

Confined Spaces Policy

Name	Confined Spaces Policy
Summary	The purpose of this policy is to provide general policy guidance on safe working practices for any work in confined spaces undertaken by employees of the Golden Jubilee Foundation (GJF).
Associated Documents	Health and Safety Policy; Control of Contractors Policy
Target Audience	All staff of GJF
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Approving committee/group	Health and Safety Committee
Document Lead	David Wilson (H&S)
Document Author (if different)	

The Golden Jubilee Foundation is the new brand name for the NHS National Waiting Times Centre. Golden Jubilee National Hospital Charity Number: SC045146

Golden Jubilee Foundation Values Statement

What we do or deliver in our roles within the Golden Jubilee Foundation (GJF) is important, but the way we behave is equally important to our patients, customers, visitors and colleagues. We know this from feedback we get from patients and customers, for example in “thank you” letters and the complaints we receive.

Recognising this, the GJF have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality care and service across the organisation. These values are closely linked to our responsibilities around Equality.



Valuing dignity and respect

A can do attitude

Leading commitment to quality

Understanding our responsibilities

Effectively working together

Our values are:

- Valuing dignity and respect.
- A ‘can do’ attitude.
- Leading commitment to quality.
- Understanding our responsibilities.
- Effectively working together.

Our policies are intended to support the delivery of these values which support employee experience.

Confined Spaces Policy

1. Introduction and policy statement

The Confined Spaces Regulations 1997 are in place to protect staff and others against risks to their health while working in a confined space. They apply to locations which have two defining features:

- A place which is substantially enclosed and
- There is a reasonably foreseeable risk of serious injury from hazardous substances or conditions within the space, or nearby.

Examples of such locations can be: ducts, vessels, culverts, tunnels, boreholes, manholes, excavations, sumps, inspection pits, freight containers, tanks, building voids, some enclosed rooms and compartments within them, interiors of machines, plant or vehicles.

Within any of these areas the definition of a confined space within the Regulations will depend on whether a reasonably foreseeable specified risk can arise.

A 'specified risk' means the risk of:

- Serious injury to any person at work arising from a fire or explosion;
- Without prejudice to the above
 - the loss of consciousness of any person at work arising from an increase in body temperature
 - the loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour or lack of oxygen;
- The drowning of any person at work arising from an increase in the level of liquid;
- 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.

This policy outlines the steps to be taken by the GJF to ensure that staff or others do not work in confined spaces where it can be avoided. Where this is not possible a suitable and sufficient risk assessment must be undertaken and a safe system of work developed.

2. Scope

This policy applies to all Estates and Facilities staff of the GJF and any contractors undertaking work at the GJF.

This policy has been written taking into consideration the needs of all diversity groups.

3. Objectives

The objectives of this policy are:

- To ensure that systems are developed and maintained to ensure maintenance staff and others are not unnecessarily exposed when work in confined spaces is being undertaken;
- To ensure that staff are aware of their responsibilities when working in confined spaces;
- To ensure that risks from work in confined spaces are minimised;
- To ensure that staff receive training and guidance in complying with current legislation;
- To ensure best practice is regularly promoted and monitored.

4. Arrangements

4.1 Risk Assessment

In the event that work in confined spaces cannot be avoided, suitable and sufficient risk assessment must be carried out and where required written safe system of work developed, including the provision of emergency procedures.

When assessing the risks, all foreseeable hazards must be considered which may include the following:

- Previous contents, residues and contamination;
- Flammable substances or oxygen enrichment;
- Toxic gases, fumes or vapour;
- Oxygen deficiency;
- Physical dimensions;
- Ingress or presence of liquids;
- Solid materials which can flow;
- Presence of excessive heat;
- Electricity or static electricity;
- Cleaning chemicals.

The confined spaces permit to work form must be used for any confined space work posing significant risk. See appendix 1.

4.2 Urgent or Unexpected Access to Confined Spaces

If unplanned work in confined spaces is deemed to be urgent, particularly outside normal working hours, then access must not take place without the requirements of this policy being met. Alternative arrangements should be made to minimize the effect of the problem such as loss of essential services. Where possible, the task should be delayed until the next working day when it can be properly assessed. In extreme circumstances, Estates Officers shall be contacted so that a risk assessment can be carried out and safe working procedure and permit to work can be prepared as required. The risk assessment must be recorded on the GJF Confined Spaces Risk Assessment Form by a person who is competent to do so. See Appendix 2.

If an external contractor has been engaged to carry out the works, then they will be responsible for carrying out their own risk assessment and method statement.

If any staff member is unsure whether a location could be considered a confined space, they should withdraw and not continue with the work until clarification is sought.

In gathering information for an assessment, managers may need expert advice which can be sought from the Health and Safety Manager.

4.3 Developing a Safe System of Work

In the development of a written safe system of work, the information gathered during the risk assessment will be used to construct a document which will give information and instruction to the employees who are to carry out the work.

Note, if external contractors are engaged to carry out the works, they will be responsible for carrying out their own safe system of work.

This will include all of the risk control measures and the reason for their application.

The safe system of work should consider the following:

- Level of supervision;
- Competence and number of staff for the specified work;
- Communications necessary for the planned access and in the event of emergency;
- Any required testing and continuous or periodic monitoring of the atmosphere for possible hazardous substances, including ground methane and oxygen depletion;
- Purging to eliminate any hazardous substances;
- Ventilation to disperse any hazardous substances or control temperature or humidity;
- Removal of residues such as sludge in oil storage tanks;

- Isolation from gases, liquids and other flowing materials;
- Isolation from electrical and mechanical equipment;
- Selection and use of suitable equipment, both for carrying out the work and for the potential hazards, e.g. intrinsically safe;
- Personal and respiratory equipment including escape breathing apparatus;
- Access and egress, including in emergency;
- Fire prevention;
- Lighting, including emergency lighting;
- Smoking;
- Limited time working, provision of rest area and drinking water;
- Permit to work.

See appendix 3.

4.4 Confined Space Document Register

This comprises the principal source of information for management providing detail of confined spaces within the facility, maintained by the Designated Person (Health and Safety Manager).

See appendix 4.

4.5 Training

Training will be required for all operatives required to work in confined spaces, and managers or supervisors who issue permits to work. This will enable them to be competent with procedures, legislation and equipment associated with working in confined spaces.

5. Incident Reporting

Any adverse incidents must be reported through the formal process in house, using datix, however in addition to this there are some incidents relating to confined space work that may require further reporting to the HSE under RIDDOR. The Health and Safety Manager will report to HSE any injury arising from working in an enclosed space which: leads to hypothermia or heat induced illness; or requires resuscitation or admittance to hospital for more than 24 hours.

6. Roles and responsibilities

6.1 The Chief Executive is responsible for:

- Ensuring there are arrangements for identifying, evaluating and managing risk associated with confined spaces;
- Ensuring that adequate resources are made available to implement the policy.

- Ensuring that there are arrangements for monitoring the implementation and effectiveness of the policy.

6.2 Nominated Estates Managers are responsible for:

- Ensuring that all staff under their control are aware of this policy and understand its content;
- Assessing risks associated with confined space work undertaken by staff under their control;
- Ensuring that relevant employees are consulted when assessing the risks connected with confined space work;
- Developing safe systems of work in consultation with the Health and Safety Manager;
- Providing suitable work equipment or other measures for confined space work;
- Ensuring all equipment used for confined space work is properly inspected and maintained;
- Ensuring that all staff who work in confined spaces are fit to do so;
- Ensuring that all staff who work in confined spaces and those who issue permits to work, have appropriate information, instruction, training and supervision;
- Ensuring all contractors employed are competent to work in confined spaces and are appropriately managed when on site.
- Ensuring that contractors have submitted suitable and sufficient risk assessment, method statements and other relevant documents in relation to any proposed confined space work. A permit to work must be issued for such work.

6.3 Estates staff are responsible for:

- Taking reasonable care of themselves and other people who may be affected by their actions;
- Co-operating by following rules and procedures designed for safe working;
- Using any safety equipment supplied
- Taking part in and using training designed to meet the requirements of the policy;
- Informing their managers if they suspect that the system of work in place is ineffective or inadequate;
- Reporting any activity or defect likely to endanger safety;
- Reporting all incidents (including near misses) and any defects in equipment using the GJF Datix online incident reporting system.

7. Monitoring and review

The Estates Managers shall ensure that this policy is reviewed once every three years or after:

- a) Any significant changes in working practices
- b) Any changes in statutory legislation or Board requirements
- c) An incident occurs that requires improvement in practice.

Appendix 1: Confined Space Permit to Work.

Location of confined space:

Permit to work issued (date):

Reason for entry/work:

List known hazards:

Names of individuals in work team:
Has the competency of the work team been checked? YES NO

Expected duration of task:
Starting at:

Checklist:	Yes	No	N/A
Have all inflows been stopped or diverted?			
Have all plant/equipment/utilities been isolated/locked out?			
Are special precautions or equipment required?			
Are warning signs/barriers in place?			
Cleansing/purging complete?			
Is forced ventilation in place and working?			
Lighting installed?			
Safety & protective equipment examined?			
Emergency rescue procedures in place?			
Rescue services informed?			
Safety method statement attached?			
Other permits required?			

I hereby declare that the conditions of the permit have been made known to the person in charge of the work and the above mentioned area is ready for operations to commence.

Signed:	Authorised Person:
Date:	Time:

ACCEPTANCE OF PERMIT by person in charge

I acknowledge receipt of this permit to work and understand the precautions associated within. Neither I nor staff under my control shall work on any other activity than that specified on this permit.

Signed:

Person in Charge of Work:

Date:

Time:

Clearance by person in charge of work:

I declare that the work is complete, the area inspected and all potential sources of harm removed, including redundant equipment:

Signed:

Person in charge:

Date:

Time:

Cancellation by Authorised Person:

I declare that this permit is cancelled, that I have received the copies of the permit back from the competent person and that the area has been inspected and is free from potential sources of harm.

Signed:

Authorised Person:

Date:

Time:

Appendix 2: Confined Spaces Risk Assessment Form

Area:	Assessment date:
	Assessor(s):
Activity:	Number of persons at risk:

Initial Assessment of Activity and Work Area:

Does the work involve any chamber, tank, pit, trench, pipe, sewer, flue, combustion chamber, unventilated or poorly ventilated rooms of any substantially enclosed space?

Yes No

Is the need to access the confined space essential without reasonable alternative? If "NO" then this confined space risk assessment may not be applicable to this activity and risk assessment may not be required. If "YES" continue below with more detailed assessment.

Yes No

Current Control Measures			
	Yes	No	Comments
Work to be done without entry			
Confined space permit to work			
Other persons affected by work informed			
Services to be isolated			
Gas monitoring to be carried out			
Escape BA to be carried by all			
Additional ventilation required			
Limited working time for any persons within the space			
Additional supervision required			
Staff training required			
Restricted access barriers / warning notices required			
Access / entry point arrangements to be confirmed			
Effective mobile communication in place			
Other			

Hazards involved in Activity			
	Yes	No	Comments
Toxic gases / vapours			
Explosive / Flammable substances			
Oxygen deficiency / enrichment			
Chemical contaminants or residues			
Scale, rust or sludge			
Gases / fumes generated from work			

Poor lighting			
Restricted access/ egress			
Flooring due to weather or uncontrolled ingress from other source			
Work activity more than 3 minutes from point of egress			
Poor structural condition of access ladders, etc			
Poor communication with person above ground			
Danger of contact with live electrical conductors			
High temperatures			
Asbestos			
Excessive noise			
Manual handling			
Other			

<p>The risk(s) remaining (after existing control measures). If there are none, or the residual risks are acceptable, write "controls adequate".</p>	<p>Risk rating</p>
<p>Additional Controls Required</p>	
<p>Additional Controls Agreed (Yes / No)</p>	
<p>Signature:</p>	<p>Designation:</p>
<p>Duty holder assessment approval:</p>	
<p>Controls Effective: Yes / No</p>	
<p>Risk Rating:</p>	
<p>Comments:</p>	
<p>Name:</p>	<p>Signature:</p>
	<p>Date:</p>
<p>Review Details:</p>	
<p>Review Date:</p>	<p>Review Completed:</p>
<p>Comments:</p>	
<p>Signature and Date:</p>	

Appendix 3: Safe System of Work

Confined space area:	Associated risk assessment No:
Reasons for entry:	Date:
Who is supervising the task (name)?	Are they competent and physically able to do the task?
Who will be accessing the confined space? (names)	Are they competent and physically able to do the task?
Detail communication being used:	
Detail lighting to be used:	
Testing/monitoring the atmosphere – by whom and using what method?	
Gas purging – is it required:	
Ventilation – is it required?	
Removal of residuals – is it possible?	
Isolation from gases, liquids and other flowing material – how is this going to be achieved?	Isolation from mechanical and electrical equipment – how is this going to be achieved?
Selection of suitable equipment:	PPE and respiratory equipment
Portable gas cylinders and combustion engines – are they required?	
Gas supplied by pipes/hoses – are they required?	
Access and egress – how?	
Static electricity – is this present?	
Lighting – how?	

Emergency and rescue – what arrangements are in place? Include means of summoning assistance, rescue team and confirm availability of rescue equipment etc. List equipment available.	
Limited working time – does working time need to be limited?	
Other comments:	
Signed by:	Accepted on behalf of organisation:

Appendix 4: Confined Space Register

Confined space reference	Location	Confined space	Common tasks	Risk assessment number	Developed safe systems of work number(s)	Remarks
CS001	External grounds	Sewage flyte pumps	Maintenance	All RA's will be task specific, carried out prior to the undertaking of the task.	All SSoW will be task specific, carried out prior to the undertaking of the task.	Tasks carried out by external contractors
CS002	Boilerhouse	Boilers	Maintenance/Repair	N/A	N/A	Tasks carried out by external contractors
CS003	Hospital (external)	Water tanks	Cleaning and maintenance	N/A	N/A	Tasks carried out by external contractors
CS004	Hotel (external)	Water tanks	Cleaning and maintenance	N/A	N/A	Tasks carried out by external contractors
CS005	External grounds	All manholes will be treated as confined spaces until further notice. Such notice will be provided following task specific risk assessment. Manholes identified on drawings held by Estates Managers and will be referenced accordingly.	Repairs	N/A	N/A	Tasks carried out by external contractors