minimum, the procedures listed below are to be checked as part of each three yearly audit: -

- A. As part of the desk audit, review the annual audits and ensure that: -
 - i. Samples of the Safety Documentation have been correctly completed and used in accordance with these Rules.
 - ii. Each operation has been correctly recorded in the Confined Spaces Log Book.
 - iii. The Operational file (CS) contains all the information required by these Rules, and that it is being kept up to date.

- iv. Copies of all current certificates of appointment are kept in the Operational File (CS).
 - v. AP17 training for all Authorised Persons is up to date.
 - vi. All Dangerous Occurrences have been reported.
 - vii. All Risk Assessments have been correctly compiled and properly recorded.
- B. Visit the site and check that:
- i. Safety Signs and Posters are displayed as required by these Rules.
 - ii. Sufficient Safety Locks and safety Boxes are held and are correctly used.
 - iii. The keys held within the Key Cabinet are correctly identified and only operate the locks to which they refer.
 - iv. The Duty Authorised Person Key is being held in the Key Control Box and that the combination is only known by the current Authorised Persons (CS).
 - v. All documents are held in the Lockable Document Cabinet.
 - vi. Adequate Confined Space Equipment is held, all items are fit for purpose and in good condition and that regular checks are being carried out and recorded.
 - vii. Equipment in use is being maintained and is in good condition.

Ascertain whether works within Confined Spaces are being carried out in accordance with these Rules. Where considered appropriate, initiate and witness operations carried out by the Authorised Persons from the writing and countersignature of the Safety Programme to the completion of the Confined Spaces Log Book.

A written report of the audit is to be compiled, listing satisfactory items seen, any deficiencies found and recommendations made. The report is to be issued to the Senior Authorised Person for action as necessary. A copy of the report with a summary of the findings is to be issued to the Manager with responsibilities for engineering.

The Senior Authorised Person is to acknowledge receipt of the audit report, make any comments considered necessary and compile an action plan in consultation with the Authorising Engineer. The Authorising Engineer should review progress on the action plan at the next audit.

8 Appendices

Appendix A1 **55**

- A1.1 Model Letters of Appointment for Authorising Engineers
- A1.2 Model Authorised Person Certificate of Appointment
- A1.3 Model Senior Authorised Person Certificate of Appointment
- A1.4 Model Competent Person Certificate of Appointment

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- A2.1 Model Confined Space Area Risk Assessment
- A2.2 Model Confined Space Area Safe System of Work
- A2.3 Model Confined Space Risk Assessment
- A2.4 Model Safety Programme (CS)
- A2.5 Model Standing Instruction (CS)
- A2.6 Model Specific Written Instruction (CS)
- A2.7 Model Permit to Work (CS)
- A2.8 Model Confined Spaces Log

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- A3.1 Model Entrance Point Sign
- A3.2 Model Confined Space Working Sign

Appendix A4 **66**

Associated Regulations and Documents

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A1.1 Model Letters of Appointment for Authorising Engineers

OFFER OF APPOINTMENT AS AUTHORISING ENGINEER



Dear _____ (*Name of prospective Authorising Engineer*)

Being satisfied that you are suitably qualified and meet the requirements of section 2.1 of the Compass Group Safety Rules and Procedures for Confined Spaces, I hereby offer you the appointment as Authorising Engineer for _____, and to undertake the duties set out in section 2.1 of the Compass Group Safety Rules and Procedures for Confined Spaces until further notice. However this appointment will be reviewed and reconfirmed at three yearly intervals.

Please confirm your acceptance of this appointment by signing and returning to me a copy of the attached letter.

Yours Sincerely,

(*Director with responsibilities for engineering*)

ACCEPTANCE OF APPOINTMENT AS AUTHORISING ENGINEER

Dear _____

I acknowledge receipt of your letter dated _____ offering me the appointment as an Authorising Engineer for _____.

I confirm that to the best of my knowledge, I satisfy the requirements for appointment as an Authorising Engineer indicated in section 2.1 of the Compass Group Safety Rules and Procedures for Confined Spaces.

