



Compass Group (UK and Ireland) Ltd

Confined Space Safety Policy

Owner: Peter Priday

Dated: June 2024

Version Control

Version Number	Implementation Date	Review Date	Amendments
1.1	August 2015	July 2016	New Policy
1.2	August 2017	August 2019	First Review following 2 years in Operation and introduction of Authority to Work
1.3	November 2019	November 2022	Minor Grammatical Corrections
2.0	April 2022	April 2024	Trading Name Changed to Compass Group. Group Policy, Site Specificity Removed. Inclusion of Coordinating Authorising Engineer and Authorised Signatory. Categorisations included in Appendix 3.
2.1	June 2024	June 2027	Inclusion of the Technical Authority. Contract Manager, title changed to Operational Management. Top Man, Title changed to Top Person. Consolidation of Safety Documentation Definitions. Revision of Duty Holder Responsibilities Part 6, Training Requirements added. Policy Review frequency revised to three years. General Definitions moved to Appendix 4.

Review completed by:

Peter Priday (Technical Authority)

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Part 1 Policy Statement

Compass Group (UK & Ireland) Ltd (hereafter referred to as Compass Group) is committed to:

- implementing this policy
- ensuring all Confined Space activities are managed without giving rise to danger.
- monitoring this policy to ensure its effectiveness.

This policy has been created for the protection of those persons whose employment involves them controlling or entering Confined Spaces on sites controlled by Compass Group and any person likely to be affected by the activities of Compass Group employees.

This policy is in accordance with the requirements of:

The Health and Safety at Work Act 1974
Provision and Use of Work Equipment Regulations
Confined Spaces Regulations
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
Workplace (Health, Safety and Welfare) Regulations
Management of Health & Safety Regulations
Personal Protective Equipment at Work Regulations

It is the duty of all persons, who may be concerned with Confined Space Entries to:

- **Comply with this Safety Policy**
- **Be conversant with all legislation governing the work they are called upon to undertake.**

Only employees with the appropriate knowledge, skills and training will be authorised or instructed to carry out Operations involving Confined Spaces.

Where it is appropriate, safety training and instruction will be given.

All safety devices and equipment to carry out Confined Space Entries in a safe and proper manner will be provided.

Part 2 Definitions

2.1 Definitions of Personnel

2.1.1 Duty Holder (DH)

The Duty Holder is a person on whom the Health and Safety at Work Act and/or Confined Spaces Regulations impose a duty in connection with safety.

2.1.2 Technical Authority (TA)

A person appointed, in writing, by the Duty Holder to provide the Policies, Structures and Safety Management Systems for the Operation, Maintenance and Emergency Response with regards to Confined Spaces under the control of Compass Group.

2.1.3 Operations Manager (OM)

The Operations Manager is defined as the person in the organisation, who is accountable for the maintenance of the premises.

2.1.4 Co-Ordinating Authorising Engineer (CAE)

The Co-Ordinating Authorising Engineer is appointed in writing by the Duty Holder to take responsibility for the overall management of the Safety Rules and the assignment of Authorising Engineers. The person appointed should possess the necessary degree of independence from local management to agree actions as required.

2.1.5 Authorising Engineer (AE)

An Authorising Engineer is appointed in writing by the Duty Holder on the recommendation of the Co-Ordinating Authorising Engineer to take responsibility for the effective management of the Safety Rules and Procedures. The person appointed should possess the necessary degree of independence from local management to take action within this guidance.

2.1.6 Authorised Person, Confined Spaces (AP (CS))

An Authorised Person is appointed in writing by the Operations Manager on the recommendation of the Authorising Engineer in accordance with the Safety Rules and Procedures and is responsible for the implementation and operation of the Safety Rules and Procedures regarding Confined Space Activities.

2.1.7 Authorised Signatory (AS)

A person appointed, in writing, by the Duty Holder to take responsibility for issuing the Authority to Work Safety Document to contractors working in areas or on equipment controlled by Compass Group.

2.1.8 Duty Authorised Person, Confined Spaces (AP (CS))

An Authorised Person who has signed on in the Logbook and accepted the duties and keys for the Confined Spaces for which they have control.

2.1.9 Competent Person, Confined Spaces (CP (CS))

A Competent Person is appointed in writing by the Operations Manager on the recommendation of an Authorised Person for defined Confined Space Activities. They must possess the necessary

technical knowledge, skill and experience relevant to the nature of the work to be undertaken, and be able to prevent danger or, where appropriate, injury.

2.1.10 Top Person

A Competent Person whose role with regards a Confined Space Entry is to control the Entry Point, Working Durations and Communications.

2.1.11 Work Team

Competent Person(s) whose role with regards a Confined Space Entry is to access the Confined Space and either complete the Works or assist with Communications.

2.1.12 Rescue Team

A team, including Rescue Coordinator, whose role is the rescue and recovery of casualties from within a Confined Space.

2.2 Definitions of Safety Documents

2.2.1 Permit to Work for Confined Spaces (PtW)

This is a safety document, issued for works within Confined Spaces. It is signed and issued by The Duty Authorised Person, to the Competent Person in charge of work to be carried out. It defines the scope of the work to be undertaken, the access and egress arrangements and what equipment is to be used. The template for the Confined Space Permit is shown in Appendix 1.1.

2.2.2 Specific Written Instruction (SWI)

This is a safety document, signed and issued by the Duty Authorised Person (CS) to allow another Authorised Person (CS) or a Certificated Competent Person (CS) to undertake specific operations within a Category 1 Confined Space. The template for the Confined Space Specific Written Instruction is shown in Appendix 1.2.

2.2.3 Standing Instruction (SI)

This is a safety document, signed and issued by the Duty Authorised Person (CS) to allow a Certificated Competent Person (CS) to undertake specified regular operations within a Category 1 Confined Space. The template for the Confined Space Standing Instruction is shown in Appendix 1.2.

2.2.4 Authority to Work (AtW)

This is a safety document, issued for Low-Risk Operations conducted by third party contractors. It is signed and issued on the authority of The Authorised Signatory, to the Competent Person in charge of work to be carried out. Details of the Authority to Work can be found in HSE Process HS 1.19.

2.3 Definitions of Safety Signs

2.3.1 Warning Signs

These are permanent signs bearing the words “Confined Space” and appropriate accompanying text, which are to be mounted where a known Confined Space Hazard exists. A Model Sign is shown in Appendix 2.1.

2.3.2 Danger Signs

These are temporary sign(s) bearing the words “DANGER – Confined Space Working”, which are to be positioned at all routes of approach to the work area. A Model Sign is shown in Appendix 2.2.

Part 3 Responsibilities

3.1 General Responsibilities

3.1.1 Compass Group Management

It is the responsibility of Compass Group Management to ensure that arrangements are in place to enable contracts to comply with all relevant statutes, Compass Group Policies and Safety Rules. Specific responsibilities with regards Confined Spaces are outlined in Parts 3.2 to 3.4.

3.1.2 Compass Group Staff

It is the responsibility of all employees to comply with the management arrangements put in place for statutory compliance. Only Authorised or Competent Persons with a valid Certificate of Appointment or Safety Document are to carry out works involving Confined Spaces. Specific responsibilities for Authorised and Competent Persons are outlined in Parts 3.5 to 3.9.

3.1.3 Contractors Working for Compass Group

It is the responsibility of all contractors to comply with the management arrangements put in place for statutory compliance. Only contractors in possession of a valid Safety Document or Competent Persons Certificate are to carry out works involving Confined Spaces. Specific responsibilities with regards Confined Space Working are outlined in Part 3.8.

3.2 Duty Holder

3.2.1 General

The Duty Holder is responsible for ensuring the Management Structure including the Operations Managers and Authorising Engineers has sufficient resources and the authority necessary to ensure that all Confined Space Operations under the control of Compass Group comply with the requirements of all relevant legislation.

3.2.2 Appointment of The Technical Authority (TA)

The Duty Holder is responsible for appointing in writing a Technical Authority to produce and update the Compass Group Confined Spaces Safety Policy and Safety Rules.

3.2.3 Appointment of a Co-Ordinating Authorising Engineer

The Duty Holder is responsible for appointing in writing a Co-Ordinating Authorising Engineer to take responsibility for the overall management of the Safety Rules. The Co-Ordinating Authorising Engineer may be directly employed or sub-contractor, but in either case must be independent from the Site Management Structure.

3.2.4 Appointment of Authorising Engineers

The Duty Holder is responsible for appointing in writing adequate numbers of Authorising Engineers to take responsibility for the effective management of the Safety Rules. The Authorising Engineers may be directly employed or sub-contractor, but in either case must be independent from the Site Management Structure.

3.3 Technical Authority (TA)

3.3.1 General

The Technical Authority is responsible for the production of the Compass Group Confined Spaces Safety Policy and Safety Rules

The Technical Authority is to ensure that the Compass Group Confined Space Safety Policy and Safety Rules are maintained and updated to ensure compliance with current legislation and where appropriate industry best practice.

3.4 Operational Management (OM)

3.4.1 General

Operational Managers have, under the requirements of the Health and Safety at Work Act 1974 and the Confined Spaces Safety Regulations, to ensure that so far as is reasonably practicable the following are adhered to:

- a) Provision of adequate information, supervision, and instruction to ensure that work within Confined Spaces can be carried out safely.
- b) Provision of a safe place of work, including adequate working space, access, and lighting.
- c) Confined spaces shall be identified and clearly signed and secured.
- d) All items of Confined Spaces Equipment shall be selected to take account of the environment in which they are to be installed / used.
- e) Confined Spaces shall be Categorised, Risk Assessed, and have Safe Systems of Work Produced.
- f) Plans shall be maintained to provide a comprehensive record of all Confined Spaces, and arrangements shall exist for updating following systems modifications.
- g) All Confined Spaces Equipment shall be periodically inspected, and appropriate records maintained.
- h) All Confined Spaces shall be secured as appropriate to prevent danger so far as is reasonably practicable.

3.4.2 Appointment of Authorised Person

The Operational Management is responsible for appointing in writing adequate numbers of Authorised Persons to effectively implement and operate the Safety Rules and Procedures regarding work in Confined Spaces. These appointments will be endorsed by the Authorising Engineer.

3.4.3 Appointment of Competent Persons

The Operational Management is responsible for appointing in writing adequate numbers of Competent Persons for works within Confined Spaces. These appointments will be endorsed by the Authorised Person.

3.5 Co-Ordinating Authorising Engineer (CAE)

3.5.1 General

The Co-Ordinating Authorising Engineer is responsible for overall management and review of the Safety Rules. They are also responsible for ensuring that Authorising Engineers are informed of any changes in legislation or operational restrictions.

3.5.2 Endorsement of Authorising Engineers

The Co-Ordinating Authorising Engineer is responsible for endorsing the appointment of Authorising Engineers to take responsibility for the effective management of the Safety Rules. The Authorising Engineers may be directly employed or sub-contractor, but in either case must be independent from the Site Management Structure.

3.5.3 Audit of Authorising Engineers

The Co-Ordinating Authorising Engineer is responsible for the annual audit of all Authorising Engineers to ensure their continued suitability for the role.

3.6 Authorising Engineer (AE)

3.6.1 General

The Authorising Engineer is responsible for advising and providing guidance to The Operations Manager and Authorised Persons on Confined Spaces safety and relevant legislation. They are also responsible for notifying the Operational Management and Authorised Persons of any defect reports or operational restrictions relating to the Confined Space equipment on site.

In the event of a Breach of the Safety Rules and Procedures; or following an incident involving any Confined Space or Confined Space Equipment The Authorising Engineer is responsible for assisting in any investigation.

3.6.2 Management of Safety Rules and Procedures

The Authorising Engineer is responsible for the effective management of the Safety Rules and Procedures for Confined Spaces, and for their implementation and administration. They shall also be responsible for agreeing, in writing any local deviation from the Safety Rules and Procedures and ensuring that any amendments are brought to the attention of The Operational Management and Authorised Persons.

3.6.3 Produce a Demarcation Agreement

The Authorising Engineer is responsible for the producing, where required, a Demarcation Document that clearly outlines the extent of the Confined Spaces for which Compass has responsibility.

3.6.4 Endorsement of Authorised Persons Appointments

The Authorising Engineer is to endorse the appointment or re-appointment of Authorised Persons. This endorsement will follow an interview and assessment, following which the Authorising Engineer should be satisfied that the prospective Authorised Person meets the qualifications and requirements of The Safety Rules and Procedures.

If necessary, the Authorising Engineer may suspend, at any time, the appointment of an Authorised Person by withdrawing their Certificate of Appointment. The Authorising Engineer should inform the Operational Management and Coordinating Authorising Engineer of any such suspension.

The Authorising Engineer is to report to the Operational Management and or Duty Holder, any deficiency in the number of suitably trained and experienced Authorised Persons that significantly impairs the ability of Compass Group to provide a safe and effective service.

3.6.5 Provision of Support and Guidance to Authorised Persons

The Authorising Engineer shall, when required, provide Guidance and Support to Authorised Persons with regards the control of Confined Spaces and aspects of this Policy or the Safety Rules and Procedures.

3.6.6 Audit of Authorised Persons Appointments

The Authorising Engineer shall audit the performance and record the operational experience of each Authorised Person at twelve monthly intervals. Following the audit, The Authorising Engineer will produce a written report highlighting any actions required.

3.7 Authorised Person, Confined Spaces (AP (CS))

3.7.1 General

The Authorised Person is responsible for advising the Operational Management on matters regarding the site Confined Spaces. They are also responsible for notifying the Operational Management and Authorising Engineer of any issues regarding the Confined Spaces on site.

More than one Authorised Person can be appointed for a site 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 Logbook. The name of the Duty Authorised Person is to be displayed at the Document Cabinet.

3.7.2 Implementation of Safety Rules and Procedures

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

3.7.3 Control of Works in Confined Spaces

The Duty Authorised Person is responsible for controlling all works in the site Confined Spaces. They will review and approve the Task Risk Assessments and Method Statements before issuing the Safety Documentation required. They are also responsible for preparing the Confined Space Entry Risk Assessment and Safety Programme.

3.7.4 Endorsement of Competent Persons Appointments

The Authorised Person is to endorse the appointment or re-appointment of Competent Persons for the site. This endorsement will follow an interview and assessment, following which the Authorised Person should be satisfied that the prospective Competent Person meets the qualifications and requirements of The Safety Rules and Procedures.

If necessary, the Authorised Person may suspend, at any time, the appointment of a Competent Person by withdrawing their Certificate of Appointment. The Authorised Person should inform the Operational Management and Authorising Engineer of any such suspension.

3.7.5 Provision of Support and Guidance to Competent Persons

The Authorised Person shall, when required, provide Guidance and Support to Competent Persons with regards the task they are conducting or on any aspects of this Policy or the Safety Rules and Procedures.

3.7.6 Reporting

The Authorised Person shall report to the Operational Management with regards to the site Confined Spaces.

The Authorised Person shall report to the Authorising Engineer with regards any aspect of this Policy or the Safety Rules and Procedures.

The Authorised Person shall report immediately to the Operational Management and Authorising Engineer; any issues with the site Confined Spaces, any defects found in the Confined Spaces Equipment, any dangerous occurrence, any dangerous practices observed in the course of his duties and the actions they have taken.

3.8 Competent Person, Confined Spaces (CP (CS))

3.8.1 General

The Competent Person is responsible for themselves and their work team conducting their activities in a safe manner, and that they work in accordance with the Task Method Statement, Risk Assessment, Safety Rules and Procedures and relevant legislation.

The duties of Competent Person authorised by the issue of a Certificate of Appointment will be limited to those duties specified on the certificate. These certificated duties do not preclude the necessity for a Permit to Work as required by the Safety Rules and Procedures.

A Competent Person authorised by the issue of a Safety Document may only undertake or supervise the work specified until the entry is complete and the Competent Person has signed the clearance and the Safety Document is cancelled by the Duty Authorised Person.

3.8.2 Provision of Task Risk Assessments and Method Statements

The Competent Person or their Employer is responsible for producing Suitable and Sufficient Task Risk Assessments and Method Statements, before any task is conducted.

These Risk Assessments and Method Statements are to be reviewed by The Authorised Person prior to any Safety Documentation being issued and the task commencing.

3.8.3 Compliance with The Safety Rules and Procedures

The Competent Person is responsible for conducting their activities in accordance with the Safety Rules and Procedures. If for any reason they are unable to comply with the requirements of the Safety Rules and Procedures they are to stop work, make the Confined Space safe and inform the Duty Authorised Person.

3.8.4 Reporting

The Competent Person shall report to the Duty Authorised Person any changes in the task they are undertaking which requires alteration of the Task Risk Assessment or Method Statement.

The Competent Person shall report immediately to the Duty Authorised Person; any defects found in Confined Space Equipment, any Dangerous Occurrence, and the actions they have taken.

3.9 Authorised Signatory (AS)

3.9.1 General

The Authorised Signatory is responsible for the practical implementation and operation of the Compass Group Authority to Work Process. This may include Setting Up Operations completed by contractors, which can be authorised by the issue of an Authority to Work.

Part 4 Confined Spaces Safety Arrangements

4.1 Safety Arrangements for Compass Group Employees

4.1.1 General

It shall be the duty of all persons under the control of Compass Group to comply with this Policy and the Safety Rules and Procedures.

Only employees who are competent to do so shall carry out Confined Space activities.

4.1.2 Hazard Identification

The Operational Management shall identify the hazards, including Confined Spaces, under their control. These hazards are laid out in the Contract Hazard and Risk Register. The latest version of this document is available from the Operational Management.

4.1.3 Area Risk Assessments and Method Statements

The Authorised Person shall produce Confined Space Area Risk Assessments, Identifying the Hazards, Risks and Controls, for the identified Permanent Confined Spaces. Copies are to be held by the Authorised Person.

The Authorised Person shall produce Area Method Statements, Outlining the Access, and Egress methods for the identified Permanent Confined Spaces. These are to be in the form of Safe Systems of Work and copies are held by the Authorised Person.

4.1.4 Task Risk Assessments and Method Statements

Task Method Statements and Risk Assessments must be produced by the Person or Organisation, including Compass Group personnel, carrying out Confined Space Operations.

4.1.5 Safety Documentation

All employees working within Confined Spaces must be in possession of a valid Certificate of Appointment and/or Safety Documentation from the Duty Authorised Person.

4.1.6 Confined Space Equipment

Compass Group will provide all equipment required for Confined Space activities involving Compass Group Staff. These will either be purchased and based on site or rented in as required. A list of site base Confined Space Equipment can be found in the Operational File (CS).

The Management will ensure that all purchased Confined Space Equipment is Formally Inspected by a Competent Person at intervals outlined in the Operational File (CS).

Fixed Confined Spaces Equipment is provided and inspected for the use of Compass Group employees and contractors following induction and Instruction.

No employee shall use any Confined Spaces Equipment unless they have been trained in its use and pre use inspection.

4.2 Safety Arrangements for all Contractors

4.2.1 General

All contractors working under the control of Compass Group are to comply with this Policy and the Safety Rules and Procedures.

Only contractor's employees who are competent to do so, shall carry out Confined Space activities. Competency of the attending operatives should be confirmed by provision of supporting documentation and licences from their employer or by utilising "Reset".

4.2.2 Hazard Identification

Contractors engaged by Compass Group to work are to be made aware of the Confined Space Area Risk Assessment and Method Statement. These documents should form part of the Task Risk Assessment and Method Statement.

4.2.3 Task Risk Assessments

Contractors engaged by Compass Group are to produce a Task Risk Assessment, identifying the Hazards, Risks and Controls to be in place for the task to be completed safely. This Risk Assessment is to be submitted to the Authorised Signatory and Authorised Person for review prior to the planned start of the works.

4.2.4 Task Method Statements

Contractors engaged by Compass Group are to produce a Task Method Statement outlining the procedure to be followed to complete the task safely. For Lifting Operations other than "Standard Lifts" the Task Method Statement is to include a Lifting Plan. This Method Statement is to be submitted to the Authorised Signatory and Authorised Person for review prior to the planned start of the works.

4.2.5 Authority to Work

All Contractors must be in possession of a valid Authority to Work from the Authorised Signatory. For entry into a Confined Space, Safety Documentation issued by the Duty Authorised Person will also be required.

4.2.6 Confined Space Safety Documentation

All Contractors working within Confined Spaces must be in possession of valid Safety Documentation from the Duty Authorised Person.

4.2.7 Confined Space Equipment

Contractors are to provide all Confined Space Equipment required for the task for which they have been engaged. This equipment will be visually inspected by the Authorised Person prior to their use on site.

Fixed Access Equipment inspected by Compass Groups Competent Person is available to be used by contractors engaged for works on site. The inspection records and certificates for this equipment will be made available to the Contractor. The Contractor is responsible for carrying out a Pre-Use Inspection

Part 5 Confined Space Operations.

5.1 Control of Confined Space Entries

5.1.1 General

Maintenance and Engineering works can include the need to enter Confined Spaces. When these activities are carried out there is the risk of Physical Injury, Asphyxiation, Entrapment or Fire / Explosion which could result in the serious injury to people and or damage to property and the environment.

It is therefore necessary to have in place control procedures to reduce the risks associated with Confined Space Operations to an acceptable level.

5.1.2 Procedure for carrying out Confined Space Entries.

Entry into Confined Spaces should only be carried out where no alternative method is available. When it is agreed with the Authorised Person that an Entry is the only viable methodology then the following procedure should be followed:

- a) Only suppliers listed on the Compass Group Approved Vendor List for confined space operations should be engaged to complete Entries into Confined Spaces. Where the Entry is Sub-Contracted the Operational Management should ensure that the contracted organisation holds all the required accreditations and insurances.
- b) The Authorised Person shall furnish the Person or Organisation completing the task with detail of the Confined Space to be entered, including copies of the Area Risk Assessment and Method Statement.
- c) A suitable and sufficient Task Risk Assessment and Method Statement clearly defining the steps to carry out the works must be produced by the Person or Organisation completing the task.
- d) The Authorised Person must review the Method Statement and Risk Assessment.
- e) The Authorised Person shall produce an Entry Risk Assessment and Safety Programme outlining the controls to be implemented prior to and during the Confined Space Entry.
- f) Work Team will be site inducted.
- g) Authorised Signatory will issue the Authority to Work to allow setting up of Work Area Controls.
- h) The Competent Person will set up the Work Area Controls including Danger Signage at all approaches to the Work Area.
- i) The Authorised Person and /or Authorised Signatory will visually inspect the Confined Spaces Equipment and check Calibration / Examination dates and Team Qualifications.
- j) The Authorised Person will conduct the Pre-Entry Checks which include Atmospheric Checks, Work Area Controls, Isolations, Communications and Emergency Arrangements.
- k) The Authorised Person will issue the Permit to Work.

- l) A “Top Person” shall be assigned to control Access and Egress to the Confined Space and to act as the communication link for the Entry Team
- m) The Competent Person shall report to the Authorised Person any changes in the task they are undertaking which requires alteration of the Task Risk Assessment or Method Statement.
- n) If it is necessary to suspend the Entry for any reason the work area must be left safe.
- o) On successful completion of the works the area should be made safe and Lifting Equipment Stowed.
- p) The work area should then be cleared and the Permit and/or Authority to Work signed off by the Authorised Person and/or Authorised Signatory at the point of work.

5.1.3 Emergency Procedures and Rescue Arrangements.

Prior to any entry to a Confined Space, procedures shall be in place outlining the actions to be taken in the event of any reasonably foreseeable emergency, including MGA Alarm Activation or Physical Injury to a member of the Entry Team.

These Emergency Procedures shall define the Roles and Responsibilities of the persons involved, including those of the Top Person, Entry Team, and Rescue Team where applicable.

Part 6 Training & Competency

6.1 General

All Persons conducting or overseeing Confined Space Operations controlled by Compass Group will be suitably trained to conduct their role safely. The following table provides a guide as to the standards of training required for various Roles and Confined Space Categories.

Authorising Engineer	(MS1) or equivalent, Authorising Engineer Training Course. (APCS) Authorised Person (Confined Spaces) Training Course.
Authorised Person	(APCS) or equivalent, Authorised Person (Confined Spaces) Training Course.
Top Person (Category 1 or 2)	(CS-09) or equivalent, Level 2 Medium Risk Confined Spaces "Top Person" Training Course.
Top Person (Category 3 or 4)	(CS-05) or equivalent, Level 3 High Risk Confined Spaces "Top Person" Training Course.
Entry Team (Category 1)	(CS-01) or equivalent, Level 2 Working in Low Risk Confined Spaces Training Course.
Competent Person (Category 2)	(CS-02) or equivalent, Level 2 Working in Medium Risk Confined Spaces Training Course.
Competent Person (Category 3 or 4)	(CS-04) or equivalent, Level 2 Working in High Risk Confined Spaces Training Course.
Rescue Coordinator	(MRS) or equivalent, Direct Emergency Rescue & Recovery or Casualties from Confined Spaces Training
Rescue Team	(MRS) or equivalent, High Risk, Rescue & Recovery from Confined Spaces Training

Part 7 Monitoring and Review of Confined Spaces Safety Processes

7.1 Technical Authority Review of the Safety Policy and Safety Rules

At intervals not exceeding 3 Years the Technical Authority will conduct, a Review of this Policy and the Compass Group Safety Rules and Procedures for Confined Spaces.

These reviews may include consultation with the Coordinating Authorising Engineer, and Authorising Engineers (CS).

The reviewed documents will be submitted to the Duty Holder for approval and publication on the Compass Group HSE Website.

7.2 Authorising Engineers Audit of Authorised Persons and Safe Systems

Following acceptance and sign off of this safety policy and appointment of an Authorising Engineer and Authorised Person the Authorising Engineer must carry out a compliance audit.

The Audit will cover the following areas:

- i. Appointed Authorised Persons
- ii. Appointed Competent Persons
- iii. Site Logbook
- iv. Operational File
- v. Completed Safety Documentation
- vi. Compliance with the Safety Rules and Procedures
- vii. Safety Equipment
- viii. Confined Space Schedule
- ix. Confined Space Security
- x. Key Control

The Authorising Engineer shall produce a report following the audit, highlighting any deficiencies and outlining an action plan. Any urgent deficiencies may be enforced with either a Practice Enforcement Notice or Suspension Notice.

These audits are to be repeated no less that every 12 Months.

APPENDICES

Appendix 1 Safety Documentation

- A1.1 Confined Spaces Permit Template**
- A1.2 Confined Spaces Specific Written and Standing Instructions**

Appendix 2 Signage

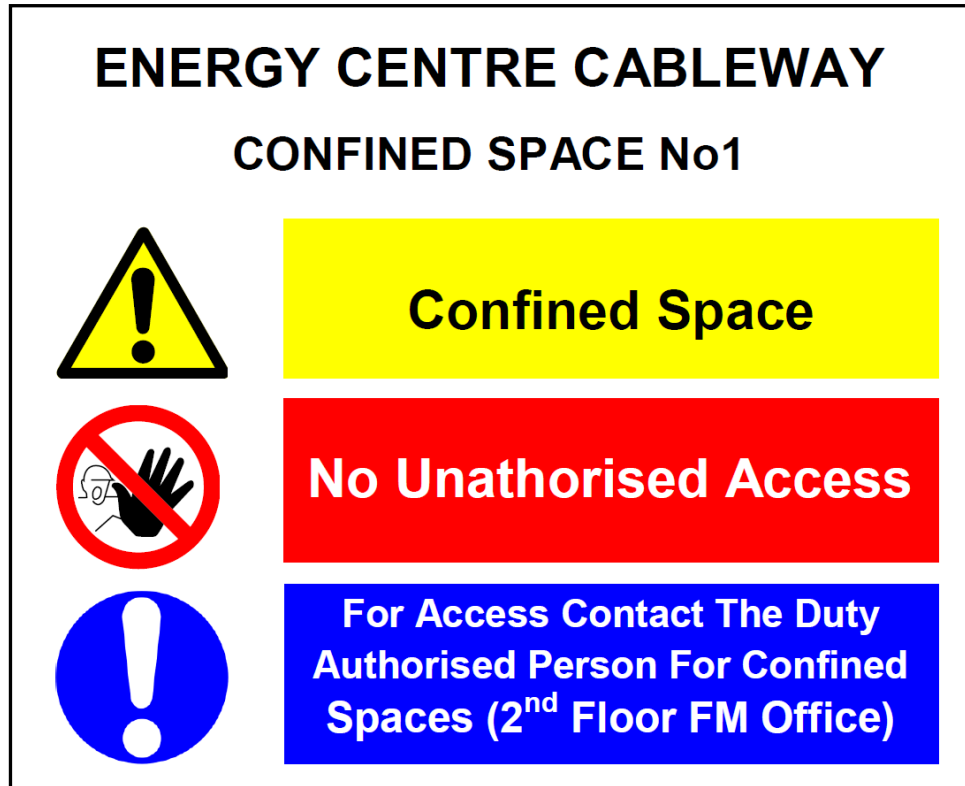
- A2.1 Model Confined Space Warning Sign**
- A2.2 Model Confined Space Danger Sign**

Appendix 3 Confined Space Categorisation

- A3.1 Category 1 Diagram**
- A3.2 Category 2 Diagram**
- A3.3 Category 3 Diagram**

Appendix 4 General Definitions

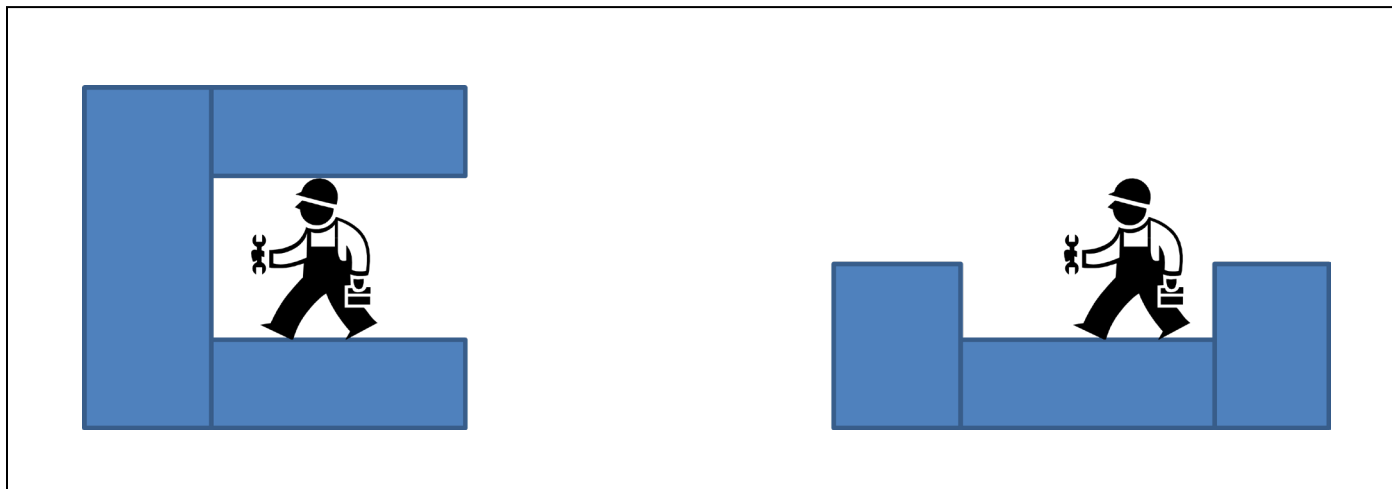
A2.1 Model Warning Sign



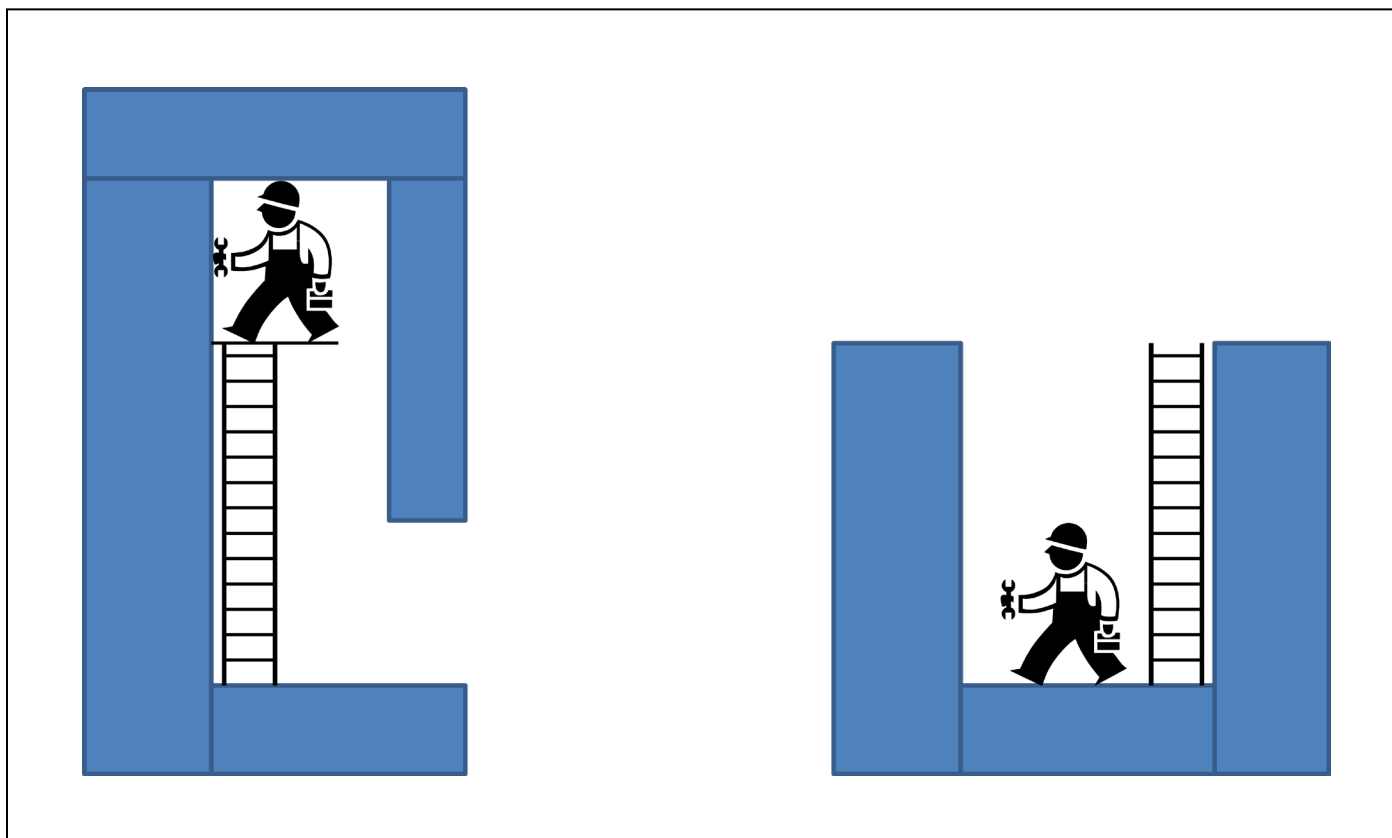
A2.2 Model Danger Sign



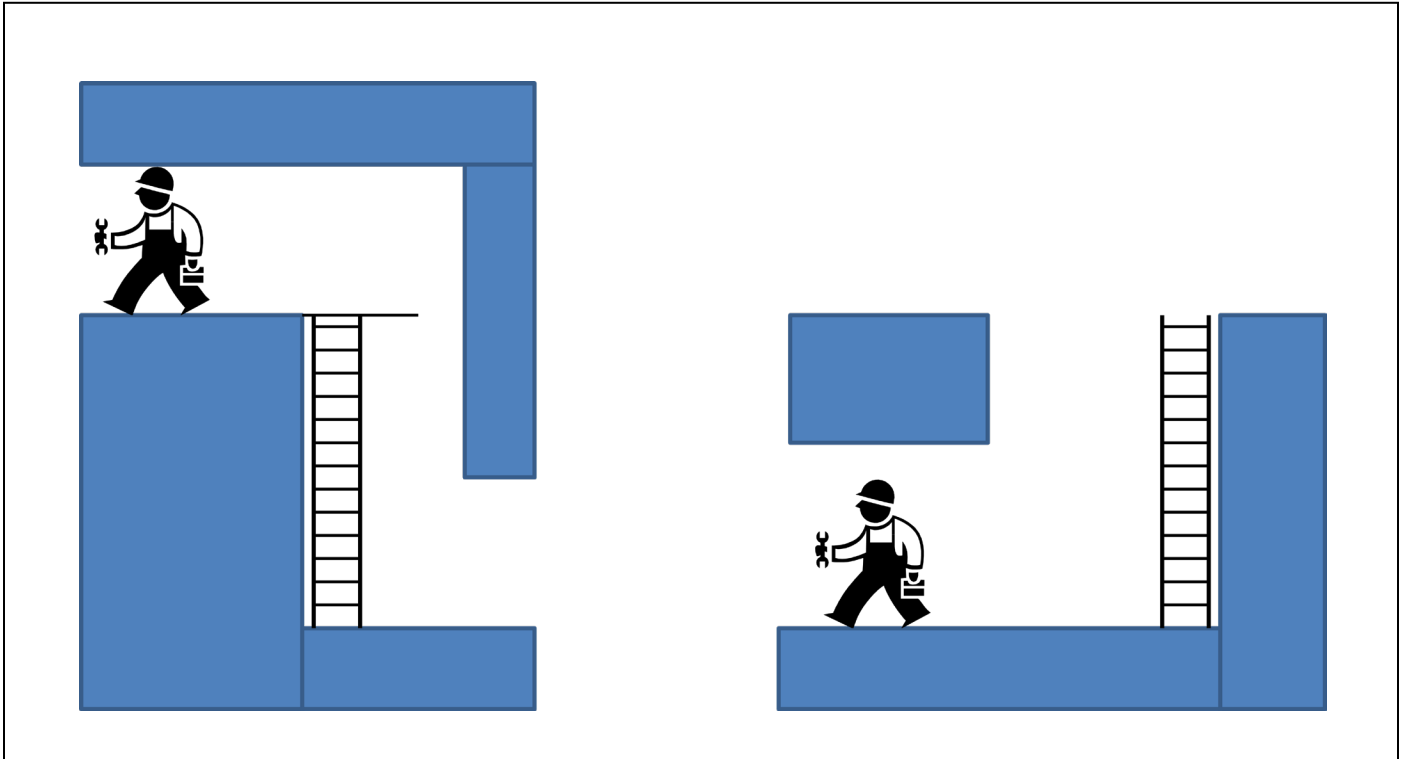
A3.1 Confined Space Category 1



A3.2 Confined Space Category 2



A3.3 Confined Space Category 3



A4 General Definitions

Anchorage

An engineered and designed point of attachment, such as an Eyebolt, which, when used with suitable Access Equipment, Lanyards and Safety Harnesses provide safe access, egress and protection from falls.

Audit

The structured process of collecting independent information on the efficiency, effectiveness and reliability of the safe system of work, and drawing up plans for corrective action “Independent” does not necessarily mean external to the organisation.

Confined Space

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

Confined Space Categories

Category 1 Confined Space

A Low Risk Confined Space that can be accessed and egressed without the need for access equipment. And, where the Work Team remain in sight of the Top Person and rescue arrangements are not impeded by the area layout. The Category assigned to a confined space may be affected by other factors or by the works being undertaken. A pictorial example of a Category 1 Confined Space is shown in Appendix 3.1.

Category 2 Confined Space

A Medium Risk Confined Space that requires the use for access equipment to provide safe access, egress and rescue, but where the Work Team will remain in sight of the “Top Person”. The Category assigned to a confined space may be affected by other factors or by the works being undertaken. A pictorial example of a Category 2 Confined Space is shown in Appendix 3.2.

Category 3 Confined Space

A High Risk Confined Space that requires the use for access equipment to provide safe access, egress and rescue, and where the Work Team may be out of sight of the “Top Person”. The Category assigned to a confined space may be affected by other factors or by the works being undertaken. A pictorial example of a Category 3 Confined Space is shown in Appendix 3.3.

Category 4 Confined Space

A Category 3 Confined Space where other factors or the works being undertaken increase the risk.

Confined Space Equipment

Any equipment provided to Access, Egress, Monitor, Communicate in or Provide Rescue from A Confined Space.

Confined Space Schedule

A list of all of the Permanent Confined Spaces on site, the schedule will indicate the location and category of each Confined Space and will allocate each Confined Space a unique identification number.

Confined Space Types**Transient Confined Space**

A Temporary Confined Space which exists due to a task being conducted on site.

Permanent Confined Space

A Confined Space which exists as part of the building structural design or as part of the installed systems.

Dangerous Condition

A condition that is likely to lead to a dangerous occurrence.

Dangerous occurrence

An incident which may be dangerous to any person, whether or not an accident has occurred.

Davit

A structure either permanent or temporary consisting of a vertical pole and swing arm supporting anchorage point(s) with which to attach Winches and or Fall Arrest Deceleration Devices.

Deceleration Device

A Fall Arrest Mechanism, such as a rope, grabbing device, “ripstitch” lanyard, specially woven lanyard or automatic self-retracting lifeline/lanyard, which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limits the energy imposed on an employee during fall arrest.

Examination (Thorough)

An examination conducted by the Competent Person, Insurance Inspector to ensure the Lifting Equipment, Accessory of Fixings remain safe and compliant with the Lifting Operations Lifting Equipment Regulations.

Fall Arrest

A fall protection system that employs deceleration devices to reduce the effect of a fall on the user from falling any distance. The system is comprised of either a body belt or body harness, along with an anchorage, connectors, and other necessary equipment. The other components typically include a lanyard and may also include a lifeline and other devices.

Gas Monitor

A safety device designed to measure the gas composition of the atmosphere within a confined space prior to entry and for the duration of the entry. The device will have pre-set alarm levels to alert the user to deteriorating atmospheric conditions.

Hazard (Confined Space)

An Item or Situation, within a Confined Space, which has the potential to cause injury or harm.

Injury

Death or personal harm suffered as a result of Confined Space Activities.

Inspection

Checks carried out on equipment used for Confined Space Entry to ensure they are safe to use. These may be “Pre Use” checks by the person using the equipment, or formal recorded checks carried out by a person competent to do so.

Inspection Record

A document where inspections of Confined Space Safety Equipment are recorded.

Ladders

Access Equipment, either fixed or mobile, consisting of a series of rungs or steps between two upright lengths of wood, fibreglass or metal. Used as a means of access or egress.

Lanyard

A flexible line of rope, wire rope, or strap that has a connector at each end for connecting the body harness and to an anchorage point. These can be of “Fall Arrest” or “Restraint” types

Multiple Gas Analyser (MGA)

A Gas Monitor designed to detect, multiple gas types.

Operational File

A ring-binder, containing information regarding the location, categories and access to the site Confined Spaces. It also contains copies of completed Safety Documentation.

Permanent Confined Space

A Confined Space which exists as part of the building structural design or as part of the installed systems.

Personal Supervision

Supervision is given by a person having adequate technical knowledge and experience, who is present at all times.

Rescue Equipment

Equipment including a retrieval lines, safety harnesses and lifting or lowering devices, used for the rescue of persons from Confined Spaces environments.

Risk

The relationship between the likelihood of a Confined Space hazard causing harm and the severity of the potential injury.

Risk Assessment

The analysis of Confined Space Hazards and Risks and the Controls required to allow safe access to the Confined Space.

Safety Harness

Straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.

Setting Up Operations

Operations to set up work area controls in preparation for a Confined Space Entry.

Specified Risk

Serious risk of injury arising from:

- a) Fire or explosion
- b) Incapacitation due to an Increase in body temperature.
- c) Asphyxiation arising from toxic gases, fumes, or vapours.
- d) Asphyxiation arising from a lack of oxygen.
- e) Asphyxiation or Entrapment in a free flowing solid.
- f) Drowning arising from an increase in the level of liquid.

Transient Confined Space

A Temporary Confined Space which exists due to a task being conducted on site.

Tripod

A temporary work structure consisting of three legs supporting anchorage point(s) with which to attach Winches and or Fall Arrest Deceleration Devices.

Winch (Man Riding)

An item of access and rescue equipment designed to be attached to an anchorage point and used to raise or lower persons wearing a Safety Harness.