

6 Confined Spaces

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CS Form 4.2	Confined Spaces Operations Record
CS Form 4.3	Equipment Register
CS Form 4.4	Equipment Inspection Record
CS Form 4.5	Key List
CS Form 4.5A	Key Issue Register
CS Form 4.6 i)	Safety Sign - Confined Space Key Tag
CS Form 4.6 ii)	Safety Sign - Confined Space
CS Form 5.1	Confined Space Risk Assessment - Guidance Notes
CS Form 5.1A	Confined Space Hazard Assessment
CS Form 5.1B	Confined Space Work Risk Assessment
CS Form 5.2	Confined Space Safety Programme
CS Form 5.3	Permit to Work (Confined Spaces)
CS Form 5.4	Confined Space Standing Instruction
CS Form 5.5	Confined Space Gas Monitoring Record

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Preface

This Chapter of JSP 375 Pt 2 Vol 3 was prepared under the patronage of the Ministry of Defence (MOD) Director General Defence Safety Authority (DSA) and is to be read in conjunction with JSP 375 Pt 2 Vol 3 Ch 2 - Common Requirements. These safety rules and procedures are mandatory for adoption by the Commanding Officer, Chief Executive or Head of Establishment, into their site safety plans, to secure compliance with the Health and Safety at Work etc Act and to aid the safe conduct of works activities.

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

This Chapter of JSP 375, together with Chapter 2 - Common Requirements replace the 1999 edition of SRP06 and all previous editions of JSP 375 Pt 2 Vol 3 Ch 6.

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

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

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

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

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

JSP 375 has been devised for the use of the MOD and its contractors in the execution of works in relation to the defence estate. The Crown hereby excludes all liability (other than liability for death or personal injury) whatsoever and howsoever arising (including, but without limitation, negligence on the part of the Crown, its servants, or agents) for any loss or damage however caused where the Standard (JSP 375 Pt 2 Vol 3) is used for any other purpose.

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

In the case of conflict between these safety rules and procedures and a Statutory Requirement becoming evident, the Statutory Requirement takes precedence and DSA and the SAA Confined Spaces are to be informed. Contact details are given below.

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Defence Safety Authority	Defence Infrastructure Organisation
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MOD Main Building	Sutton Coldfield
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Glossary of Abbreviations

ACoP – Approved Code of Practice
AE – Authorising Engineer
ALR – Authority Local Representative (Project Aquatrine)
AP – Authorised Person
CAE – Co-ordinating Authorising Engineer
CS – Confined Space(s)
CSAA - Co-ordinating Senior Authorising Authority
CSOR - Confined Spaces Operations Record
DSA - Defence Safety Authority
DIN – Defence Instructions and Notices
HSE – Health and Safety Executive
JSP – Joint Services Publication
MMO - Maintenance Management Organisation
MOD – Ministry of Defence
PD – Property Directorate
PI – Policy Instruction
PiC – Person in Charge
PPE – Personal Protective Equipment
PTW – Permit to Work
RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrence Regulations
RPE – Respiratory Protective Equipment
SAA – Senior Authorising Authority
SI – Standing Instruction
UK – United Kingdom

Introduction

General

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

Aim and Purpose

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

Policy

- 6.1.3.1 Compliance with these safety rules and procedures is mandatory throughout all establishments for which MOD has the responsibility for managing the risk. These rules are therefore mandated on all persons working on the design, construction, commissioning, operation, maintenance and de-commissioning of facilities containing confined spaces.
- 6.1.3.2 The Defence Infrastructure Organisation's Senior Authorising Authority (Confined Spaces) (SAA (CS)) must approve, in writing, any deviations from these safety rules and procedures that might be considered for a specific MOD Establishment.
- 6.1.3.3 These safety rules and procedures mandate the appointment of key individuals with specific responsibilities for the management and / or execution of work in confined spaces. These are summarised as follows:
- a. the Work Team: a team of competent individuals who may be permitted to enter and carry out work in a confined space
 - b. the Person in Charge (PiC): the designated person in charge of the Work Team
 - c. the Authorised Person (Confined Spaces) (AP (CS)): a member of the Maintenance Management Organisation who gives authority to the Person in Charge / Work Team to enter a confined space. Only one AP (CS) is permitted to be on duty at an establishment or geographical location at any one time
 - d. the Authorising Engineer (Confined Spaces) (AE (CS)): the person who assesses the competency of the AP (CS) and otherwise implements, administers, audits and monitors the application of these safety rules and procedures.
- 6.1.3.4 In addition to the above further appointments are made in connection with the management and control of the overall Safe System of Work for confined spaces. These are defined in JSP 375 Pt 2 Vol 3 Ch 2 – Common Requirements.
- 6.1.3.5 Further guidance on the roles and duties of these appointments is given in Section 6.2, below.

Limitations

- 6.1.4.1 These safety rules and procedures are only designed for use on MOD Establishments, both in the UK and overseas.
- 6.1.4.2 These safety rules and procedures do not apply to:
- a. normal shipboard activities aboard a sea-going ship, carried out solely by the ship's crew under the direction of the master

- b. confined spaces below ground in a mine, for which the Mines and Quarries Act 1954 takes precedence
- c. diving operations to which the Diving at Work Regulations 1997 apply.

6.1.4.3 Where a confined space, not under the control of the Petroleum AP, contains or has contained a petroleum product, the AP (Petroleum) must be requested to carry out a risk assessment to determine if a Permit to Work (Petroleum) is required. In the event that this is deemed necessary, the rules defined in JSP 375 Pt 2 Vol 3 Ch 5 – Petroleum Installations take precedence.

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

Roles and Duties

General

6.2.1.1 This Section summarises the roles and duties of those who are involved in the management of the Safe System of Work, as identified in Section 6.1.3.3 above and in JSP 375 Pt 2 Vol 3 Ch 2: Common Requirements. It also identifies the specific and / or additional roles and duties connected with the management of work in confined spaces.

Authorising Engineer (Confined Spaces)

6.2.2.1 The role of the AE (CS) is to implement, administer, monitor and audit the adoption of these safety rules and procedures.

6.2.2.2 Duties of the AE (CS) include:

- a. identifying the numbers of AP (CS) necessary for a site, group of sites / establishments or geographical area(s), to allow the effective adoption and implementation of these safety rules and procedures
- b. ensuring that candidates as AP (CS) are suitably trained prior to appointment / re-appointment
- c. interviewing candidate AP (CS) and, where successful, making recommendations for appointment
- d. reviewing the operational experience of appointed AP (CS) to ensure that competency is maintained and where necessary withdrawing the Certificate of Competence
- e. where there is a contract or licence / lease between the MoD and a party other than the MMO, advise the Head of Establishment that a written agreement is required defining demarcation of responsibilities between the parties involved, for management of confined spaces

- f. approve the key storage arrangements for confined spaces access keys for each site
- g. conducting audits of the Safe System of Work and reviewing the Confined Space Schedule
- h. reporting any deficiencies in the Safe System of Work to the Maintenance Management Organisation (MMO)
- i. ensuring that any accident or Dangerous Occurrence connected with confined space working are immediately notified to the SAA (CS)
- j. investigating any reported Incidents and Dangerous Occurrences
- k. ensuring that any Defence Instructions and Notices, Policy Instruction, Health and Safety Notice or similar is brought to the attention of all AP (CS) for which the AE (CS) has responsibility
- l. providing general advice to AP (CS) in the execution of their work.
- m. report to the MMO any deficiencies in personnel responsible for issuing or managing work tasks not having suitable confined spaces awareness training.
- n. Approve post mitigation High Risk/ Extreme Risk Confined Spaces work submitted by the AP(CS).

Authorised Person (Confined Spaces)

6.2.3.1 The AP(CS) is the individual responsible for the practical implementation and application of JSP 375 Pt.2 Vol 3 for the systems, installations and locations for which they have been appointed.

6.2.3.2 Duties of the AP (CS) include:

- a. ensuring, so far as is reasonably practicable, that all persons on site, comply with these safety rules and procedures
- b. reviewing all prospective confined space working and determining the appropriate level of control
- c. compile and maintain a confined spaces schedule for each document center
- d. ensuring Confined Space Hazard Assessments are produced for each confined space within their area of appointment
- e. issuing Confined Space Hazard Assessments to the PiC to enable planning for confined space entry
- f. Submitting post mitigation High/Extreme Risk Confined Space work to the AE(CS) for approval.

- g. ensuring that any equipment that is required for confined space work, and for which they are responsible, is maintained and kept in calibration, with appropriate records retained
- h. in conjunction with the PiC(CS), ensure that a Confined Space Work Risk Assessment and Safety Programmes Part 1, 2 and 3 for each confined space operation requiring a PTW is prepared and agreed (details in section 6.5.3)
- i. in conjunction with the PiC(CS), ensure that a Confined Space Work Risk Assessment has been completed for any Standing Instruction issued and agreed. (details in section 6.5.3)
- j. satisfying themselves that prospective confined space entrants are competent to carry out the work given to them
- k. witnessing and verifying the initial Peak Reading Pre-Entry Gas Test of a confined space and completing the appropriate section of the Permit To Work and a that Confined Space Gas Monitoring Record is completed where required.
- l. issuing Permit(s) to Work for confined spaces and delivering the standard caution to entrants to the PiC and Work team
- m. withdrawing Permits to Work, if an unexpected hazard becomes apparent
- n. cancelling Permits to Work on completion of task
- o. Issuing, modifying, withdrawing and cancelling Standing Instructions
- p. informing the AE (CS) of any accident or dangerous occurrence relating to confined space working that occurs
- q. informing the AE (CS) of any difficulties or unusual circumstances encountered or discovered during the execution of a confined spaces task.

Person in Charge (Confined Spaces)

6.2.4.1 The role of the PiC (Confined Spaces) is to directly control the entry into a confined space, but not to enter the space.

6.2.4.2 The duties of the PiC (Confined Spaces) are to:

- a. ensure that adequate emergency arrangements are in place before commencing the works
- b. ensure that all necessary safety equipment is available, safe and suitable for use prior to entry into the confined space
- c. ensure that all members of the Work Team are adequately trained and medically fit to carry out the work required. Evidence of the fitness and

training of the Work Team must be provided to the AP (CS)

- d. be fully conversant with the Safety Rule Book and able to ensure compliance with the conditions set out in the Permit to Work and agreed Safety Programme
- e. ensure that the Work Team are aware of the method of work set out in the agreed Safety Programme; the means of communication; the emergency arrangements and the requirements of the Safety Rule Book
- f. carry out a Peak Reading Pre-Entry Gas Test and complete the Confined Space Gas Monitoring Record where agreed.
- g. in conjunction with the AP(CS), ensure that a Confined Space Hazard Assessment, Confined Space Work Risk Assessment and Safety Programmes Part 1, 2 and 3 for each confined space operation requiring a PTW is prepared and agreed (details in section 6.5.3)
- h. in conjunction with the AP(CS), ensure that a Confined Space Hazard Assessment and Confined Space Work Risk Assessment for each Standing Instruction has been prepared and agreed. (details in section 6.5.3)
- i. ensure that the only work carried out is that for which a Standing Instruction or Permit to Work is valid
- j. stop work and withdraw all personnel, tools, plant and equipment from the confined space if for any reason the conditions of the Safety Programme, Permit to Work or Standing Instruction cannot be met
- k. report to the AP (CS) any accident, dangerous occurrence, defects found or other exceptional incidents occurring during occupation of the confined space
- l. always be present at the confined space work site when any work within the confined space is being carried out.