I accept the responsibilities of the Authorising Engineer and will, to the best of my ability, carry out the Authorising Engineer's duties as set out in the Compass Group Safety Rules and Procedures for Confined Spaces.

I note that I am required to attend and Authorising Engineer training course at intervals not exceeding three years, a Senior Authorised Person training course at intervals not exceeding three years and a First Aid training course at intervals not exceeding three years.

Yours Sincerely,

(*Authorising Engineer*)

Certificate of Appointment for an Authorised Person Confined Spaces

Name: of Compass Group
Employed as an:

Issue date:..... Expiry date:

Duties of the Confined Spaces Authorised Person:

- Special Remarks or Restrictions:**

1. This certificate applies only to Confined Spaces within the boundary of

Endorsed by(Name)(Signed)
 Authorising Engineer Compass Group

Authorised Persons Name _____ Sig. _____ Date. _____

A1.3 Model Competent Person Certificate of Appointment

Certificate of Appointment as a Confined Spaces Competent Person



DECLARATION

I hereby declare that I have read the Compass Group Safety Rules and Procedures for Confined Spaces, they have been explained to me and that I understand and will follow them.

I agree to act as a Confined Spaces COMPETENT PERSON to the extent defined on the Authorisation Certificate issued to me.

Signature:

CERTIFICATE OF AUTHORISATION

I hereby certify that is a Confined Spaces COMPETENT PERSON as defined in as defined in the Compass Group Safety Rules and Procedures for Confined Spaces and Confined Spaces Systems.

This certificate applies only to Confined Spaces within the boundary of:

.....

AUTHORITY

In accordance with Compass Group Safety Rules and Procedures for Confined Spaces:

1. Carry out works within Category 1 Confined Spaces under an existing Standing Instruction (CS)
2. Carry out operations within Category 2 Confined Spaces when in receipt of a valid Specific Written Instruction (CS)
3. Carry out work within Category 2 and 3 Confined Spaces when in receipt of a valid Permit to Work

Appointed by(Name)(Signed)
Compass Group Site Manager with responsibilities for engineering

Endorsed by(Name)(Signed)
Compass Group Senior Authorised Person

A2.1 Model Confined Space Area Risk Assessment

Specified Risk Assessment Confined Spaces Areas											
Site:					Location:						
Confined Space:								Category:			
Specified Hazards	Persons at Risk	L	S	R	Risk Control Measures This Risk Assessment must be supported by a safe system of work and a method statement.	Residual *					
						L	S	R			
A: Flammable Substances and Oxygen Enrichment											
B: Toxic Gases, Fumes or Vapours											
C: Oxygen Deficiency											
D: The Ingress or Presence of Liquids											

Specified Risk Assessment Confined Spaces Areas											
E: Solid Materials which can flow											
F: Presence of Excessive Heat											
G: Access / Egress Problems											
I: Ventilation Problems											
Likelihood = Frequent (5) – Probable (4) – Occasional (3) – Improbable (2) – Remote (1) Severity = Catastrophic (5) – Major (4) – Reportable (3) – Serious (2) – Minor (1) Degree of Risk = Likelihood x Severity * Residual risk is the level of risk that remains after suitable and sufficient controls measures are introduced Works should be completed as per Task Risk Assessment and Safety Method Statement (if applicable). This Risk Assessment is to highlight Specified Risks for confined spaces only. If there are other significant risks not covered on this risk assessment, please contact The Duty Authorised Person (CS) or Authorising Engineer (CS) for further guidance and instruction.											
Completed By:					Signed:						
Job Title:			Date Completed:			Date for Review:					

A2.2 Model Confined Area Space Safe System of Work



Confined Space Safe System of Work

Produced By: Date Produced:

SAFE SYSTEM OF WORK

SITE NAME:
CONFIRMED SPACE
LOCATION:
CONFIRMED SPACE
REF NO:

Category:



1. PRIOR TO ENTRY

1

2

3

4

5

6

2. ISOLATION

1

2

3

4

5



3. CLEANING

1

2

3

4. TESTING

1

2

3

5. PERSONAL PROTECTIVE EQUIPMENT

1

2

3

4

5

6

7

8

9

10

11

12

13



6. WORK PROCEDURE



7. EMERGENCY PROCEDURES

1

2

3

4

5

6

SSoW Review Date:	Assessed By:	Signature:	Comments:

A2.3 Model Confined Space Entry Risk Assessment

	CONFINED SPACE ENTRY RISK ASSESSMENT	No Date
Confined Space:		Reason for Entry:
Specified Risk and Additional Hazard Identification and Assessment		
Specified Risk / Hazard	Hazard Description	Risk Level
A: Flammable Substances and Oxygen Enrichment		H M L
B: Toxic Gases, Fumes or Vapours		H M L
C: Oxygen Deficiency		H M L
D: Ingress or Presence of Liquids		H M L
E: Ingress or Presence Solid Materials which can Flow		H M L
F: Presence of Excessive Heat		H M L
G: Access and Egress Issues		H M L
H: Physical Dimensions and Layout		H M L
I: Ventilation Issues		H M L
Other		H M L

	CONFINED SPACE ENTRY RISK ASSESSMENT	No Date
Confined Space:		Reason for Entry:
Control Measures		
Specified Risk / Hazard	Control Measures	Risk Level
A: Flammable Substances and Oxygen Enrichment		H M L
B: Toxic Gases, Fumes or Vapours		H M L
C: Oxygen Deficiency		H M L
D: Ingress or Presence of Liquids		H M L
E: Solid Materials which can Flow		H M L
F: Presence of Excessive Heat		H M L
G: Access and Egress Issues		H M L
H: Physical Dimensions and Layout		H M L
I: Ventilation Issues		H M L
Other		H M L

	CONFINED SPACE SAFETY PROGRAMME (Page 1)		No
			Date

Site:	Reason for Entry:
Confined Space:	
CS Area Risk Assessment No	CS Area SSoW No
Prepared By:	Countersigned By:

Considerations and Preparations		
Persons Involved:		
Access / Egress:		
Air Monitoring:		
Communication:		
Area Purging:		
Area Ventilation:		
Removal of Residues:		
Static Electricity Control:		
Fire Prevention:		
Mechanical Isolations: <i>(Refer to AP Mech)</i>	Electrical Isolations: <i>(Refer to AP Elec)</i>	Fuel Isolations: <i>(Refer to AP Petroleum)</i>

	CONFINED SPACE SAFETY PROGRAMME (Page 2)	No XXXXX
		Date

Task Requirements	
Task Risk Assessment No:	Task Method Statement No
Task Power / Lighting Requirements:	
Task LOLER Requirements:	
Task COSHH Requirements:	
Task Hot Works Requirements:	
Working Sets / Piped Breathing Air:	
Equipment Selected:	PPE/RPE Required:
Emergency and Rescue Arrangements:	
Other:	

	CONFINED SPACE SAFETY PROGRAMME (Page 3)	No XXXXX
		Date

Sequence of Operations	
SSoW Reference Number:	Additional Pages:
Additional Operations to Listed in Chronological Order:	

A2.5 Model Standing Instruction (CS)

Standing Instruction No XXXXX



STANDING INSTRUCTION (CS)

(Complete precisely and legibly in BLOCK CAPITALS)

Name of Competent Person: _____ Employed by: _____

Issue date: _____ Expiry date: _____ (not more than 1 year from date of issue)

Location and identity of the Confined Space to which this Standing Instruction (CS) refers: _____

Tasks or operations to be undertaken within the Confined Space specified above (to be carried out in the order in which they are listed):-

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

Circumstances under which the above tasks or operations are to be undertaken, and special instructions and safety measures:-

Issue: To be completed by the Duty Authorised Person

I declare it is reasonable in the circumstances for the Competent Person to be at work within the Confined Space Specified and suitable precautions (including where necessary the provision of suitable protective equipment) have been specified to prevent injury; and I hereby give permission for the specified tasks to be undertaken.

