

The Scottish Ambulance Service



Access to Confined Spaces

Policy and Procedure

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1. Introduction

- 1.1 A number of people are killed or seriously injured in confined spaces each year in the UK. This happens in a wide range of industries, from those involving complex plant to simple storage vessels. Those killed include not only people working in the confined space but those who try to rescue them without proper training and equipment.
- 1.2 The Confined Spaces Regulations 1997 were made under the Health and Safety at Work etc Act 1974, came into force January 1998, and were updated in 2008.
- 1.3 Confined Space means any place such as ducts, vessels, culverts, tunnels, boreholes, manholes, excavations, sumps, inspection pits, tanks, building voids, roof spaces or any other space in which, by virtue of its enclosed nature there is a reasonably foreseeable risk (Appendix 1) ACOP 101 Confined Spaces Decision Flow Chart

The risks include:

- serious injury from fire or explosion;
- loss of consciousness arising from increased body temperature;
- loss of consciousness or asphyxiation arising from gas, fume, vapour or lack of oxygen;
- drowning arising from increased levels of liquid; or asphyxiation from a free flowing solid

A Confined Space can also be created by a task or the work being carried out in the space and may cease to be a confined space when the 'specified risk' is removed and the atmosphere tested as safe. (Appendix 1) ACOP 101 Confined Spaces Decision Flow Chart

2 Policy Statement

- 2.1 The purpose of this policy is to outline the steps to be taken by the Scottish Ambulance Service to ensure that staff, contractors and others do not enter confined spaces where it can be avoided. Where this is not possible a written, suitable and sufficient risk assessment must be undertaken, a safe system of work developed and a Permit to Work generated prior to entry.
- 2.2 The Scottish Ambulance Service is committed to safely managing confined spaces, in compliance with applicable legislation and guidance. In order to comply with its duties the Scottish Ambulance Service will ensure that:
- Where possible, entry into confined spaces is to be avoided or minimised. If entry is unavoidable and where appropriate, entry into confined spaces is contracted to a specialist contractor, having the necessary skills, training and management systems.
 - A Responsible Person, Authorised Person (Confined Spaces) is appointed to take responsibility for the day to day management of confined

spaces.

- Suitable training is given to the Responsible Person, Authorised Person (Confined Spaces), and all staff who may need to enter confined spaces.
- Contractors needing to enter confined spaces shall provide evidence of competence in confined spaces work for all those staff that will be involved.
- Suitable safety equipment for entry into confined spaces is provided for directly employed staff, and is repaired, maintained and periodically inspected. This equipment is held on an Equipment Register within the Confined Spaces Document Register (contractors are required to provide their own equipment).
- Entry into confined spaces will only be permitted subject to a suitable risk assessment, a safe system of work, and under the control of a Confined Spaces Permit to Work from the Responsible Person (Confined Spaces).
- The confined spaces management regime is periodically audited and reviewed. The audit programme is held within the Confined spaces Document Register

3. Roles and Responsibilities

3.1 Chief Executive

The Chief Executive has overall responsibility for ensuring that the Scottish Ambulance Service meets its statutory obligations and that effective arrangements for the management of health and safety are put in place.

The Chief Executive or delegated person shall appoint an in-house Authorising Engineer in writing.

3.2 Director of Finance & Logistics

The Director of Finance & Logistics is responsible for ensuring that systems are in place for confined space and restricted access work and that they meet the legal and organisational requirements.

3.3 Head of Estates

The Head of Estates is responsible for ensuring that the requirements of this policy are observed and adhered in all Estates related work carried out by staff and external contractors; The Head of Estates shall also take on the role of the Authorising Engineer. Role and Duties detailed in (Appendix 2)

3.4 Estate Manager

The Estate Manager - **Responsible Person (Confined Spaces)** shall also take on the role of Authorised Person. Role and Duties detailed in (Appendix 3)

The Estates Manager is also responsible for:

- a. Ensuring that operational procedures and Permit to Work system for the safe management of confined spaces within the Scottish Ambulance Service are developed, implemented, and complied with.
- b. Arranging the training of all staff requiring an understanding of work in Confined Spaces procedures.
- c. Tendering for third party confined spaces contractors and reviewing performance.
- d. Reporting any accidents, incidents and near misses relating to confined spaces, in accordance with the Scottish Ambulance Service's Incident Reporting procedures.
- e. Assessing, with colleagues, whether confined space entries are necessary, or whether they could be avoided.
- f. Assessing, with colleagues, whether services in confined spaces could be re-engineered so as to eliminate or reduce the necessity to access confined spaces.
- g. Ensuring third party confined space contractors understand their responsibilities as outlined in this policy.
- h. Overseeing entries into confined spaces, ensuring that a suitable and sufficient risk assessment and safe system of work is in place prior to entry.
- i. Keeping suitable records of all confined spaces entries, including confined spaces checklists, risk assessments, safe systems of work and Permits to Work, held within the Confined Spaces Document Register.