Work Team

6.2.1.1 Members of the Work Team are to:

- a. work to the PiC in accordance with the safety rules and procedures and any agreed Standing Instruction or Permit to Work.
- b. take reasonable care in the promotion of the health and safety of themselves and of any other person who may be affected by their actions or omissions
- c. only use equipment for which they have been trained and in the manner in which they have been trained
- d. report to the PiC any defects found in the tools, plant and equipment to be, or being, used in the works

- e. where more than one member of a Work Team enters a confined space, one person is to be nominated by the PiC to lead the entry team and be in direct control of their activities in the confined space. This function is separate from the PiC role.

General Arrangements

General

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

Defining Features of a Confined Space

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

hazardous substances or conditions in the space or nearby arising from one of the Specified Risks.

- 6.3.2.4 The features of a confined space given in Section 6.3.2.3 above will assist in identifying locations on any one establishment that may fall within the terms of the definition.
- 6.3.2.5 Given the above definition, it follows that, if no Specified Risk is present or created by the work activity, then the area is not categorised as a confined space. Recourse to these safety rules and procedures are not therefore required. However, a safe method of working is required.
- 6.3.2.6 In a space where there is a specified risk present or created by the work activity but is controlled under normal operating conditions (by means of fixed mechanical ventilation or permanent monitoring), then an operating procedure should be developed and agreed by the AE and implemented by any person using the space.

Categorisation - Confined Spaces

- 6.3.3.1 Confined spaces are identified as those locations in which both criteria for a confined space are met, i.e. the area is substantially enclosed AND one or more of the specified risks is reasonably foreseeable.
- 6.3.3.2 The following are considered to be examples of a confined space:
- a. all foul and storm water sewerage systems
 - b. all wet well pumping stations
 - c. all boilers / similar vessels into which man entry is required as part of an inspection
 - d. underground service tunnels / cable ducts where no element of ventilation is provided.
 - e. reduced oxygen (hypoxic) environments
 - f. solid fuel storage areas (i.e. wood pellets, coal, etc.)
 - g. areas where an automated specified risk can occur (i.e. facilities with fire deluge systems)
 - h. in addition, the following are examples which may, for the duration of the task, be considered confined spaces:
 - i. trenches
 - ii. excavations
 - iii. a room during spray painting

- iv. a contained area being cleaned using solvents
- v. a contained area where gas fumes and vapour arise from welding

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

6.3.3.3 The flow chart below is provided to assist in the determination of whether the area to be entered is, or could become a confined space.

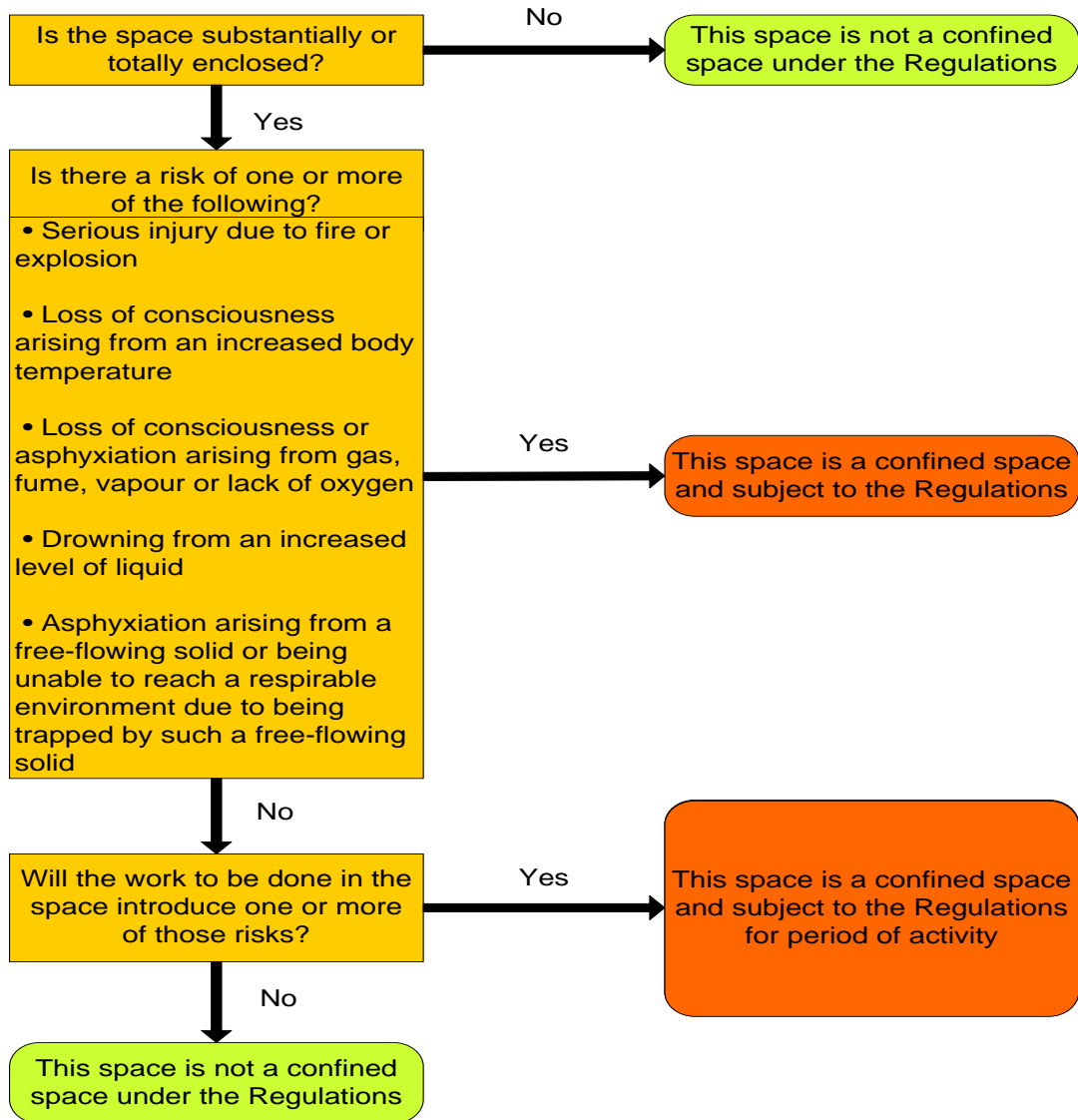


Figure 6.3 Is the area a confined space?

6.3.3.4 The Controls that cover entry into confined spaces are given in Section 6.5.6.

Safe Working Procedures

- 6.3.4.1 Guidance on the procedures to be adopted when working within a confined space is given in the Health and Safety Executive (HSE) Approved Code of Practice, HSE ACoP L101, "Safe work in confined spaces".
- 6.3.4.2 The possibility of exposure, to both employees and non-employees, in the vicinity of a confined space from vented gases must be taken into account. When opening confined spaces and carrying out purging/venting of a confined space, precautions should be taken to protect those outside the confined space from exposure to toxic, flammable, irritating gases and vapours etc.
- 6.3.4.2 Before proceeding with an entry, Peak Reading gas tests for oxygen content, flammable atmospheres and the presence of hazardous substances, as appropriate, should be made through open access points. This is known as the "Peak Reading Pre-Entry Gas Test".

Management Arrangements

Confined Spaces Document Centre

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

Confined Spaces Register

- 6.4.2.1 The Confined Spaces Register is the principal source of management information for confined spaces within the site, location or geographical area. This file is to be produced and maintained by the AP (CS)
- 6.4.2.2 The Confined Spaces Register will contain the following information:
- a. an index
 - b. the Confined Spaces Schedule of the confined spaces associated with each site
 - c. a site plan / plans showing the reference number and location of the

confined spaces

- d. the current Permit Pad
- e. copies of Risk Assessments and Safety Method Statements / Safety Programmes relating to previous confined space work
- f. written agreements defining the Demarcation between the MOD's and the Consumer's Equipment and their associated responsibilities indicating the boundaries, operation, protection and maintenance procedures for the Equipment
- g. the Confined Spaces Operations Record
- h. any relevant DIO Policy Instruction, Practitioner Guides and Safety Alerts as directed by the AE (CS)
- i. any Inspection / Calibration Certificates for all equipment held on site and utilised by the AP.

6.4.2.3 The Confined Spaces Register, and the information contained therein is, and remains, the property of the MOD.

6.4.2.4 In addition to the Confined Spaces Register, the following information is also to be maintained in the Confined Spaces Document Centre. For the avoidance of doubt, this information will be provided by, and remains the property of the Maintenance Management Organisation (MMO):

- a. a register of confined spaces competent persons
- b. a copy of the extant HSE ACoP L101
- c. a copy of the extant JSP 375 Vol 3 Pt 2 Ch 2 - Common Requirements
- d. a copy of the extant JSP 375 Vol 3 Pt 2 Ch 6 - Confined Spaces
- e. copies of Certificates of Competency / Appointment of AE(CS) and AP(CS)
- f. copies of the AE (CS)'s Audit Reports
- g. a copy of the Confined Spaces Safety Rule Book.

6.4.2.5 The Confined Spaces Register is to contain equipment inspection records and calibration certificates for confined space work equipment. Where the equipment belongs to MOD, this information remains the property of the Establishment. Similarly, where the equipment belongs to the MMO or its contractors, the information belongs to the MMO.

6.4.2.6 On handover of contractual responsibility between MMOs, in addition to the documents covered in Section 6.4.2.2 above, copies of the most recent AE (CS)'s Audit Report including any related Action Plan are to be transferred to the incoming MMO for their use in preparing their safe system of work.

6.4.2.7 Guidance on the content of the documentation for inclusion in the Confined Spaces Register is given below.

Confined Spaces Schedule

6.4.3.1 The Confined Spaces Schedule is to record all pertinent details relating to the confined spaces where hazard assessment has identified that the use of control measures are required, at any one establishment. This will generally include information on:

- a. unique reference number
- b. location
- c. general description
- d. any known hazards, related to each confined space.

The Schedule of Confined Spaces must be reviewed by the AE (CS) at each annual audit.

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

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

Confined Spaces Operations Record

6.4.4.1 For each site, location or geographical area(s), as determined by the AE (CS), a Confined Spaces Operations Record (CSOR) is to be prepared. This is to be in the form of a bound book, with pages sequentially numbered. The book is to be clearly and indelibly marked with the name of the site or group of sites to which the records relate.

6.4.4.2 A written entry is to be made in the CSOR of any activity undertaken in a confined space. Further guidance on the nature of entries is given in Section 5 - Confined Space Entry Procedures.

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

Equipment Register

6.4.5.1 The maintenance of safety equipment is governed by various pieces of legislation (e.g. Provision and Use of Work Equipment Regulations; Personal Protective Equipment Regulations; Lifting Operations and Lifting Equipment Regulations). In

summary these require employers to ensure that all such equipment is maintained, inspected and examined on a periodic basis.

6.4.5.2 Where the MMO keeps its own holding of safety equipment, it is to operate and maintain an appropriate inspection regime. Records of examinations will be retained for at least six years, or otherwise as directed by the contract. Records may be in any suitable format but shall be readily available for inspection and auditing.

6.4.5.3 A sample format for an equipment inspection register is given in Part 2 - Model Forms and Signs; CS Forms 4.3 and 4.4.

Key Register

6.4.6.1 Where Access Keys are held under the control of the AP (CS) details of these keys must be entered onto a Key List. Additionally, issue and receipt of these keys must be controlled under a Key Issue Register. When issuing or returning a key, Authorised Key Signatories must enter in the Register:

- a. details of the key
- b. name and signature of the person receiving or returning the key
- c. date and time of issue
- d. signature of the Authorised Key Signatory
- e. date and time of return.

6.4.6.2 Key Lists and Key Issue Registers are to be kept in the Confined Spaces Document Centre. A sample format for a key list and key register is given in Part 2 - Model Forms and Signs; CS Form 4.5 and 4.5A.

Key Tallies

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

Management of Remote Sites

6.4.7.1 Where sites do not have a resident AP (CS), the AE (CS) is to determine suitable arrangements for the management of any confined space working at that site. This will include the appointment of an AP (CS) for the remote site. The AE (CS) is also to determine the arrangements for custody of the documents relating to the remote site.

6.4.7.2 The Authorised Person(s) (Confined Spaces) appointed for the remote site is to draw up and maintain the following information:

- a. a schedule of the confined spaces associated with the remote site

- b. a site plan / plans showing the reference number and location of the confined spaces at the remote site
- c. a log of confined space entries effected at the remote site.

6.4.7.3 Other aspects of the Confined Spaces Register (e.g. Equipment Inspection Registers; Registers of Competent Persons) may contain information common to more than one site, where such resources are shared. Where this is not the case, separate, site specific Registers are to be maintained.

Safety Signs

6.4.8.1 Under the Health and Safety (Safety Signs and Signals) Regulations there is a requirement for an appropriate Safety Sign to be displayed, where a “significant risk” identified under a risk assessment cannot effectively be controlled by any other means.

6.4.8.2 Within the context of the management of confined spaces, Safety Signs play an important part. The most useful deployment will be on the door / entry hatch into the area affected, thus giving the necessary information to any would-be entrants.

6.4.8.3 The system of Key Tallies, discussed in Section 6.4.6.15 above may be deemed to satisfy the requirement, where access to a confined space is controlled by an Access Key.

6.4.8.4 Where adequate general instructions are given to all personnel who may gain access to manholes, warning notices at the entry points may be omitted, provided that access is controlled by suitable covers.

6.4.8.5 A sample format for Confined Spaces’ Safety Signs is given in Part 2- Model Forms and Signs; CS Form 4.6 i) and 4.6 ii).

Safety Rule Book

6.4.9.1 The Confined Spaces Safety Rule Book has been prepared for the benefit of all persons involved in confined spaces work for which the MOD is responsible.

6.4.9.2 All persons issued with the Safety Rule Book are to have completed a short test on the contents. The Safety Rule Book is to be available for reference whilst undertaking confined space activities.

Confined Space Entry Procedures

General

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

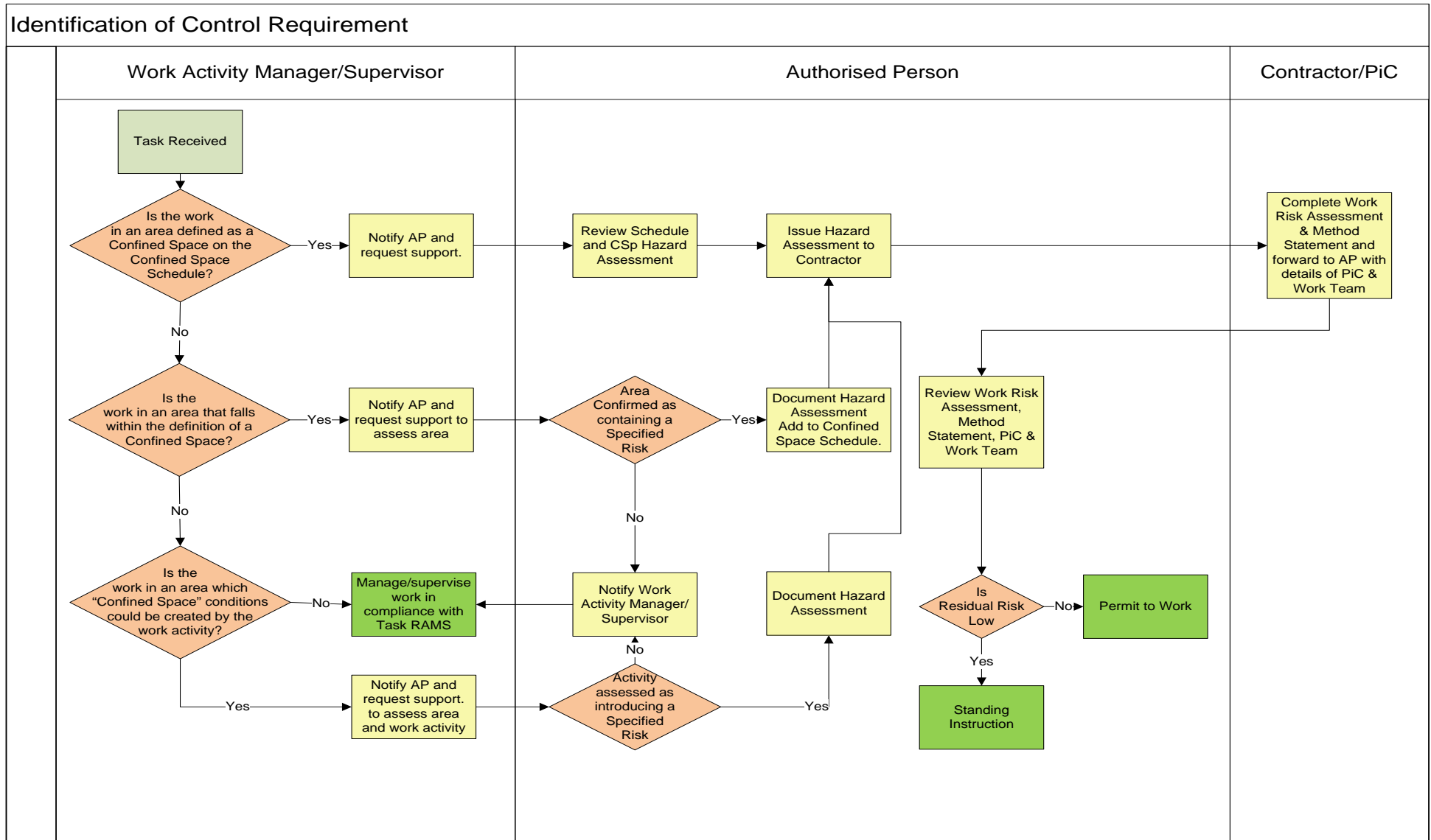
Hazard and Work Risk Assessment

- 6.5.2.1 Prior to any entry into a confined space, an assessment of the risk(s) is to be undertaken. This will consider both the existing known hazards associated with the confined space and the nature of the work to be undertaken, including any materials to be used.
- 6.5.2.2 Further guidance on the conduct of risk assessment is given in the HSE Approved Code of Practice L101: "Safe work in confined spaces".
- 6.5.2.3 A Model form to record the conduct and findings of the Hazard Assessment together with a Model form for the Work Risk Assessment are given in Part 2 - Model Forms and Signs; CS Form 5.1.

Determining the Level of Control

- 6.5.3.1 The Level of Control to be exercised by an AP (CS) over entry into a confined space will be determined by the findings of the Hazard Assessment and Work Risk Assessment and will be in the form of either:
 - a. Standing Instruction – To be used for low risk tasks post mitigation (one off or repeat)
 - b. Permit to Work and accompanying Safety Programme– used for all other confined space entries where a Standing Instruction is not an appropriate control measure with High/Extreme risk post mitigation work being approved by the AE(CS)
- 6.5.3.2 Guidance on the appropriate level of control to be exercised is given in Figure 6.5.1.

Figure 6.5.1 Determining the level of control for a Confined Space Entry



Standing Instruction (SI)

- 6.5.4.1 A Standing Instruction (SI) can be used for a one off task or repeat tasks and can be issued for a period of up to 12 months after which point it will be reviewed by the AP(CS).
- 6.5.4.2 The AP(CS) is to complete a Hazard Assessment for the space and issue it to the PiC. Upon receipt the PiC is to complete a Work Risk Assessment and submit it for review to the AP(CS).
- 6.5.4.3 If satisfied, the AP(CS) will issue the SI to the PiC and Work Team who are to receive a brief/ toolbox talk from the AP(CS) on the contents and sign the appropriate section to state they will abide by the contents of the SI. SIs for repetitive tasks shall be countersigned by all AP (CS) appointed for the site. Where an appointed AP(CS) is not available at time of issue at their next visit to site they are to review SIs issued and annotate the CS Operating Record accordingly.
- 6.5.4.4 The AP(CS) will indicate if the recipient is to be nominated as a PiC or not by completing the Yes/No box accordingly.
- 6.5.4.5 Modifications can be made to the recipients (i.e. additions or removal) of the SI by the AP(CS).
- 6.5.4.6 On receipt of a SI, the PiC can complete the work identified in it as agreed without further recourse to the AP(CS) unless a problem is encountered unless otherwise stated on the SI.
- 6.5.4.7 Under a SI and based on the assessed risks, there may be a requirement to carry out confirmatory gas testing prior to each entry. For a one off task, this can be recorded on the SI, but for multiple entries over a period of up to 12 months, a Confined Space Gas Monitoring Record is to be completed each time the space is entered. A sample format for a Confined Space Gas Monitoring Record is given in Part 2- Model Forms and Signs; CS Form 5.5 .
- 6.5.4.8 If work not identified in the SI is to be completed, the PiC is to liaise with the AP(CS) and determine if the proposed work can be included in the SI. Once the additional work has been reviewed and assessed as suitable for the SI by the AP(CS) a new SI is to be issued.
- 6.5.4.9 The Procedure for entry under a Standing Instruction is summarised in Figure 6.5.2 - "Procedure for management of an entry using a Standing Instruction".

Standing Instruction

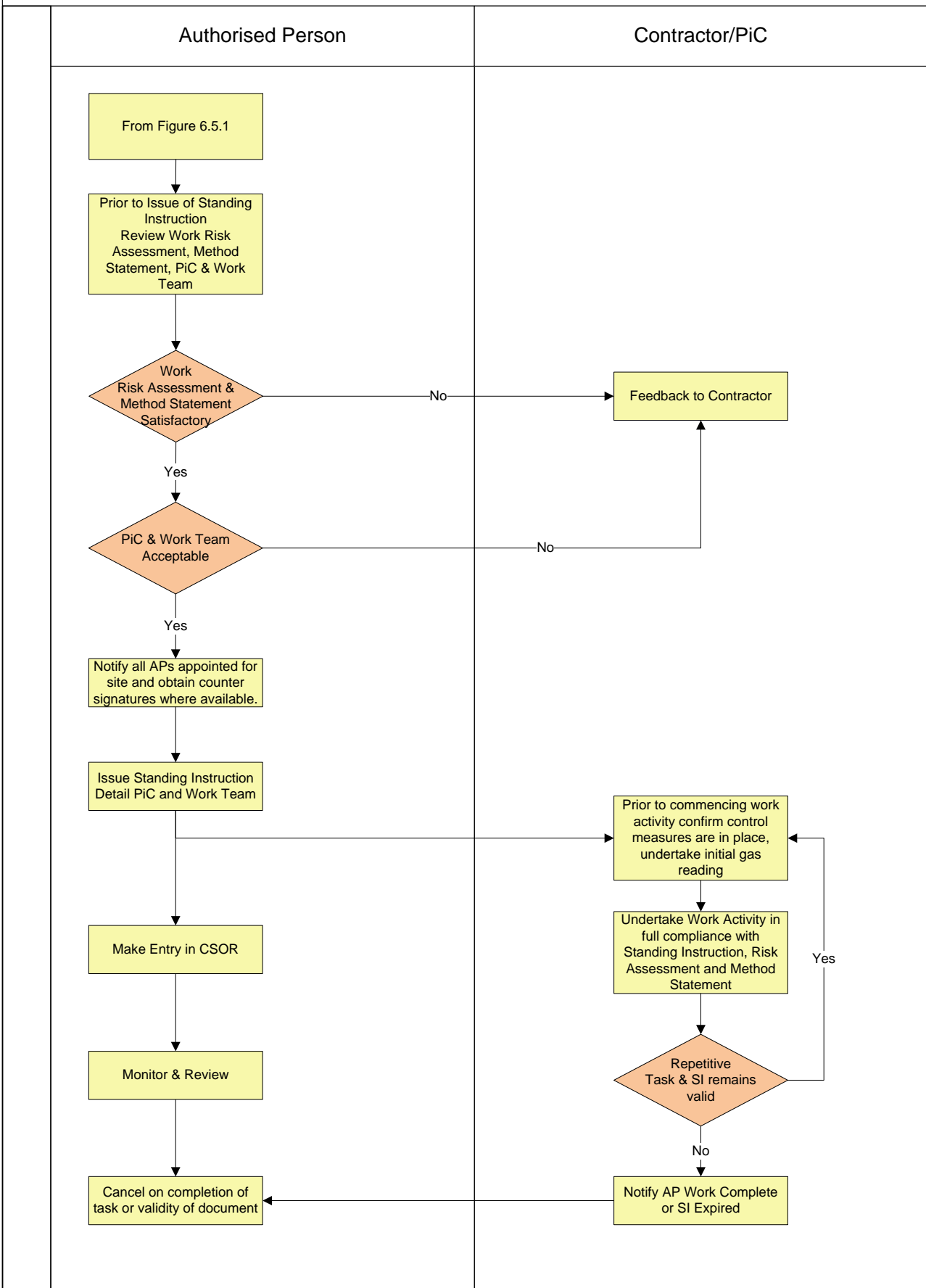


Figure 6.5.2 Procedure for management of an entry using a Standing Instruction

Safety Programme

- 6.5.5.1 A Safety Programme is to be prepared for each entry into a confined space under a Permit to Work.
- 6.5.5.2 The Safety Programme differs from a Work Method Statement for a task or activity, in that it is concerned only with the safety measures that are required in order to allow the work to proceed.
- 6.5.5.3 Where the Safety Programme PART 2 is prepared by a Contractor / Company / Agency, it is to be checked, approved and countersigned by the AP (CS) before the issue of any Permit to Work.
- 6.5.5.4 Where the AP (CS) prepares a Safety Programme PART 2 it is to be checked, and countersigned by the PiC. In either case both the AP(CS) and the PiC are to review and sign in the boxes provided.
- 6.5.5.5 The Safety Programme is to indicate:
- a. a description of the confined space
 - b. precise site details and access
 - c. a description of the work to be carried out
 - d. plant and equipment to be taken out of service (where applicable)
 - e. arrangements for isolation from gases, liquids and flowing materials (if applicable)
 - f. arrangements for isolation from mechanical and electrical equipment (if applicable)
 - g. the minimum number of personnel in the Work Team and competencies required including any specialist training requirements
 - h. any Personal Protective Equipment (PPE), Respiratory Protective Equipment (RPE), or other equipment
 - i. methods of ventilation, cleaning, and purging of the confined space
 - j. the expected date on which the work is to commence and the proposed duration of the task
 - k. a schematic diagram of the isolation, venting and testing arrangements (if applicable)
 - l. the method of communication
 - m. the emergency procedures and rescue arrangements
 - n. any other special instructions and / or safety measures
 - o. the name and signature of both the author and the AP (CS) reviewing the

Safety Programme.

6.5.5.6 The Safety Programme is also to detail the sequence of operations to be undertaken that are necessary to safeguard the work. This will include the:

- a. location at which each operation is to be performed
- b. identity of each valve or component part to be operated
- c. operation to be performed (e.g. testing of the atmosphere; fitting of locks, signs, or securing of keys)
- d. need for any other Permit to Work, or Certificate of Isolation
- e. steps required for re-commissioning, where equipment and facilities have been isolated / made safe
- f. steps necessary to restore the site to a safe operating condition on completion of the work activity.

6.5.5.7 The Confined Spaces Safety Programme is split into three Parts 1, 2 and 3:

- a. PART 1 – This is completed by the AP (CS) and details all aspects to be undertaken to facilitate safe entry into the confined space e.g. any isolations, control measures, etc.
- b. PART 2– This is completed by the individual or organisation requiring the confined space access and will detail the entry safety precautions and the equipment that will be used to carry out the entry safely. It will take full account of the Confined Space Hazard Assessment provided by the AP (CS) and the risk assessment covering the work to be undertaken in the confined space produced by the individual or organisation carrying out the work.
- c. PART 3 – This is to be completed by the AP(CS) on receipt of Part 2 and the Work Risk Assessment and is a sequence of how the work will be carried out safely.

All three parts to the Safety programme are to be completed and agreed by both the AP(CS) and the PiC. A sample format for a Safety Programme is given at Part 2 - Model Forms and Signs; CS Form 5.2.

6.5.5.8 The Procedure for completion of the Safety Programme is summarised in Figure 6.5.3 - "Procedure for management of the Safety Programme".

Safety Programme

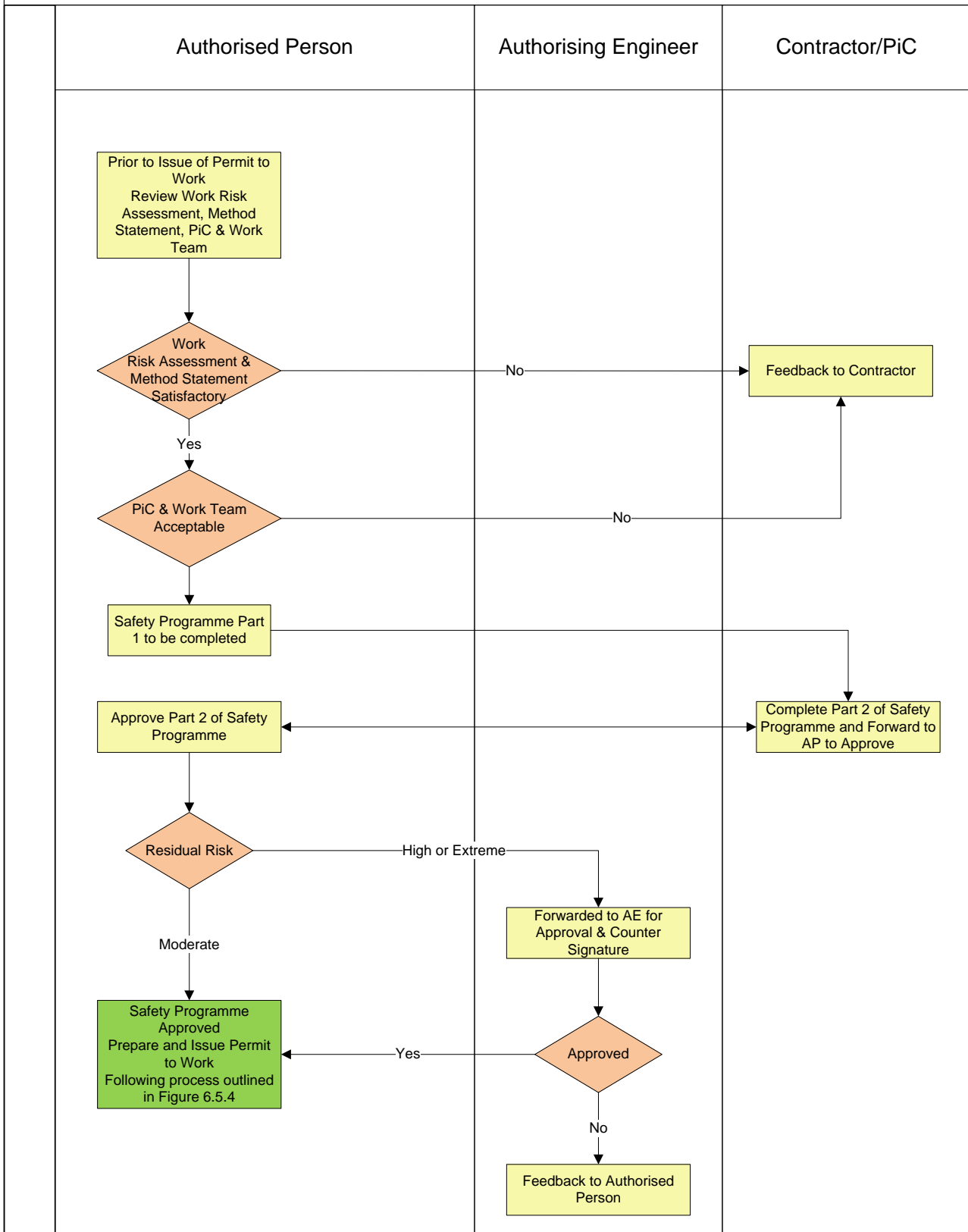


Figure 6.5.3 Procedure for management of the Safety Programme

Permit to Work

- 6.5.5.9 The Permit to Work procedure is the formalisation of the Safety Programme, not a replacement for it. The Permit to Work system does not, by itself, make a task safe.
- 6.5.5.10 A Permit to Work is to be used for control of entry into all confined spaces and for those tasks which introduce the possibility of a Specified Risk by the nature of the work carried out and thus create a confined space unless, the AP has determined it can be controlled by a SI.
- 6.5.5.11 A Permit to Work (Confined Spaces) is not to be issued for any areas of work for which another Permit to Work (Confined Spaces) remains in force.
- 6.5.5.12 Details on the method of issuing Permits to Work are given in Section 6.5.6, below.
- 6.5.5.13 A sample format for a Permit to Work is given at Part 2 - Model Forms and Signs; CS Form 5.3. To comply with these safety rules and procedures, the Permit used must provide a means of recording all the information specified on the Model Form.

Procedure for Entry Under Permit to Work

Preparatory Work

- 6.5.6.1 Prior to issuing a Permit to Work, the AP (CS) is to ensure that:
- a suitable and sufficient Hazard Assessment and Work Risk Assessment are in place
 - permission for the intended task has been obtained from the Duty Holder, AP's Line manager, Property Manager / Facilities Manager and any other person responsible for the day to day operation of the facility affected by the intended work
 - the proposed Work Team is suitably trained in confined space working and members are considered competent to carry out the allotted task.
 - the work team's employer has confirmed that they are medically and physically fit to carry out the confined space activity.
 - other Authorised Persons and Responsible Persons etc. in other disciplines are advised of the works where applicable
- 6.5.6.2 When the sequence of operations detailed in Part 3 of the Safety Programme is being carried out, the AP(CS) is to note the date and time of each operation and keep a record on file with the approved Safety Programme.
- 6.5.6.3 Where Safety Locks have been applied to protect / isolate a confined space, the AP (CS) is to place the keys to the Safety Locks in the appropriate Safety Key Box and secure both the locks. The Authorised Person of the appropriate discipline is to retain the Authorised Person's key and issue the Person in Charge's key to the

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

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

Assessment of Competence

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

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

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

Issue of Permit to Work

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

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

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

The Authorised Person is also to deliver the "Standard Caution to Entrants", as

printed on the Permit, prior to signing and issuing the Permit to Work.

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

Receipt of Permit to Work

6.5.6.12 Before accepting the Permit to Work the designated Person in Charge is to:

- a. read the Safety Programme and associated Permit to Work
- b. understand the extent of the work
- c. understand the safety precautions
- d. understand the "Caution to Entrants"
- e. ensure that the Work Team members are able and capable of undertaking the work
- f. demonstrate to the AP (CS) that the Peak Reading Pre-Entry Gas Test readings are within the confined space are within permissible limits and continuous monitoring will take place whilst work is being undertaken
- g. be prepared to undertake the work.

6.5.6.13 The designated Person in Charge is to sign Part 2 of the Permit to Work. The signatures on Parts 1 and 2 of the Permit to Work are to appear on both the original and duplicate pages. The acceptance of a Permit to Work makes the Person in Charge personally responsible for supervising the defined work.

6.5.6.14 Prior to issue of the PTW the AP (CS) and the PiC are to agree under what circumstances the PiC may suspend the work (i.e. toilet breaks, lunch break, etc.). Where any other reasons arise the PiC is to contact and inform the AP(CS) of the reason why.

6.5.6.15 The AP (CS) issues the original copy of the Permit to Work, and a copy of the Safety Programme, to the Person in Charge. The duplicate copy of the PTW remains in the Permit Pad.

6.5.6.16 If there are any adverse changes to the conditions in the confined space or the time limit on the Permit to Work has expired, the work is to be stopped and the reasons reported to the AP (CS). A note of any such instance is to be made in the Confined Spaces Operations Record.

6.5.6.17 While the work is in progress, the Person in Charge is not permitted to leave the area of work, or to undertake any other work or tests. If there is a need for the Person in Charge to carry out any other unrelated duties, or leave the area of work, the procedure for Closure of the Permit to Work is to be followed or, for those situations previously agreed with the AP (see Paragraph 6.5.6.16), suspend the works in accordance with paragraph 6.5.6.18.

6.5.6.18 For suspended works, the PiC is to extract all operatives from within the space and either, leave a competent operative on watch to ensure safety is maintained in the work area or, if necessary and where practicable, secure the space suitably allowing for ventilation where necessary. NO further entry is allowed until authorised by the PiC.

6.5.6.19 In all instances where the work has been suspended, on return to the work area, the PiC must confirm with the AP(CS) that the area remains safe to work in and they have carried out and recorded, on the Confined Space Gas Monitoring Record, the readings from the Peak Reading Pre-Entry Gas Test. This can be repeated over the working day up to 8 hours and as agreed by the AP(CS).

6.5.6.20 A sample format for a Confined Space Gas Monitoring Record is given in Part 2- Model Forms and Signs; CS Form 5.5 .

Closure of Permit to Work

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

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

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

Cancellation of Permit to Work and Filing of Records

6.5.6.23 The AP (CS) is to cancel the Permit to Work by completing Part 4 on the original.

6.5.6.24 The AP (CS) is to arrange for the removal of any keys, locks, signs or other safety equipment used for the work. Where the associated Permits to Work, sanctions or other documentation (e.g. Certificates of Isolation) have been issued,

the AP (CS) is to liaise with the Issuing Officer for the re-commissioning of any plant and equipment withdrawn from service.

- 6.5.6.25 The cancellation of the Permit by the AP (CS) signifies that they are satisfied that the site has been returned to a safe condition and, where appropriate, is safe to operate.
- 6.5.6.26 The original copy of the Permit is to be annotated with the word, "CANCELLED" written in large print, diagonally across the face of the document. Alternatively, a rubber stamp may also be used for the same purpose.
- 6.5.6.27 The cancellation of every Permit to Work is to be recorded in the Confined Spaces Operations Record specific to the site. The defaced original is to be filed in the Confined Spaces Register, along with the original Safety Programme and the Risk Assessment for the task. Any difficulties or unusual circumstances encountered or discovered during the execution of the task are also to be recorded in the Confined Spaces Operations Record specific to the site.
- 6.5.6.28 The Procedure for entry under a Permit to Work is summarised in Figure 6.5.4 - "Procedure for management of an entry into a confined space".

Permit to Work

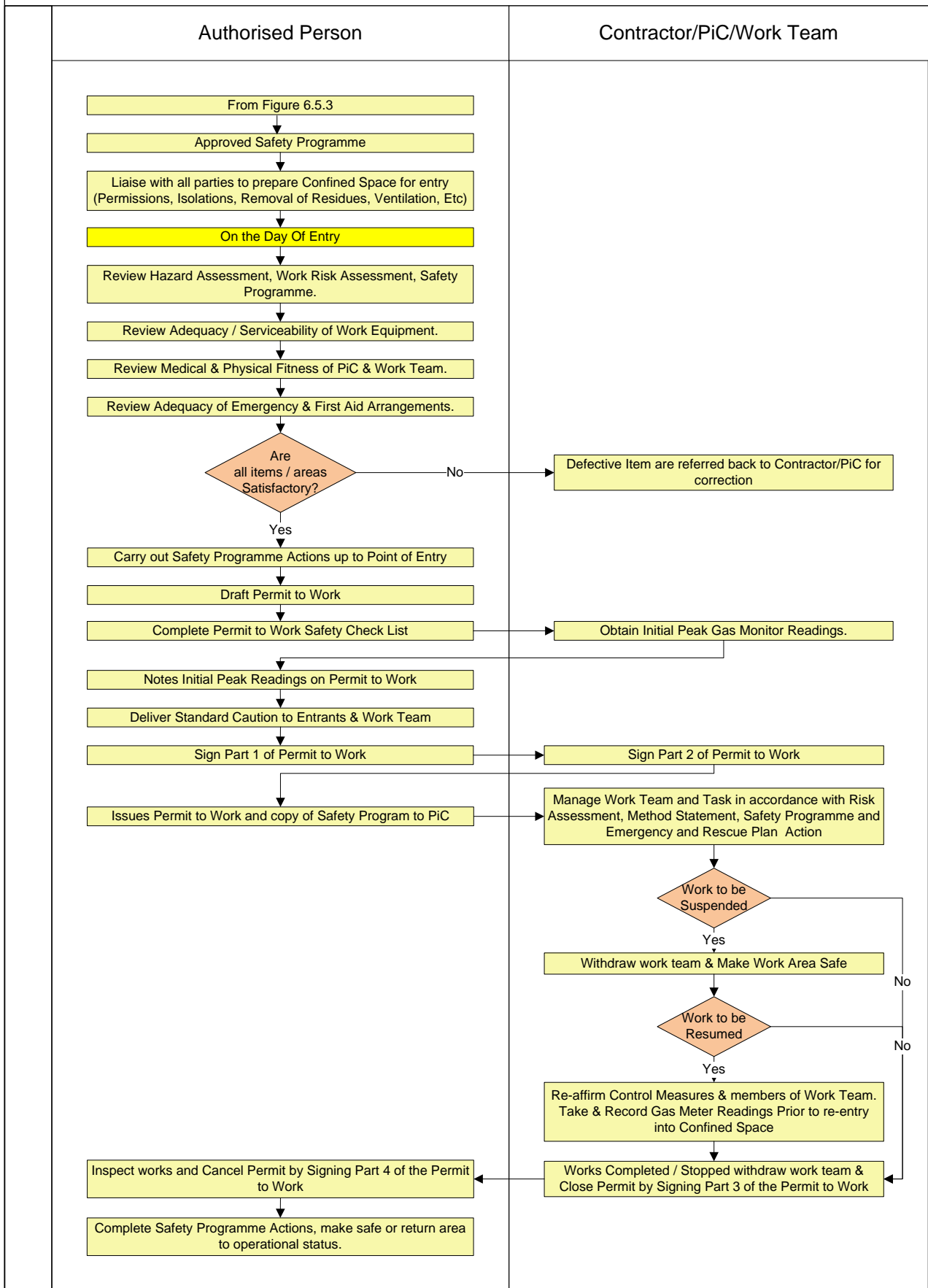


Figure 6.5.4 Procedure for management of an entry into a confined space

Action on loss of documentation

- 6.5.6.29 If the PiC loses either the original Permit to Work, or their copy of the Safety Programme, a new Permit to Work and / or copy of the agreed Safety Programme is to be issued as soon as possible after discovery of the loss. Re-issue of a Permit to Work is to follow the procedures outlined in Sections 6.5.6.7 – 6.5.6.11 above.
- 6.5.6.30 If the circumstances so warrant, the AP (CS) may direct that work is to be stopped as soon as the loss is noticed, until such time as a new Permit to Work and, where necessary, a new Safety Programme is issued.
- 6.5.6.31 When the work has been stopped due to loss of documentation, the loss is to be recorded by the AP (CS) in the Confined Spaces Operations Record. Parts 3 and 4 of the duplicate copy are to be annotated with the words, "ORIGINAL COPY OF PERMIT LOST" written in large print, diagonally across the face of the document. Parts 3 and 4 of the duplicate copy are also to be signed by the Person in Charge and the AP (CS) respectively, to acknowledge the loss

Ordering cessation of work

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

- d. deface the original copy of the permit to work as described in Section 6.5.6.23 above
- e. record the circumstances in the Confined Spaces Operations Record.

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

Training

Introduction

6.6.1.1 This Section deals with the technical training requirements for those involved in the conduct or management of work in confined spaces.

6.6.1.2 The requirements for other AP (CS) and AE (CS) training is given in JSP 375 Pt 2 Vol 3 Ch 2 - Common Requirements and are not discussed further within this document.

Requirement

6.6.1.3 It is a pre-requisite for both the AP (CS) and AE (CS) candidates to have undertaken on-site familiarisation training and to be in possession of an up-to-date personal Logbook prior to attending the training stipulated below. In addition they should be familiar with:

- a. the concept of Risk Assessments, Safety Programmes and other safety documentation
- b. behavioural interviewing techniques
- c. the safety documents held on the sites for which they are to be appointed.

Authorising Engineer (Confined Spaces)

6.6.2.1 An AE (CS) must achieve the same technical training standards as given in Section 6.6.3, below, for an AP (CS).

Authorised Person (Confined Spaces)

6.6.3.1 The AP (CS) training aims to ensure that, on completion, participants can demonstrate a thorough and practical understanding of the safe systems of work and associated procedures contained within this Chapter of JSP 375 Pt 2 Vol 3.

Training Content

6.6.4.1 The training will cover, as a minimum:

- a. a review of the definition of a confined space and types and nature of hazards associated with confined space operations and work within confined spaces

- b. practical and procedural aspects of the work of an AP (CS)
- c. an explanation and demonstration of the use and the checking of gas detection equipment, including pre-entry peak readings
- d. an explanation and demonstration of the checking and use of a harness, safety lines, man-riding and fall-arrestor winches and tripod. Be aware of suspension trauma and the methods of treatment
- e. an explanation, demonstration and the practical of use of various types of escape and working / rescue breathing apparatus
- f. conduct of a series of Risk Assessments and preparation of Safety Programmes based on a simulated scenario. This will include the issue and cancellation of a Confined Spaces Permit to Work
- g. an exercise involving a vertical entry and exit of a manhole chamber or tunnel wearing Escape Breathing Apparatus and the appropriate personal protective equipment.
- h. an exercise involving an entry, traverse and exit of a confined space wearing Self Contained Breathing Apparatus (SCBA) and appropriate PPE. The exercise should involve a simulated rescue from a confined space.

Note 1: Medical fitness confirmation is to be provided by the individual's employer or a medical practitioner.

Note 2: Where an individual is not medically fit (or unwell on the day) to enter or wear BA, the individual may undertake the remainder of the course and their certificate is to be annotated accordingly.

6.6.4.2 In the case of refresher training, this shall be suitable and sufficient for the relevant AE/AP.

Learning Outcomes

6.6.5.1 On completion of the training, candidates will be able to:

- a. state and interpret the definition of a confined space
- b. describe the legislation governing entry into confined spaces
- c. describe the potential hazards and precautions to be taken to allow safe entry and occupation of a confined space
- d. recognise and classify confined spaces in accordance with these safety rules and procedures
- e. demonstrate familiarity with these safety rules and procedures and other relevant associated publications relating to confined spaces

- f. conduct risk assessments for typical tasks in confined spaces
- g. demonstrate the ability to assess and instruct the Person in Charge and Work Team and also to act as the Person in Charge
- h. prepare a Permit to Work, Safety Programme and other written documentation in accordance with these safety rules and procedures
- i. describe the roles, duties and relationships between those parties with operational appointments listed in Ch 2 - Common Requirements and other disciplines covered by safety rules and procedures
- j. recognise the importance of familiarity with site installations any site specific procedures and the site rescue services
- k. describe the operation, calibration and use of gas monitoring and detecting equipment
- l. describe the types, use and condition under which various categories of breathing apparatus and personal protective equipment is to be worn
- m. demonstrate a basic familiarity with various categories of breathing apparatus
- n. operate the recording and information systems listed in these safety rules and procedures and state how these are to be distributed and maintained and by whom
- o. describe the necessary hygiene procedures related to confined space working and a suitable standard for personal protective clothing
- p. describe what action to take when there are conflicting requirements listed in Statutory Regulations, these safety rules and procedures and any local rules
- q. describe the requirements for regular and effective maintenance on safety equipment use for confined space entry
- r. risk assess and identify suitable arrangements, procedures and rescue equipment for typical confined space work situations

Confined Space Work Team (including Person in Charge)

6.6.6.1 All members of a Confined Spaces Work Team are required to have received suitable and sufficient information, instruction and training to enable them to carry out their duties. In addition, those likely to be involved in an emergency rescue within a confined space should also be trained for that purpose Guidance on the content of such training is given in the Health and Safety Commission Approved Code of Practice, HSE ACoP L101.

6.6.6.2 The above training requirements may be satisfied by a combination of attendance on formal training, on-the-job training and on-site briefings and exercises.

6.6.6.3 As a guide, the table below may be used in assessing the adequacy of the training received in relation to the assessed task. Refresher training for all persons required to work in Confined Spaces is essential to avoid skill fade and shall be undertaken at least every three years in accordance with industry best practice.

TASK	TRAINING STANDARD
Work in an area requiring control	1 Day Confined Space Entry without Escape Breathing Apparatus Course covering: <ul style="list-style-type: none"> • Health & Safety Legislation • Identifying & Classifying Confined Spaces • Hazards & Risks Associated with Confined Space Working • Problem Atmospheres (Gases & Gas Monitoring) • Roles & Duties • First Aid, Medical & Training Requirements • Generic Safe Systems of Work • Introduction to Confined Space Equipment • Use of Confined Space Equipment & Practical Entry
Work in a confined space that warrants provision of Escape Breathing Apparatus	2 Day Confined Space Entry with Escape Breathing Apparatus Course (1 Day Refresher) covering: <ul style="list-style-type: none"> • Health & Safety Legislation • Identifying & Classifying Confined Spaces • Hazards & Risks Associated with Confined Space Working • Problem Atmospheres (Gases & Gas Monitoring) • Roles & Duties • First Aid, Medical & Training Requirements • Generic Safe Systems of Work • Introduction to Confined Space Equipment • Introduction to Escape Breathing Apparatus (EBA) • Practical Entry and Exit with EBA and Equipment
Work in a confined space that warrants provision of Self Contained Breathing Apparatus	3 Day Confined Space Entry with Escape & Self-Contained Breathing Apparatus Course (1 Day Refresher) covering: <ul style="list-style-type: none"> • Health & Safety Legislation • Identifying & Classifying Confined Spaces • Hazards & Risks Associated with Confined Space Working • Problem Atmospheres (Gases & Gas Monitoring) • Roles & Duties • First Aid, Medical & Training Requirements • Generic Safe Systems of Work • Introduction to Confined Space Equipment • Introduction to Escape Breathing Apparatus (EBA) • Practical Entry and Exit with EBA and Equipment • Introduction to Self-Contained Breathing Apparatus (SCBA) • Practical Entry and Exit with SCBA and Equipment

Emergency rescue and recovery of casualties from confined spaces	3 Day Confined Space Rescue & Recovery Course covering: <ul style="list-style-type: none"> • Requirements for a Rescue Team Roles & Duties • Rescue Equipment & Checks • Setting up Site & Preparation • Introduction to Self-Contained Breathing Apparatus (SCBA) • Practical use of SCBA • SCBA Practical Rescue & Recovery Exercise (Side Entry) • SCBA Practical Rescue & Recovery Exercise (Top Entry) • First Aid Appointed Person Training • The use of Mechanical Resuscitation
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Table 6.6.2 Person in Charge and Work Team Training Standards Management Training

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

Health Requirements

General

- 6.7.1.1 All workers who may have cause to enter a confined space are expected to have a reasonable standard of physical fitness. The level of fitness will depend upon the task to be performed.
- 6.7.1.2 For work in the close confines of a confined space, consideration must be given to the physical build of such workers.
- 6.7.1.3 A person, who is required to enter or work in a confined space, must be deemed capable to do so by their employer. If the employer is aware of any medical concerns about an individual, then medical advice should be sought before a decision is made about their suitability for work in a confined space.
- 6.7.1.4 The AP is to review the risk assessment for the work to ensure the employer has considered the physical aspects of the work.

Advisory Information

- 6.7.2.1 The following information is provided as advice to the employer, when considering an entrants physical demeanour, prior to allowing entry to the Confined Space.
- 6.7.2.2 As a guide, an operative who regularly work in confined spaces and / or wears breathing apparatus should be free from:

- a. history of fits and blackouts
- b. heart disease
- c. deafness and / or perforated eardrums
- d. Meniere's disease involving loss of balance
- e. tendency to claustrophobia
- f. severe or recurrent back pain
- g. severe visual impairment
- h. lack of sense of smell
- i. any temporary disability which may restrict normal duties.

6.7.2.3 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.

6.7.2.4 Any person likely to come into contact with sewage, contaminated water, soil or infected animals must be made aware of the symptoms of Weil's disease (Leptospirosis) and their employers must comply with HSE requirements regarding providing them with documentation.

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

MODEL FORMS and SIGNS

Model Forms and Signs

The following Model Forms and Signs have been developed for use with these safety rules and procedures as an aid to compliance.

Each of the Model Forms and Signs may be freely copied or otherwise reproduced in electronic or other printed format. However, where this is done, acknowledgement must be given to the Ministry of Defence as the source.

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

Notes:

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

Notes:

1. For the definition and examples of Confined Spaces, refer to Section 3.3 of the text
2. Ex – Explosive; Tox – Toxic; Ox – Oxygen deficient / asphyxiant; Drown – Risk of drowning; Solid – Free flowing solid; Heat – High temperature, all followed by short description of the hazard
3. e.g. DIO Scotland Regional Prime IPT; DIO South West Regional Prime IPT; Project Aquatrine IPT; AP of another Discipline (i.e. AP Petroleum)

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CONFINED SPACES OPERATIONS RECORD

for

Site / Establishment / Area:

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

RULES FOR THE UPKEEP OF THE CONFINED SPACES OPERATIONS RECORD

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

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

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

RULE OFF AFTER EACH ENTRY

Page No of

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EQUIPMENT INSPECTION RECORD

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

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

Date Examined	Name & Signature of examiner	Remarks	Next due

KEY LIST

CONFINED SPACE KEY LIST FOR (Establishment)	
---	--

Key No.	Key Type	Quantity	To give entry into (location)	Date Received by AP	AP(CS) initials


KEY ISSUE REGISTER

KEY ISSUE REGISTER FOR (Establishment)	
--	--


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

Safety Sign - Confined Space Key Tag

Yellow



**Warning. This key controls access to a
Confined Space**




**Contact Duty AP (Confined Spaces)
before issue. Contact:**


Blue

Safety Sign - Confined Space to be posted (where practicable) at entrances to confined spaces

Yellow



**Danger
Confined Space**



**Permit to work required before entry.
Contact:**

Blue

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Table 1 Consequence Score (C) - Work along the columns to assess the severity of the risk on the scale of 1 to 5 to determine the Consequence score, which is the number given at the top of the column.

	Consequence score (severity levels) and examples of descriptors				
	1	2	3	4	5
	Negligible	Minor	Moderate	Major	Catastrophic
Impact on the safety of staff, public or subcontractors	Minimal injury requiring no/minimal intervention or treatment. No time off work	Minor injury or illness, requiring minor intervention Requiring time off work for >3 days	Moderate injury requiring professional intervention Requiring time off work for 4-14 days Increase in length of hospital stay by 4-15 days RIDDOR/agency reportable incident	Major injury leading to long-term incapacity/disability Requiring time off work for >14 days Increase in length of hospital stay by >15 days	Incident leading to death Multiple permanent injuries or irreversible health effects

Table 2 Likelihood Score (L) - What is the Likelihood of the consequence occurring?

Likelihood score	1	2	3	4	5
Descriptor	Rare	Unlikely	Possible	Likely	Almost certain
Frequency How often might it/does it happen	This will probably never happen/recur	Do not expect it to happen/recur but it is possible it may do so	Might happen or recur occasionally	Will probably happen/recur but it is not a persisting issue	Will undoubtedly happen/recur, possibly frequently

Table 3 Risk scoring = Likelihood x Consequence (L x C)

	Likelihood				
Likelihood score	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost certain
5 Catastrophic	5	10	15	20	25
4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Minor	2	4	6	8	10
1 Negligible	1	2	3	4	5

For grading risk, the scores obtained from the risk matrix are assigned grades as follows

- 1 - 3 Low risk
- 4 - 6 Moderate risk
- 8 - 12 High risk
- 15 - 25 Extreme risk

Revised Risk Scoring is determined when control measures have been applied and are shown in column RR

CONFINED SPACE HAZARD ASSESSMENT

CS Reference No:		Extg Hazard No:	
Date of Assessment:		Work RA No:	
Assessors Name:		SI No (if applicable):	
CS Location & General Description:		SP No (if applicable):	

The following is an assessment of the <u>EXISTING</u> Confined Space Hazards: (not a definitive list – GUIDE ONLY)	Caused by /Source?	Comments
Flammable Substances		
Explosive Atmosphere		
Toxic Atmosphere		
Liquid		
Free Flowing Solid		
Excessive Heat		
Mechanical Equipment		E.g. Isolations can be made
Electricity		E.g. Isolations can be made
Access/Egress		
Ventilation		

CONFINED SPACE HAZARD ASSESSMENT

Contents of Confined Space		
Visibility		
Slips, Trips and Falls		
Rats/Vermin		
Adjacent Plant/Equipment		
Sharp Objects/Edges		
Working at Height		
Manual Handling		
Any others.....		

This Existing Hazard Assessment has been reviewed and remains valid:						
Authorised Person (Confined Spaces)	Name:		Signature:		Date:	

CONFINED SPACE WORK RISK ASSESSMENT

CS Reference No:		Extg Hazard No:	
Date of Assessment:		Work RA No:	
Assessors Name:			
CS Location & General Description:			

RISK (Taking into account the Confined Space Hazard Assessment and the Work Activity to be undertaken)	Hazard and Source?	Likelihood (L)	Consequence (C)	Risk Rating (RR)	Control Measures to be adopted	Likelihood (L)	Consequence (C)	Revised Risk Rating (RR)	Equipment to be used to implement control measures
		(a)	(b)	(a) x (b)		(a)	(b)	(a) x (b)	

CONFINED SPACE WORK RISK ASSESSMENT

CONFINED SPACE WORK RISK ASSESSMENT

The Work Risk Assessment provided by the company undertaking the work has been provided in a different format (which is attached) and has been assessed as being acceptable and presenting a residual risk of:

- Extreme
 High
 Moderate
 Low

This Work Hazard Risk Assessment has been reviewed and remains valid:

Authorised Person (Confined Spaces)	Name:		Signature:		Date:	
Person in Charge (Confined Spaces)	Name:		Signature:		Date:	
Authorising Engineer (HIGH RISK & EXTREME RISK ONLY)	Name:		Signature:		Date:	

CONFINED SPACE SAFETY PROGRAMME PART 1 - AP(CS)

CS Reference No:		Extg Hazard No:	
Date Produced:		Work RA No:	
AP(CS) Name:		SP No:	
CS Location & General Description:			

<p>Safety Programme Part 1 is to be completed by the Authorised Person (Confined Spaces) and provided to the individual or organisation proposing to enter the confined space to carry out the works. It is to be read and implemented in conjunction with Safety Programme Parts 2 & 3.</p>	
<p>DESCRIPTION & CONTENTS OF THE CONFINED SPACE:</p>	
<p>ROUTE & ACCESS TO THE CONFINED SPACE:</p> <p>(identify any gates / doors / access covers to be released to gain access)</p>	
<p>PRECISE WORK TO BE CARRIED OUT:</p> <p>No other work is permitted without prior agreement with the AP(CS)</p>	
<p>ISOLATIONS:</p>	
<p>Isolation measures 1: Inundation risks</p> <p>The following upstream, downstream and other sources of gas, liquid or free flowing solid are to be isolated for the duration of this task:</p> <p>(To include piped supplies of gas, liquid, fire drench systems etc. The precise point of isolation is also to be determined on a schematic sketch to be appended to this Safety Programme)</p>	
<p>Isolation measures 2: Energy system risks</p> <p>The following sources of electrical energy, stored pressure and potential energy are to be isolated for the duration of this task:</p> <p>(The precise point of isolation is also to be determined on a schematic sketch to be appended to this Safety Programme)</p>	
<p>SPECIFIC TO TASK & SITE SAFETY PRECAUTIONS:</p> <p>(see also Safety Programme Part 2)</p>	

CONFINED SPACE SAFETY PROGRAMME PART 1 - AP(CS)

SKETCH OF CONFINED SPACE:

(To include: access points, isolations, venting arrangements and all other pertinent locations identified in the Safety Programme)

This Safety Programme Part 1 has been reviewed and remains valid:

AP(CS)	Name:		Signature:		Date:	
PinC(CS)	Name:		Signature:		Date:	
AE(CS) High & Extreme Risk only	Name:		Signature:		Date:	

CONFINED SPACE SAFETY PROGRAMME PART 2 - PiC

CS Reference No:		Extg Hazard No:	
Date of Assessment:		Work RA No:	
Assessors Name:		SP No:	
CS Location & General Description:			

Safety Programme Part 2 is to be completed by the individual or organisation proposing to enter the confined space to carry out the works and is to be submitted to the AP(CS) for review. It is to be read and implemented in conjunction with Safety Programme Parts 1 & 3.

DURATION & DATE OF THE TASK:	Duration:	Proposed Date:
(Max 8 hours):		

WORK TEAM REQUIRED:
(State the name of operative, any particular role in the Work Team and safety equipment to be used or carried)

Name of Person in Charge: (may not enter the space)	
---	--

Name of Work Team Members:	Indicate which roles they will fulfil & any specific RPE/PPE or specialist equipment they will require											
	Safety Attendant	Winch operator	CS Entrant	First Aider	Fire Trained	Gas Monitor	IS Torch	CS Harness	Tripod & winch	Air Mover	EBA	SCBA

Identify any other PPE & RPE specialist equipment required for the task by the Work Teams not indicated above:	Equipment	Qty	Provided For

CONFINED SPACE SAFETY PROGRAMME PART 2 - PiC

METHOD OF PURGING (IF APPLICABLE):			
METHOD OF VENTILATION:			
SPECIFIC TO TASK & SITE SAFETY PRECAUTIONS: (see also Safety Programme Part 1)			
COMMUNICATIONS:			
Communications to be used for task: (proven before work commences)			
Frequency of communications from PiC to Work Team:			
Emergency Evacuation Signal:			
RESCUE ARRANGEMENTS:			
Primary Method of Escape:			
Primary Method of Rescue:			
Means of contacting the Emergency Services:			
Telephone number for the Emergency Services:			
Rendezvous point for Emergency Services:			
Additional Equipment Required for Rescue:	Equipment	Qty	Provided For

This Safety Programme Part 2 has been reviewed and remains valid:					
AP(CS)	Name:		Signature:		Date:
PiC(CS)	Name:		Signature:		Date:
AE(CS) High & Extreme Risk only	Name:		Signature:		Date:

CONFINED SPACE SAFETY PROGRAMME PART 3 AP(CS)

CS Reference No:		Extg Hazard No:	
Date of Assessment:		Work RA No:	
Assessors Name:		SP No:	
CS Location & General Description:			

SEQUENCE OF OPERATIONS

Safety Programme Part 3 is to be drafted by AP(CS) and completed accordingly by both the AP(CS) and the PiC(CS) and is to be read and implemented in conjunction Safety Programme Parts 1 & 2.				
Serial	Location	Operation	Equipment required	Date / Time completed

This Safety Programme Part 3 has been reviewed and remains valid:					
AP(CS)	Name:		Signature:		Date:
PiC(CS)	Name:		Signature:		Date:
AE(CS) High & Extreme Risk only	Name:		Signature:		Date:

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PERMIT TO WORK (CONFINED SPACES)

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

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

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

PART 1: ISSUE – To be completed by the Authorised Person (Confined Spaces)
 I have witnessed the above test and declare that it is safe to work in the above confined space which has been isolated, purged and ventilated in accordance with the attached Safety Programme. I have explained the Safety Programme, demonstrated the extent of the work and the safety arrangements at the points of isolation and other places affecting the work to the Person in Charge. I have noted the above pre-entry Peak Gas Readings, as taken by the Person in Charge.

Signed:		Authorised Person (CS)	Time & Date:	: hrs
Name:		(Capitals)	Contact Telephone No.	
CAUTION TO ENTRANTS	At the first sign of dizziness, eye irritation, headache, pulsating at the temples or nausea, vacate the Confined Space at once			
CAUTION TO WORK TEAM MEMBERS OUTSIDE THE CONFINED SPACE	If you suspect that an entrant has been overcome, do not attempt to enter unless you are trained and equipped. Initiate the Emergency Plan in the Safety Programme			

PART 2: RECEIPT– To be completed by the Person in Charge:
 I have carried out the above test and declare that all persons listed on this Permit are familiar with the safety and emergency arrangements; the above Cautions and are properly equipped. I am satisfied that the confined space has been isolated and is safe to work in. I accept responsibility for supervising the work identified in this Permit in accordance with the Safety Programme and Confined Spaces Safety Rules & Procedures.

Signed:		Person in Charge	Time & Date:	: hrs
Name:		(Capitals)	Contact Telephone No.	

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

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

Signed:		Authorised Person (CS)	Time & Date:	: hrs
---------	--	------------------------	--------------	-------

* Delete as appropriate

PERMIT TO WORK (CONFINED SPACES)
(Reverse Side of Duplicate)

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

CONFINED SPACE STANDING INSTRUCTION

CS Reference No.:		SI No.:	
CS Location:		Hazard Assessment No.:	
General Description:		Work RA No.:	
Start Date:		Expiry Date: (max 12 mths)	

Statement: This Standing Instruction is to be read in conjunction with the Existing Hazard Assessment and the Work Hazard Risk Assessment.	
Limitations on work activity (only the following activities are permitted):	
No other activity may take place without further reference to the Authorised Person (Confined Spaces)	

Task Schedule (sequence of how the above are to be carried out safely including access/egress point/s):				
For 1 off Entry record of initial <u>PEAK</u> Gas Reading (if monitoring is used as part of the assessed control measures - also refer to separate Confined Space Gas monitoring Record where applicable):				
	Oxygen (%)	Flammable (LEL%/ppm)	H2S (ppm)	Other
Serial No of gas Monitor:				
PiC Name:			Signature:	
Company:			Date:	Time:
For multiple entries subsequent readings are recorded on Gas Monitoring Form Number				

CONFINED SPACE STANDING INSTRUCTION (Reverse Page)

Produced by AP(CS) Name		Signature		Date	
Countersigning (agreement) by all other Site Authorised Persons (Confined Spaces) on site for repetitive tasks (if applicable)					
I have reviewed the above Standing Instruction and consider it valid and fit for purpose:					
Reviewed by AP (CS) Name		Signature		Date	
Reviewed by AP (CS) Name		Signature		Date	
Reviewed by AP (CS) Name		Signature		Date	
Reviewed by AP (CS) Name		Signature		Date	

I acknowledge the contents of this Standing Instruction, agree to abide by its contents and have received a brief/toolbox talk from the AP (CS) explaining the limitations and sequence of operations listed above. Any problems encountered will be reported to the AP(CS). I have carried out the above confirmatory atmospheric gas test (as indicated in the RA) and declare that I am medically and physically fit; not under the influence of alcohol or drugs; familiar with the safety and emergency arrangements and are properly equipped. I am satisfied that the space is safe to work in and I accept responsibility for carrying out/supervising the work identified in this Standing Instruction:

Name	Signature	Date	AP(CS) Signature accepting Work Team Member
Cancellation of Standing Instruction by AP(CS)			

CONFINED SPACE GAS MONITORING RECORD

FORM No:	
-----------------	--

This monitoring record is to be used on the issue of a Permit to Work where further gas monitoring is required (following a suspension of the work) additional to the initial testing indicated on the Permit to Work. This monitoring record is also to be used where a Standing Instruction (SI) is to be issued for a period of time (up to 12 months) and gas monitor readings are to be taken prior to entry as a precautionary measure based on the assessed risk, this monitoring record is to be used as evidence that monitoring has taken place and is to be handed to the issuing AP(CS) when full or on cancellation of the SI.

Related Permit to Work or Standing Instruction No:	
---	--

Record of initial <u>PEAK</u> Gas Reading (if monitoring is used as part of the assessed control measures):				
	Oxygen (%)	Flammable (LEL%/ppm)	H₂S (ppm)	Other
Serial No of gas Monitor:				
PiC Name:			Signature:	
Company:		Date:		Time:

Record of initial <u>PEAK</u> Gas Reading (if monitoring is used as part of the assessed control measures):				
	Oxygen (%)	Flammable (LEL%/ppm)	H₂S (ppm)	Other
Serial No of gas Monitor:				
PiC Name:			Signature:	
Company:		Date:		Time:

Record of initial <u>PEAK</u> Gas Reading (if monitoring is used as part of the assessed control measures):				
	Oxygen (%)	Flammable (LEL%/ppm)	H₂S (ppm)	Other
Serial No of gas Monitor:				
PiC Name:			Signature:	
Company:		Date:		Time:

Record of initial <u>PEAK</u> Gas Reading (if monitoring is used as part of the assessed control measures):				
	Oxygen (%)	Flammable (LEL%/ppm)	H₂S (ppm)	Other
Serial No of gas Monitor:				
PiC Name:			Signature:	
Company:		Date:		Time:

Record of initial <u>PEAK</u> Gas Reading (if monitoring is used as part of the assessed control measures):				
	Oxygen (%)	Flammable (LEL%/ppm)	H₂S (ppm)	Other
Serial No of gas Monitor:				
PiC Name:			Signature:	
Company:		Date:		Time:

CONFINED SPACE GAS MONITORING RECORD (Reverse Page)

Record of initial <u>PEAK</u> Gas Reading (if monitoring is used as part of the assessed control measures):				
	Oxygen (%)	Flammable (LEL%/ppm)	H₂S (ppm)	Other
Serial No of gas Monitor:				
PiC Name:			Signature:	
Company:			Date:	Time:

Record of initial <u>PEAK</u> Gas Reading (if monitoring is used as part of the assessed control measures):				
	Oxygen (%)	Flammable (LEL%/ppm)	H₂S (ppm)	Other
Serial No of gas Monitor:				
PiC Name:			Signature:	
Company:			Date:	Time:

Record of initial <u>PEAK</u> Gas Reading (if monitoring is used as part of the assessed control measures):				
	Oxygen (%)	Flammable (LEL%/ppm)	H₂S (ppm)	Other
Serial No of gas Monitor:				
PiC Name:			Signature:	
Company:			Date:	Time:

Record of initial <u>PEAK</u> Gas Reading (if monitoring is used as part of the assessed control measures):				
	Oxygen (%)	Flammable (LEL%/ppm)	H₂S (ppm)	Other
Serial No of gas Monitor:				
PiC Name:			Signature:	
Company:			Date:	Time:

Record of initial <u>PEAK</u> Gas Reading (if monitoring is used as part of the assessed control measures):				
	Oxygen (%)	Flammable (LEL%/ppm)	H₂S (ppm)	Other
Serial No of gas Monitor:				
PiC Name:			Signature:	
Company:			Date:	Time:

Record of initial <u>PEAK</u> Gas Reading (if monitoring is used as part of the assessed control measures):				
	Oxygen (%)	Flammable (LEL%/ppm)	H₂S (ppm)	Other
Serial No of gas Monitor:				
PiC Name:			Signature:	
Company:			Date:	Time:

Introduction

6.A.1.1 Military Training Tunnels (MTTs) exist within OBUA and FIBUA at five locations in the UK; Salisbury Plain, Longmoor, Sennybridge, Catterick, and Stanford. These OBUA and FIBUA sites are in place to provide military personnel with realistic military training in preparation for operations.

6.A.1.2 Whilst each tunnel would be classified as a Confined Space in accordance with JSP 375 Vol 3 Ch 6 (Confined Spaces), if they were to be located other than in military training areas, it can be argued that due to their purpose built or adapted nature, “dry” condition and usage, so long as adequate control measures are in place in order to maintain safe use as a training facility the full rigours of JSP375 Vol 3 Chapter 6 need not apply.

6.A.1.3 Trials have established that the introduction of forced ventilation for the duration of the use of the MTT during a training exercise will provide a minimum of 15 air changes per hour, this is deemed to provide an “as far as reasonably practicable” mitigation to the Confined Space risks inherent with the MTT whilst being used for military training exercises.

6.A.1.4 To assist with the management of the training tunnels, this Annex has been prepared and should be read in conjunction with JSP 375 Pt 2 Vol 1 Chapter 40 (Safety in Military Training and Exercises).

ROLES AND RESPONSIBILITIES – OUTLINE SUMMARY

6.A.2 DIO Ops Trg The Head of Establishment remains the Duty Holder, their roles and responsibilities are:

- a. Provide a safe environment in which training activity may be conducted
- b. Inform End Users of the hazards that may be encountered whilst undertaking training activity
- c. Establish the constraints within which training is to be conducted (Standing Orders)
- d. Provide a Person in Charge of the facility.

6.A.3 End User. The End User remains responsible for the safe conduct of the training activity, their roles and responsibilities are:

- a. Assess the risks of carrying out the training activity in the knowledge the hazards present on site and the overall activity to be conducted.
- b. Draw up and implement an Exercise Action Safety Plan (EASP)
- c. Provide a safety pre-briefing to all exercise participants
- d. Conduct Gas monitoring immediately prior to the entry
- e. Provide a rescue team
- f. Conduct training in accordance with the EASP
- g. Report any incidents or accidents that occur when facility is in use

6.A.4 Industry Partner (IP). The IP will assist the Head of Establishment in the creation of a safe environment in which the military training will take place, their roles and responsibilities are:

- a. Maintain the training facility in a safe condition
- b. Provide an Authorised Person (Confined Spaces) (AP(CS)) to carry out the specific tasks listed in this document
- c. Provide a Facility Custodian (Range Warden) to carry out the day-to day tasks in preparing the facility for use and demonstrating the associated safety and rescue equipment
- d. Ventilation / purging prior to the training activity
- e. Handover to Exercise Director (MoD Form 906)
- f. Receive back and making safe after the training activity

GENERAL ARRANGEMENTS AND PROCEDURES

6.A.5 Safe use. The safe use of the training tunnels requires each of the above parties to carry out their respective roles and responsibilities and liaise with each other throughout the preparation for, and conduct of a training exercise.

6.A.6 Sequence of operations. The following paragraphs outline the sequence of operations to be adopted for safe use for such facilities.

6.A.7 Preparatory Activity:

- a. The IP AP(CS) for the Establishment is to ensure that they have and maintain a detailed schematic of the training tunnel facility including, a plan identifying its location within the OBUA / FIBUA.
- b. The AP (CS) is to ensure that all access / egress points to the training tunnel are secured with locks or have covers that can only be opened with proprietary keys.
- c. Due to the nature of the facilities, and provided a General Instruction is in place stating that unsupervised entry is prohibited, it is considered that the requirement for Confined Space signage is not necessary.
- d. DIO staff responsible for the training facility are to ensure that:
 - i. A copy of the schematic and location plan is included within the OBUA / FIBUA Standing Orders / Briefing Pack and that this Briefing Pack is issued to all prospective Military Units that request use of the facility. The provision of the schematic and plan will enable the Exercise Conducting Officer organising the training activity to accurately assess the risks of the activity to be undertaken in the training tunnels and include them within his EASP.
 - ii. The Standing Orders / Briefing Pack clearly articulates that the use of the training tunnels is to be limited to entry, crawl through and exit and that no incendiary or smoke making devices are permitted to be used. Additionally, it is to be clearly articulated that the training tunnels are not to be intentionally flooded.

- iii. The Standing Orders / Briefing Pack clearly articulates that unsupervised access is prohibited.
 - iv. The Standing Orders / Briefing Pack clearly articulates that no vehicles are to be left with their engines running within 50 metres of any training tunnel access points whilst the access points are open.
- e. Having received a copy of the Standing Orders / Briefing Pack the Exercise Conducting Officer is to produce a risk assessment for the activities to be undertaken in the training tunnels and ensure that it allows for:
- i. Sufficient supervisory staff to monitor each access / egress point on the training tunnel.
 - ii. Counting in and out the participants undertaking the activity in the training tunnel.
 - iii. Suitable and sufficient emergency arrangements are in place for the period the training tunnel is in use including medical cover and a rescue party
 - iv. The day before the training activity the Exercise Conducting Officer is to obtain the weather forecast for the training tunnel location. The forecast should be checked for heavy rainfall and hot weather, and / or any other factors, which may affect the conditions within the training tunnel, and review the risk assessment to ensure that these factors are sufficiently mitigated.

6.A.8 Operational activity:

- a. On the day of the training activity, the IP Facility Custodian is to ensure that the training tunnel access / egress points are opened and the tunnels are vented using the fans, at least 30 minutes before the proposed time of the first entry and appropriate guarding is in place. The period of ventilation should be extended following prolonged periods of non-use of the training tunnels.
- b. Prior to formal hand over of the training tunnel, to the Exercise Conducting Officer, the Facility Custodian or AP (CS) is to:
 - i. Deliver a period of familiarisation training to the appointed OIC rescue party covering all aspects of the use of the rescue equipment
 - ii. Deliver familiarisation training to the Exercise Conducting Officer on the use of the gas monitor.
- c. On handover, the Exercise Conducting Officer is to:
 - i. Ensure Peak Gas Monitor tests are undertaken at each access / egress point of the training tunnel to establish that the tunnel atmosphere does not

contain; flammable gas, toxic gas, oxygen deficiency / enrichment, carbon monoxide and carbon dioxide.

- d. These peak gas readings are to be entered into the facility diary¹ with the time readings were taken together with the signature of the person who has taken the reading. Following the taking of readings, the gas monitor is to be suspended within the training tunnel at the mid-point of the exercise activity.
- e. If during the activity the training tunnels are left unused for greater than one hour, the Exercise Conducting Officer is to advise the Facility Custodian and further venting and Peak Gas Monitor reading tests are to be taken at all access / egress points to the training tunnel. These peak readings are to be recorded in the facility diary together with the time taken and the signature of the person taking the readings.
- f. On completion of the training activity within the training tunnel the Exercise Conducting Officer is to:
 - i. Ensure the training tunnel is clear of personnel and equipment.
 - ii. Inform the Facility Custodian that they no longer require the training tunnels and that they are formally handing them back.
 - iii. Inform the Facility Custodian of any faults, incidents or unusual occurrences that have arisen during the use of the training tunnel.
- g. Upon notification of hand back, the Facility Custodian is to:
 - i. Ensure that the access / egress points to the training tunnels are closed and secured and that the guarding is removed and stored.
 - ii. Record, in the facility diary, the time the training tunnel was handed back.
 - iii. Record any faults, incidents or unusual occurrences within the facility diary and raise any corrective action paperwork to the relevant party.

ARRANGEMENTS FOR USE BY THIRD PARTIES

6.A.8 Non Military Use of Training Tunnels. The training tunnels on the Estate offer a realistic yet reasonably benign environment in which other non-Military organisations may wish to carry out training. This may include other authorised user such as police search teams; fire services and emergency/rescue rescue organisations.

6.A.9 The conditions under which such facilities are let out for use are covered by JSP 907 –Use of Defence Training Estate The following paragraphs confine themselves to setting out the safety arrangements and procedures for such use.

6.A.10 The principal to be observed in considering any such request, is that the proposed user organisation must be able to demonstrate an operational need to carry out activity in a confined space.

¹ The Facility Diary may take the form of MOD FORM 906.

6.A.11 Due Diligence Review. Where a third party organisation approaches the Facility Custodian for use of the training tunnel they are to request:

- a. Details of the organisation requesting use of the training tunnel.
- b. Details of the proposed activity to be undertaken in the training tunnel and the number of participants in the activity.
- c. Details of the organisation's experience and management of Confined Spaces and the procedures they intend to adopt whilst using the facility.
- d. A risk assessment covering the proposed activity to be undertaken. (To expedite the request the Facility Custodian may wish to send a standard Confined Spaces risk assessment template to the organisation).

6.A.12 Assessment. Upon return of the above documentation the Facility Custodian, together with the Authorised Person Confined Spaces, are to review this and assess:

- i. The competence / standing of the organisation requesting the use of the training tunnel.
- ii. The proposed activity to be undertaken in the training tunnel and whether it can be safely accommodated.
- iii. The numbers of participants that will be using the training tunnel and whether are sufficient supervisory members in the proposed party.
- iv. The suitability of the management and risk assessment provided given the above factors.

6.A.13 Where the Facility Custodian and Authorised Person Confined Spaces agree that the requesting party have provided adequate documentation and are sufficiently competent, they may pass responsibility for the safe use of the facility over to the organisation for the duration of the third party use.

6.A.14 The use of the facility is to be licensed by DIO staff using a DIO licence. This document may be taken as a temporary demarcation agreement between the Establishment and the third party user. Documentation issued with the licence is to clearly articulate that the responsibility for the confined space (Training Tunnel) rests with the Third Party for the duration of their activity.

6.A.15 Where the Facility Custodian and Authorised Person Confined Spaces agree that the requesting party have not provided sufficiently robust documentation and are not sufficiently competent they are to decline the request for the use of the training tunnel.

6.A.16 Arrangements for use by the maintenance management organisation. For any inspection or maintenance activity undertaken by the IP, the AP (CS) is to control entry in to the training tunnel by means of a Permit to Work using the procedures laid down in JSP 375; Vol 3; Ch 6 (Confined Spaces).