Name: _____ Signed: _____ Date: _____ Time: _____
(Originating Authorised Person (CS))

Signature and name of all other Authorised Persons (CS)

Signature: _____ Name: _____

Signature: _____ Name: _____

Signature: _____ Name: _____

Signature: _____ Name: _____

Signature: _____ Name: _____

Receipt: To be completed by the Competent Person

I acknowledge receipt of this Standing Instruction, have been shown and have had explained to me the equipment to which the instruction refers, and confirm that I fully understand the tasks or operations listed above and the circumstances under which they are to be undertaken.

Name: _____ Signed: _____ Date: _____ Time: _____
(Competent Person (CS))

Cancellation: To be completed by the Duty Authorised Person

Due to the duration of the document having been reached or the circumstances having changed significantly this document is hereby cancelled

Name: _____ Signed: _____ Date: _____ Time: _____
(Duty Authorised Person (CS))

A2.6 Model Specific Written Instruction (CS)

Specific Written Instruction No XXXXX



SPECIFIC WRITTEN INSTRUCTION (CS)

For Particular Operations within Specific Confined Space Areas

(Complete precisely and legibly in BLOCK CAPITALS)

Name of Competent Person: _____

Employed by: _____

Location and identity of the Confined Space to which this Specific Written Instruction (CS) refers:-

Operations to be undertaken on the equipment specified above (to be carried out in the order in which they are listed):-

- 1) _____ Time/Date: _____
- 2) _____ Time/Date: _____
- 3) _____ Time/Date: _____
- 4) _____ Time/Date: _____
- 5) _____ Time/Date: _____
- 6) _____ Time/Date: _____
- 7) _____ Time/Date: _____
- 8) _____ Time/Date: _____
- 9) _____ Time/Date: _____
- 10) _____ Time/Date: _____

Time and Date for each operation to be recorded by the Competent Person

Issue: To be completed by the Duty Authorised Person

I declare it is reasonable in the circumstances for the Competent Person to be at enter the Confined Space Specified and suitable precautions (including where necessary the provision of suitable protective equipment) have been specified to prevent injury; and I hereby give permission for the specified operations to be undertaken.

Name: _____ Signed: _____ Date: _____ Time: _____
(Duty Authorised Person (CS))

Receipt: To be completed by the Competent Person

I (the Competent Person named above) acknowledge receipt of this Specific Written Instruction (CS) and have had explained to me the operations required to which the instruction refers, and confirm that I fully understand the operations listed above I will record the time and date for each operation on this form in the space provided.

Upon completion of the operations, I will return the Specific Written Instruction (CS) to the Duty Authorised Person (CS).

Name: _____ Signed: _____ Date: _____ Time: _____
(Competent Person (CS))

Cancellation: To be completed by the Duty Authorised Person

Due to the specified operations being completed or the circumstances having changed significantly this document is hereby cancelled

Name: _____ Signed: _____ Date: _____ Time: _____
(Duty Authorised Person (CS))

A2.7 Model Permit to Work (CS)

Permit to Work No XXXXX



PERMIT TO WORK WITHIN CONFINED SPACES

Site: _____ Location: _____

Confined Space Ref: _____ Description: _____

1. ISSUE: Issued to: _____ Employed by: _____

Points of Mechanical Isolation: _____

Points of Electrical Isolation: _____

Points of Fuel Isolation: _____

Warning Signs Posted at: _____

Method of Access / Egress: _____

Method of Ventilation: _____

Emergency / Rescue Arrangements: _____

Fire Fighting Arrangements: _____

Works to be Carried Out: _____

No other works to be carried out under this Permit to Work

I hereby declare that the above Confined Space is safe to enter, services have been isolated and the atmosphere has been checked:

Signed _____ Name: _____ Date: _____ Time: _____

Duty Authorised Person (CS) Capitals

2. RECEIPT: I hereby declare that I accept responsibility for overseeing the works within the Confined Space as detailed on this Permit and that no attempt will be made by me, or any person under my control, to carry out any other works.