3.5 **Estate Staff** are responsible for:

Ensuring that contractors, are aware that entries into confined spaces are managed under these procedures and are permitted only under the control of the Responsible Person / Authorised Person (Confined Spaces).

- a. Ensuring that any contractor needing access into a confined space provides the Responsible Person, at least 10 working days (excepting emergencies) prior to the proposed entry, with a risk assessment and safe system of work for the confined space entry and the work to be carried out within the confined space.

3.6 **Contractors** needing to access confined spaces shall be suitably trained and shall take on the roles of:

- Competent Person (Confined Spaces); (Appendix 4)
- Person in Charge (Confined Spaces); (Appendix 5)
- Safety Attendant (Confined Spaces); (Appendix 6)
- Work Team (Confined Spaces). (Appendix 7)

They are also responsible for:

- Ensuring that their staff are aware that entries into confined spaces are managed under these procedures, and are permitted only under the control of the Responsible Person (Confined Spaces).
- Providing the person instructing the work, prior to the work, with a suitable

and sufficient risk assessment and safe system of work for the work to be carried out within the confined space.

- Ensuring that their staff comply throughout with the confined spaces safe systems of work, the confined spaces Permit to Work, and any instructions from the Responsible Person / Authorised Person (Confined Spaces) managing the confined spaces entry.
- Reporting any incidents, accidents or near misses to the Responsible Person / Authorised Person (Confined Spaces).

4. Definitions

4.1 A “**Risk assessment**” is a careful examination of what could cause harm to people at work, in order to decide on precautions to prevent that harm occurring.

4.2 A “**Safe System of Work**” is the systematic examination of a task taking into consideration the hazards identified by the risk assessment. It will include a detailed analysis of the materials, equipment and processes to be used, the environment and the people involved and affected.

4.3 A “**Permit to Work**” ensures a formal check is undertaken to ensure all the elements of a safe system of work are in place before people are allowed to enter or work in the confined space. It is also a means of communication between site management, supervisors, and those carrying out the hazardous work.

The Permit to Work should provide a clear identification of who may authorise particular jobs (and any limits to their authority) and who is responsible for specifying the necessary precautions (e.g. isolation, air testing, emergency arrangements etc) and ensure that contractors engaged to carry out work are included.

4.4 A “**Certified First Aider**” is a person who has undergone a first aid at work training course and holds a current first aid at work certificate following attendance at a training course from a Health & Safety Executive (HSE) approved provider.

5. The Avoidance & Minimisation of Confined Spaces Entries

5.1 Avoidance of Confined Spaces Entries

5.1.1 In some instances it may be possible to achieve the desired result without entering a confined space. The Confined Spaces Regulations require that entry into a confined space is prevented unless it is not reasonably practical to achieve the desired result without such entry.

5.1.2 The Responsible Person (Confined Spaces) is therefore required, before they authorise any confined spaces entry, to satisfy themselves that each confined spaces entry is necessary and that the work could not be done without that entry.

5.2 Use of Specialist Contractors for Confined Spaces Entries

- 5.2.1 It may be possible to minimise risk by the use of specialist contractors (having particular experience and expertise in confined spaces entries), where the work to be carried out falls within the competence of the contractor. However all confined spaces entries by such a contractor must be managed by the Responsible Person (Confined Spaces), in accordance with this policy.

5.3 Risk Assessment and those Permitted to Enter a Confined Space

- 5.3.1 All confined spaces entries shall be preceded by a written risk assessment specific to the entry proposed.
- 5.3.2 Any proposed entry into underground services ducts, plant rooms or roof spaces shall be checked against the asbestos register for that location, and the access restrictions detailed in that register complied with. It shall also be checked against the Confined Spaces Register.
- 5.3.3 The hazards relating to confined spaces arise through the combination of the confined nature of the place of work and the possible presence of substances or conditions which, taken together, could increase the risk to the safety or health of people. A hazard can be introduced to a substantially enclosed space that would otherwise be safe.

The most likely hazards specifically related to confined spaces include (but are not limited to):

- a) Flammable substances
 - b) Toxic gases, fumes or vapour present as a result of the type of confined space being considered or the work to be undertaken
 - c) Oxygen deficiency
 - e) Ingress or presence of liquids
 - f) Presence of excessive heat
 - g) Solid materials that can flow
- 5.3.4 Check-lists, risk assessments and safe systems of work shall be prepared by:
- For work undertaken by Contractors – Contractor's Manager or Supervisor.

5.4 Safe System of Work for Confined Spaces Entry

- 5.4.1 Following the risk assessment, a safe system of work shall be developed, documented and checked. Issues to be considered within a safe system of work include: (But not limited to)
- Supervision
 - Competence for confined space working
 - Communication
 - Testing/Monitoring the atmosphere

- Gas purging
- Ventilation
- Removal of residues
- Isolation from gases, liquids, and other flowing materials
- Isolation from mechanical and electrical equipment
- Selection and use of suitable equipment
- Personal protective equipment and respiratory protective equipment
- Portable gas cylinders and internal combustion engines
- Gas supplied by pipes and hoses
- Access and egress
- Fire prevention
- Lighting
- Static electricity
- Emergencies and rescue
- Limiting the working time
- Fitness and health of participants in entry
- Environmental conditions (i.e. hot and/or humid environment)

5.5 Emergency Arrangements

5.5.1 Arrangements will depend on the nature of the confined space, the risks identified, and the likely nature of an emergency rescue. Account needs to be taken not only of accidents arising from a specified risk, but also any other accident in which a person needs to be recovered from a confined space.

Emergency Arrangements will be detailed in the Safe Systems of work and the entry Permit to Work

5.5.2 Suitable emergency arrangements will need to consider:

Issue	Control Measures
Rescue & resuscitation equipment	The risk assessment and safe system of work will identify what rescue equipment is necessary. This may include harnesses, lifelines, lifting equipment and escape sets, etc. It is essential that such equipment is set up ready prior to any entry.
Raising the alarm and rescue	The participants in the confined spaces entry will have a suitable means of communication, as set out in the risk assessment and safe system of work (whether visual, verbal, radio's, rope, etc), and the Safety Person will at all times have a charged and functional mobile phone to enable the emergency services to be contacted.
Safeguarding the rescuers	The confined spaces training regime will cover this issue, and the necessity of considering the risks before joining those in difficulty.
Fire safety	Any necessary advice on fire safety precautions may be obtained from the Fire Safety Advisor.

Control of plant	There may be a need to shut down adjacent or nearby plant before attempting an emergency rescue. The shutting down of plant and equipment should be considered when preparing the safe system of work.
First aid	The safe system of work should address how first aid can be delivered to someone within a confined space. The Safety Person must be a certified first aider.

5.6 Confined Spaces Permit to Work System

5.6.1 Every confined spaces Permit to Work will specify the names of the confined spaces entry team and their specific roles, particularly that of Safety Person.

5.6.2 Confined spaces permits to work shall only be authorised by the Responsible Person (Confined Spaces) **at the time and point of entry**, and only after having checked that all the safety requirements of the safe system of work and Permit to Work have been met. Before signing the Permit to Work the Responsible Person (Confined Spaces) must also check that the entry team members:

- a) Are fit and well;
- b) Are not liable to suffer from claustrophobia, fainting, intolerance to heat, hypoglycaemia, etc;
- c) Are of a size and shape compatible with the entry;
- d) Have received sufficient intake of fluids and food, particularly if diabetic.

5.6.3 The Responsible Person (Confined Spaces) is not expected to stay in the vicinity of the entry for the whole duration of the entry, but should check with the Safety Person that those undertaking the entry are safe and continue to comply with the confined spaces safe systems of work and the confined spaces Permit to Work.

5.6.4 The Safety Person leading the confined spaces entry team will continuously supervise the entry, and will remain for the duration of the entry at the confined spaces entry point.

5.6.5 On completion of the confined spaces entry the Authorised Person shall sign off the confined spaces Permit to Work. All relevant paperwork (checklist, risk assessment, Permits to Work, etc) shall be retained by the Responsible Person (Confined Spaces) for 5 years.

5.7 Accidents, Incidents and Near Misses

5.7.1 All accidents, incidents and near misses shall be reported, by the Responsible Person (Confined Spaces) managing the entry, in accordance with the Scottish Ambulance Service's Incident Reporting procedure.

5.7.2 The Health & Safety Department / Responsible Person will notify the Health & Safety Executive (HSE) of any accidents or incidents that are reportable under the Reporting of Injuries, Diseases and Dangerous

Occurrences Regulations (RIDDOR) relating to Scottish Ambulance Service staff, or members of the public.

- 5.7.3 Contractors are legally required to notify HSE of any accidents or incidents that are reportable under RIDDOR relating to their employees or subcontractors. They must also inform the Authorised Person of any accidents, incidents or near misses.

6 Training

- 6..1 The Responsible Person (Confined Spaces) (Authorised Person) will undergo specialist training from an accredited training provider, to allow them to adequately discharge the duties of Responsible Person (Confined Spaces) (Authorised Person). Training requirements (Appendix 8)
- 6..2 Scottish Ambulance Service staff that may reasonably be expected to access:
confined spaces in the course of their duties must undergo suitable confined spaces training. Training requirements (Appendix 8)

7. Confined Space Document Centre

All Permit to Works, Method Statements, Risk assessments, Safe Systems of work, Equipment Register, Confined Spaces Register, Guidance, and Staff Appointments will be retained along with all other associated documents within the Document Control Centre (Index of Documentation (Appendix 9)

8. Confined Spaces CDM Regulations

When carrying out New Works or Refurbishment on Scottish ambulance Properties measures should be taken to remove the need for people to have to enter a confined space to work. Engineers, architects, contractors and others involved in the design, construction or modifying buildings, should aim to eliminate or minimise the need to enter a confined space.

9. Associated Documentation

Permit to Work Policy

- Management of Contractors
- Health and Safety Policy
- Electrical Safety Policy
- Slips, Trips & Falls Policy for Employees
- Incident Reporting
- Fire Safety Policy
- First Aid Arrangements
- Lone Working Policy
- Asbestos Policy (Management of)

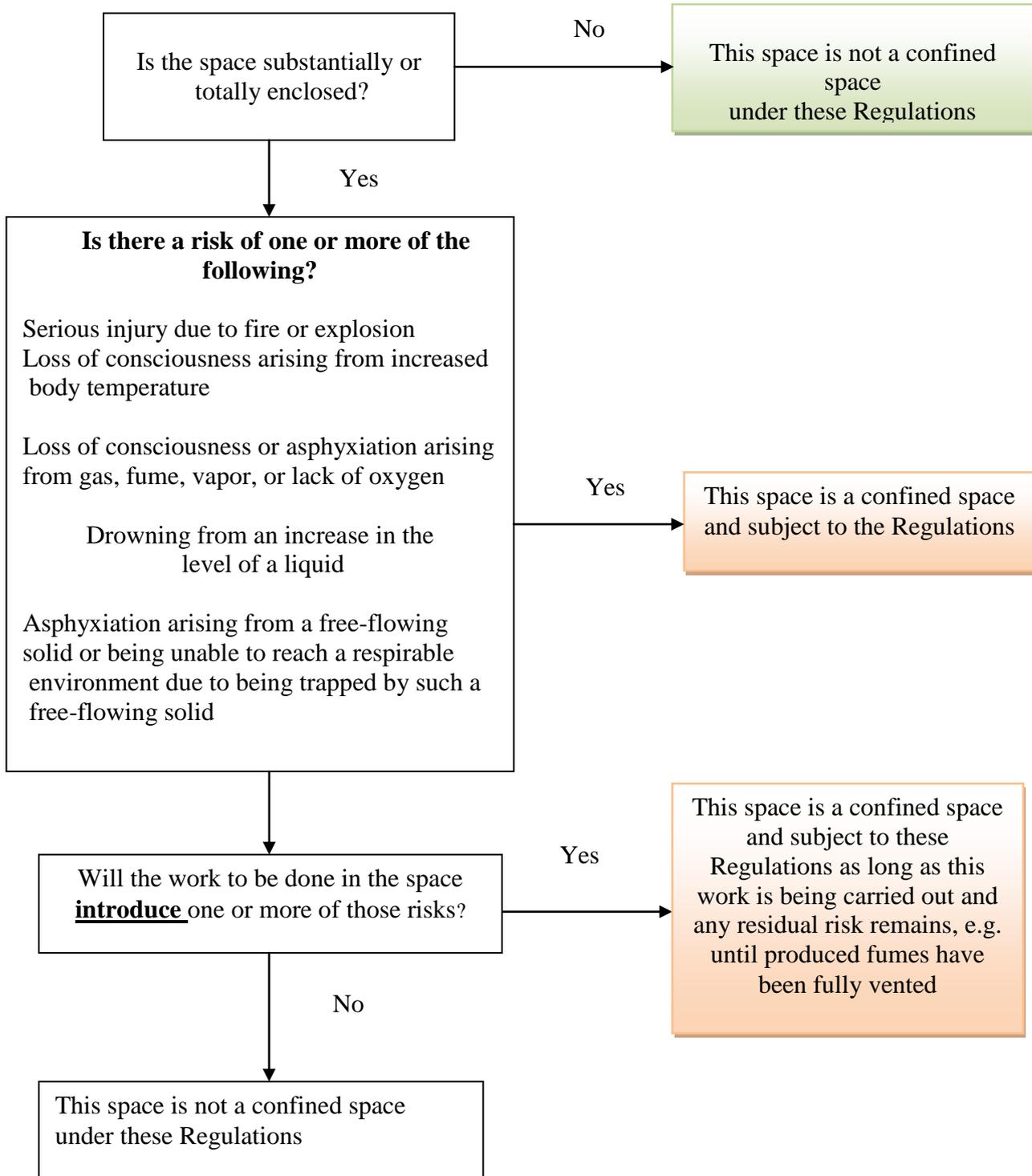
10. Monitor and Review

The Policy / procedure should be reviewed regularly and particularly when there is reason to suspect that there is a change in circumstances, staff, legislation, procedures or it is no longer valid. Changes should be made as a result of the review.

11. References

Confined Spaces Regulations 1997 L101 (Third edition, published 2014)
Health & Safety at Work Act 1974
SHTM 08-07 Confined Spaces Policies Procedures and Guidance
Safe Work in Confined Spaces - INDG258

Appendix 1: ACOP 101 Confined Spaces Decision Flow Chart



Appendix 2:

Authorising Engineer or Designated Person (Confined Spaces)

1. The appointment of an in-house appointee is made in writing by the Chief Executive Officer or delegated person.
 - 1.1 The Authorising Engineer or Designated Person (Confined Spaces) should be a suitably trained, qualified person with relevant experience in Confined Spaces and Safe Systems of Work.
 - 1.2 Prior to formal appointment, the proposed Authorising Engineer or Designated Person (Confined Spaces) is required to have achieved the necessary standard of competence as determined at the initial appointment interview.
 - 1.3 The role of the Authorising Engineer or Designated Person (Confined Spaces) is to implement, administer, monitor and audit the adoption of these Procedures.
 - 1.4 Duties of the Authorising Engineer or Designated Person (Confined Spaces) include:
 - identifying the numbers of Authorised Persons (Confined Spaces) necessary for the facilities or geographical area(s) to allow the effective adoption and implementation of these Procedures;
 - ensuring that a centrally maintained file is kept of all Authorised Persons (Confined Spaces) within their area of responsibility. This should include detail of locations and areas of the Authorised Persons (Confined Spaces) responsibility, appointment dates, qualifications, training certificates, refresher training, experience and general correspondence;
 - ensuring that Authorised Persons (Confined Spaces) are suitably trained prior to appointment or re-appointment;
 - interviewing Authorised Persons (Confined Spaces) and, where successful, making recommendations for appointment;
 - interviewing Competent Persons (Confined Spaces) and, where successful, making recommendations for appointment;
 - providing general advice to Authorised Persons (Confined Spaces) in the execution of their work.
 - conducting audits in line with this Policy / Procedures to ensure compliance;
 - ensuring that any accident, deficiency or Dangerous Occurrence connected with Confined Space working is immediately notified to the responsible line manager or delegated person;
 - further investigation of any accident or Dangerous Occurrences in relation to

Confined Spaces;

- ensuring that all Authorised Persons (Confined Spaces) have access to a copy of these Procedures;
- reviewing the operational experience of the appointed Authorised Person (Confined Spaces) to ensure competency is maintained and, where necessary, withdraw the certificate of appointment.

Appendix 3: Criteria Role and Duties of the Authorised Person

Authorised Person (Confined Spaces) – criteria

1. The appointment of the Authorised Person (Confined Spaces) is made in writing by the Authorising Engineer or Designated Person (Confined Spaces). (Reviewed 3 yearly)
- 1.1 The Authorised Person (Confined Spaces) should be suitably trained and qualified, and have relevant previous experience in Confined Spaces and/or Safe Systems of Work.
- 1.2 When suitably trained and prior to final appointment the Authorised Person (Confined Spaces) is required to demonstrate the following to the satisfaction of the Authorising Engineer or Designated Person (Confined Spaces):
 - knowledge and site familiarity of the Confined Spaces incorporated within their area of responsibility;
 - the location and use of all appropriate safety equipment and safety signs and arrangements for obtaining access to them;
 - a full and thorough understanding of these Procedures and any local variations within their area of responsibility;
 - a general understanding of all relevant current legislation – in particular the Confined Spaces Regulations.

Authorised Person (Confined Spaces) – role

- 1.3 The role of the Authorised Person (Confined Spaces) is to oversee and authorise all Confined Space work activity that takes place, in accordance with these Procedures.

Authorised Person (Confined Spaces) – duties

- 1.4 The Authorised Person (Confined Spaces) has sole responsibility for the practical application and operation of these Procedures and must:
 - ensure, as far as is reasonably practical, that all persons on site comply with these Procedures;
 - review all prospective Confined Space working and determine the appropriate level of control;
 - ensure that all Confined Spaces are maintained in a safe condition at all times, reporting any potentially dangerous situations or occurrences to the responsible line manager and Health & Safety Advisor/coordinator;
 - identify any difficulties in applying these procedures, any local procedures or any other actions necessary to ensure a Safe System of Work, including discussing with the Authorising Engineer or Designated Person (Confined Spaces);
 - ensure that all records, schedules and schematic drawings relating to Confined Spaces within their area of responsibility (including alterations and modifications) are maintained and up to date;

- ensure that all Confined Spaces operatives under the control of the Person in Charge (Confined Spaces) are adequately trained and medically fit to carry out the work required. Evidence of fitness and training of all Confined Spaces operatives must be provided if requested by the Authorised Person (Confined Spaces);
- ensure that all Confined Spaces safety controls, isolation points and vessels are clearly identified on the drawings and physically labeled/tagged;
- ensure that safety equipment has been registered and inspected and maintained in good condition to ensure that it is fit for purpose;
- ensure that Confined Spaces are adequately and clearly signed and that all entry points are secured according to the assessed risk;
- ensure that a risk assessment and safe system of work are prepared for each Confined Space operation;
- review the risk assessment and safety programme for each Confined Spaces operation, prepared by others;
- satisfy themselves that prospective Confined Space entrants are competent to carry out the work as described to them;
- issue Permits-to-Work for Confined Spaces;
- withdraw Permits-to-Work if an unexpected hazard becomes apparent;
- cancel Permit-to-Work on completion of work;
- inform the Authorising Engineer or Designated Person (Confined Spaces) and controlling manager of any accident or Dangerous Occurrence that occurs relating to Confined Space working;
- inform the Authorising Engineer or Designated Person (Confined Spaces) and controlling manager of any difficulties or unusual circumstances encountered or discovered during the execution of a Confined Spaces task;
- ensure that any external contractors appointed to work in Confined Spaces are competent to do so;
- ensure that procedures are in place for emergency evacuation.

Appendix 4: Competent Person (Confined Spaces)

1. The Competent Person (Confined Spaces) is appointed by the Authorising Engineer or Designated Person after being assessed by the Authorised Person (Confined Spaces).
- 1.2 Competent Persons (Confined Spaces) are deemed suitable for specific appointments for any of the following roles on a task-by-task basis as identified on the appropriate Safety Documentation issued by the Authorised Person (Confined Spaces):
 - Person in Charge (Confined Spaces);
 - Safety Attendant (Confined Spaces);
 - Work Team (Confined Spaces).
- 1.3 The training requirements for Competent Persons (Confined Spaces) are identified in (Appendix 8). Responsibilities and duties will be as set out under the appropriate descriptions.

Assessment of competency

- 1.4 Confined Spaces Operatives will have their assessment of competency drawn up from a combination of the following:
 - being presented with evidence of suitable training;
 - demonstration of capability and familiarity with equipment to be used (e.g. the ability to carry out functional tests on any atmosphere monitoring equipment likely to be used);
 - giving satisfactory responses to questions on the general nature of confined space hazards;
 - having a professional approach and demeanour;
 - if a contractor, provision of a statement of competency and evidence of suitable training (this could be in a letter format).

Note: Where the Authorised Person (Confined Spaces) is not satisfied that the Confined Spaces Operatives are suitably competent, they are not to proceed further with the issue of a Permit-to-Work (Confined Spaces).

Appendix 5: Persons in Charge (Confined Spaces) criteria

1. The appointment of the Person in Charge (Confined Spaces) is made on the Safety Documentation following satisfactory assessment by the Authorised Person (Confined Spaces).
 - 1.1 The Person in Charge (Confined Spaces) is to be suitably qualified, trained and to have relevant experience.
 - 1.2 Prior to assessment by the Authorised Person (Confined Spaces), the proposed Person in Charge (Confined Spaces) is required to have achieved the necessary standard of training to be agreed by the AP (CS) of which the requirements will be dependent on the work to be undertaken.
 - 1.3 If suitably trained the Person in Charge (Confined Spaces) is required to demonstrate the following to the satisfaction of the Authorised Person (Confined Spaces):
 - necessary technical knowledge of the task;
 - possession of adequate knowledge of these Procedures;
 - relevant experience;
 - skills appropriate to working safely and without risk in Confined Spaces;
 - ability to carry out suitable and sufficient risk assessments relating to the activities to be carried out.

Persons in Charge (Confined Spaces) – role

- 1.4 The role of the Person in Charge is to control directly the entry into a confined space.
- 1.5 The appointment of the Person in Charge (Confined Spaces) is made on a task-by-task basis with the issue of appropriate safety documentation. On signing the document the Person in Charge takes responsibility for ensuring that all work is carried out within the limits of the Safe System of Work.
- 1.6 At the same entry an Authorised Person (Confined Spaces) may not act in the capacity of a Person in Charge (Confined Spaces). The Person in Charge could be either an NHS employee or an external contractor.

Persons in Charge (Confined Spaces) – duties

- 1.7 The duties of the Persons in Charge (Confined Spaces) include the following:
 - undertaking suitable and sufficient risk assessment to the satisfaction of the Authorised Person (Confined Spaces) to ensure that all safety measures necessary to avoid danger are taken to avoid danger and prevent injury;
 - ensuring that adequate first aid and emergency arrangements including rescue (not relying on emergency services) are in place before commencing the works;
 - ensuring that all necessary safety equipment is available, safe and suitable for use prior to entry into the confined space. Evidence of testing and

calibration must be provided if requested by the Authorised Person (Confined Spaces).

- being fully conversant and able to ensure compliance with the conditions set out in the Permit-to-Work (Confined Spaces) and agreed safety system of work;
- ensuring that the Work Team are aware of the method of work set out in the agreed safe system of work, the means of communication, the emergency arrangements and the requirements of these Procedures, and that this is recorded on the Permit-to-Work (Confined Spaces);
- carrying out reading 'pre-entry' gas test, completing the appropriate section on the Permit-to-Work (Confined Spaces) where appropriate;
- ensuring that the only work carried out is that for which the Permit-to-Work (Confined Spaces) is valid;
- stopping work and withdrawing all personnel, tools, plant and equipment from the confined space if, for any reason, the conditions of the safe system of work or Permit-to-Work (Confined Spaces) cannot be met;
- reporting to the Authorised Person (Confined Spaces) any accident, dangerous occurrence, defects found or other exceptional incidents occurring during occupation of the Confined Space;
- always being present at the confined space work site when any work within the space is being carried out.

Appendix 6: Safety Attendant (Confined Spaces) Criteria

1. The Safety Attendant (Confined Spaces) should be suitably qualified, trained and have relevant experience. If suitably trained the Safety Attendant (Confined Spaces) is required to demonstrate the following to the satisfaction of the Authorised Person (Confined Spaces):
 - not to engage in work activity;
 - having sufficient knowledge of the Confined Space layout in case of an emergency;
 - understanding the hazards and associated risks of the work in confined spaces;
 - being trained to an appropriate First Aid provision as determined by Risk Assessment, including burns, scalds and resuscitation including the use of resuscitation kits;
 - being trained in fire safety, the use of extinguishers and emergency evacuation procedures.

Safety Attendant (Confined Spaces) – role

- 1.2 The appointment of the Safety Attendant (Confined Spaces) is made on a task-by-task basis with the issue of appropriate safety documentation.
- 1.3 The Safety Attendant (Confined Spaces) is to assist the Person in Charge (Confined Spaces) in executing the Confined Space task safely. The Safety Attendant is to remain on watch outside the confined space in a safe position close to the entry point while there is anyone inside the confined space. The person should continuously monitor the progress of those within and act as a communications link.
- 1.4 The Safety Attendant (Confined Spaces) must know who is authorised for entry into the confined space and the maximum permitted time allowed inside. A record should be kept of persons inside at any one time.
- 1.5 The Safety Attendant (Confined Spaces) must not be permitted to undertake tasks that may distract from the primary role and must remain alert to any change in conditions inside or external to the confined space that may affect the safety of the entrants and must notify the Person in Charge (Confined Spaces) immediately.

Appendix 7: Work Team (Confined Spaces) Criteria

1.1 The Work Team (Confined Spaces) are named by the Authorised Person (Confined Spaces) on the Safety Documentation after being assessed and are required to demonstrate the following to the satisfaction of the Authorised Person (Confined Spaces):

- competency in carrying out the role and duties for which they have been designated;
- familiarity with the type of work that they will be required to carry out;
- possession of the necessary knowledge, skill and experience relevant to the individual's role and duties for the work to be done;
- having successfully undertaken training which is acceptable to the Authorised Person (Confined Spaces) and suitable for the work to be done;
- possession of adequate knowledge of these Procedures.

Work Team (Confined Spaces) – role

1.2 The role of the Work Team (Confined Spaces) is to carry out the work in the Confined Space as per the agreed safe system.

1.3 Where more than one member of a Work Team (Confined Spaces) enters a confined space, one person is to be nominated to lead the entry team and be in direct control of their activities in the confined space. This function is separate from the Person in Charge (Confined Spaces) and the Safety Attendant (Confined Spaces) and is to be known as the **Team Leader (Confined Spaces)**.

1.4 The Team Leader (Confined Spaces) is to ensure that effective communications are established and maintained with the Safety Attendant (Confined Spaces) and take the relevant actions in the event of any emergency in accordance with the agreed safe system of work.

Work Team (Confined Spaces) – duties

1.5 The duties of the Work Team (Confined Spaces) are to:

- work in accordance with these Procedures or any local variations;
- take reasonable care of the health and safety of themselves and of any other person who may be affected by their actions or omissions;
- only use equipment on which they have been trained and in the manner in which they have been trained;
- report to the Person in Charge (Confined Spaces) any defects found in the tools, plant and equipment to be used in the works.

Appendix 8: Training Requirements

Employers are required to provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work or employees. Specific training for work in confined spaces will depend on an individual's previous experience and the type of work they will be doing. It is likely that this training will

need to cover:

- an awareness of the Confined Spaces Regulations and in particular the need to avoid entry to a confined space unless it is not reasonably practicable to do so, in accordance with regulation 4(1);
 - an understanding of the work to be undertaken, the hazards and the necessary precautions;
 - an understanding of Safe Systems of Work with particular reference to 'permits-to-work' where appropriate;
 - how emergencies arise, the need to follow prepared emergency arrangements and the dangers of not doing so.
1. Authorised Persons/Authorised Engineers are responsible for undertaking a suitable training needs analysis to identify the competence requirements for each level of confined space work. A significant aspect of this duty is to ensure that the level of training provided is suitable and that the persons delivering the training are competent to do so.
- Although not extensive, the following descriptors provide guidance as to the type of training courses the Appointed Person/ Authorised Engineer should consider.

Confined Spaces (Management) Training

- 1.1 Managers who have appointed or require additional training shall be able to manage the confined space entry or task, or required to perform the role of Appointed Persons / Authorising Engineer.

Course content should include:

- an understanding of Confined Space legislation;
- recognition a confined space and classification;
- an understanding of the hazards associated with confined spaces;
- awareness of Health & Hygiene aspects of the confined space environment;
- an understanding of the personalities and their duties regarding confined spaces procedures;
- risk Assessment;
- permits to Work;
- safe Systems of Work;
- emergency procedures.

Confined Space (Supervisor) Training

- 1.2 Supervisors who have been appointed or require additional training shall be able to manage the confined space entry, task or required to perform the role of site supervisor.

Course content should include:

- an understanding of Confined Space legislation;
- undertaking risk assessments of Confined Spaces Working;
- working with Permits to Work;
- developing safe systems of work and safe methods of work at Confined Spaces;
- selecting, installing and maintaining control measures including hygiene procedures;
- understanding the mechanism of atmosphere testing and monitoring;
- developing, installing and maintaining emergency plans and procedures;
- maintaining records and documents for Confined Spaces working.

Confined Space (Entry) Training

- 1.3 The course content will be determined by the risk associated with the confined space. For example, the training requirements for entering a space which requires the use of breathing apparatus will be more stringent than low/medium risk spaces. An example of the course content for medium risk is as follows:

Course content should include:

- preparing to enter and work safely in medium risk confined spaces;
- safe entry and exit to/from confined spaces;
- preparing and using escape breathing apparatus in accordance with manufacturers' specifications where required;
- safe use of equipment and tools in accordance with manufacturers' specifications;
- following safety procedures and working safely;
- dealing with emergencies;
- use appropriate behaviour for working in medium risk confined spaces;
- use general knowledge for working in medium risk confined spaces;
- apply industry specific knowledge for working in medium risk confined spaces.

Confined Space (Awareness) Training

- 1.4 For personnel who are responsible for safe working practices and required to identify possible confined spaces.

Course content should include:

- introduction to Confined Space legislation;
- ability to recognise and identify a confined space;
- understanding of the hazards and risks associated with confined spaces;
- awareness of Health & Hygiene aspects of the confined space environment.

Emergency Rescue and Recovery of Casualties from a Confined Space

- 1.5 For personnel who may form part of a team of rescue workers who may need to enter and assist persons to exit the confined space in the event of an emergency. Rescue team members should also be trained in First Aid at Work.

Course content should include:

- preparing to work safely in confined spaces under emergency conditions;
- entry and exit confined spaces safely;
- preparing and using breathing apparatus in accordance with manufacturers' specifications;
- use of rescue equipment safely and in accordance with manufacturers' instructions;
- following procedures and work safely;
- dealing with emergencies.

First Aid at Work

- 1.6 For personnel who form part of the emergency response team members.

Course content should include:

- knowledge of the action to take in an emergency situation;
- knowing and demonstrating basic life saving techniques;
- diagnosing and dealing with injury and illness in the workplace.

Emergency First Aid at Work

- 1.7 To provide emergency first aid cover for employees work in isolated environments.

Course content should include:

- knowing the action to take in an emergency situation;
- knowing and demonstrating basic life saving techniques;
- diagnose and deal with injury and illness in the workplace.

Appendix 9: Document Centre Contents

Title	Content
1	Confined Space Register
2	Confined Spaces Risk Assessment Form
3	Confined Spaces Safe System of Work
4	Confined Spaces Permit-to-Work
5	Completed Audit Sheet