Signed _____ Name: _____ Date: _____ Time: _____

Competent Person Capitals

Note: Once Issued and Receipted this document must remain under the control of the Competent Person until all works are finished. It must then be cleared and returned to the Authorised Person

3. CLEARANCE: This is to certify that the work above has been *completed / * Stopped and that all persons under my control have been withdrawn and warned that it is no longer safe to work in the Confined Space specified on this Permit and that all tools and equipment used have been cleared

* Delete as appropriate

Signed _____ Name: _____ Date: _____ Time: _____

Competent Person Capitals

4. CANCELLATION: I have checked the Confined Space area and * I am / * I am not satisfied that the works have been completed satisfactorily and the area shall be * Returned to Service / Rejected for rework under a new Permit.

This Permit to Work is hereby Cancelled

* Delete as appropriate

Signed _____ Name: _____ Date: _____ Time: _____

Duty Authorised Person (CS) Capitals

Schematic Diagram: Detailing Points of Work and Isolation. Methods of Access / Egress and Ventilation.

Description / Notes _____

Pre Entry Checks (Circle)			
Access Equipment	Y / N / NA	Fire Prevention	Y / N / NA
Air Monitors	Y / N	Lighting / Power	Y / N / NA
Communications	Y / N	Lifting Equipment	Y / N / NA
Area Purged	Y / N / NA	COSHH	Y / N / NA
Ventilation	Y / N / NA	Hot Works	Y / N / NA
Area Drained	Y / N / NA	PPE	Y / N
Residues Removed	Y / N / NA	RPE	Y / N
Static Control	Y / N / NA		

Pre Entry Atmospheric Gas Tests	
O2 - Oxygen	% Vol
CO - Carbon Monoxide	ppm
H2S - Hydrogen Sulphide	ppm
CH2 - Methane	% LEL

Signed _____ Name: _____ Date: _____ Time: _____

Duty Authorised Person (CS) Capitals

A2.8 Model Confined Spaces Log



CONFINED SPACES LOG BOOK



Date and Time	Location	Activity, Event and Reason	Confined Space Entries (If Applicable)	AP Initials

A3.1 Model Confined Spaces Entry Point Sign

BOILER HOUSE EXTRACT VOID CONFINED SPACE No42



Confined Space



No Unauthorised Access



**For Access Contact The Duty
Authorised Person For Confined
Spaces Ext 5959**

A3.2 Model Confined Spaces Working Sign



**Confined Space
Working**



**No Unauthorised Access
Beyond This Point**

Appendix A4 Associated Regulations and Documents

These Rules are based on and comply, where applicable, with the following Regulations and Documents: -

- A. The Health and Safety at Work Act 1974.
- B. Management of Health and Safety at Work Regulations 1999.
- C. Approved Code of Practice for Management of Health and Safety at Work Regulations 1999.
- D. Confined Spaces Safety Regulations 1997.
- E. Electricity at Work Regulations 1989.
- F. The Personal Protective Equipment Regulations 1992. (EC Directive)
- G. Manual Handling Operations Regulations 1989.
- H. Provision and Use of Work Equipment Regulations 1998.
- I. Construction (Design and Management) Regulations 1996.
- J. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- K. Health and Safety (Safety Signs and Signals) Regulations 1996.
- L. Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and Guidance.
- M. Workplace (Health, Safety and Welfare) Regulations 1992.
- N. HSG 253 Safe Isolation of Plant and Equipment

Amendments

Revision 1.1 (August 2009)	Trading name changed from ESS to Eurest Services
Revision 2.0 (June 2013)	Major Re-write to bring format in line with other SRPs
Revision 2.1 (October 2013)	Trading name changed from Eurest Services to 14Forty
Revision 2.2 (October 2014)	Trading name changed from 14Forty to ESS
Revision 3.0 (April 2018)	Trading name changed from ESS to Compass Group Font changed to Arial 1.3 and 2.3 Removal of Senior Authorised Person Designation

Notes

RECEIPT

Compass Group: Safety Rules and Procedures for Confined Spaces.

Compass Group reserves the right to amend any part of these Rules and Procedures from time to time. It may add new material or alter or remove existing material. The Authorising Engineer or Senior Authorised Person will notify you of any changes.

Please acknowledge receipt of these Rules by signing below, detaching the page and returning it to The Authorising Engineer.

A copy of this receipt will be placed in the site Operational File (CS).

We recommend that you keep a copy for your own records.

Name:

Position:

Site:

Date:

Signature: