



SAFETY RULE BOOK

FOR PERSONS IN CHARGE OF WORK IN

CONFINED SPACES

IN CONJUNCTION WITH JSP 375 VOLUME 3 CHAPTER 6



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CONFINED SPACES

A summary of the duties and responsibilities of Persons in Charge of work in confined spaces, as taken from the MoD Health & Safety Handbook JSP375 Volume 3

Full details of JSP 375 Volume 3 Chapter 6 - Safe Working in Confined Spaces can be found on the Defence Intranet or on the World Wide Web.

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1.0 INTRODUCTION

1.1 GENERAL

1.1.1 This Safety Rule Book is designed for Persons in Charge of teams who work in Confined Spaces. It provides instruction 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) by the Person In Charge and their interaction with the Authorised Person (Confined Spaces).

1.1.2 Work in confined spaces is governed by legislation, most particularly the Confined Spaces Regulations 1997. 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 a safe system of work to be adopted wherever and whenever entry into a confined space is required
- c. require adequate arrangements to be made for the rescue of any person in the event of an emergency.

Relevant extracts from the Confined Spaces Regulations Approved Code of Practice are included within this Safety Rule Book in *italic type*.

1.1.3 This Safety Rule Book gives a synopsis of the particular safety rules governing work in confined spaces as given in the MoD's Health & Safety Manual JSP 375 Volume 3 Chapter 6. Although the wording is not a direct copy of Chapter 6, for ease of reference, the paragraph numbering, is also kept the same. **Therefore, where this Safety Rule Book shows breaks in the sequence of paragraph numbers, reference can be made to Chapter 6.**

1.3 **POLICY**

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: the Person in Charge of the Work Team
- c. The Authorised Person (Confined Spaces): a member of the Maintenance Management Organisation, who gives authority to the Person in Charge to enter a confined space with their Work Team. Only one Authorised Person (Confined Spaces) may be on duty at an establishment / within a geographical area(s) at any one time.

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.

2.0 **ROLES & DUTIES**

2.3 **AUTHORISED PERSON (CONFINED SPACES)**

2.3.1 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 Safety Rules and Procedures.

2.3.2 Duties of the Authorised Person (Confined Spaces) include:

- a. Ensuring, so far as is reasonably practicable, that all persons on site, comply with these Safety Rules & Procedures
- b. Reviewing all prospective Confined Space working and determining the appropriate level of control

- c. Ensuring that any equipment that is required for confined space work is maintained and kept in calibration and records kept
- d. Ensuring that a Risk Assessment for each Confined Space operation is prepared
- e. Ensuring that a Safety Programme for each Confined Space operation is prepared
- f. Reviewing the Risk Assessment and Safety Programme for each Confined Spaces operation, prepared by others
- g. Satisfying themselves that prospective Confined Space entrants are competent to carry out the work given to them
- h. Witnessing and verifying the initial monitoring of the atmosphere (peak gas test) of a Confined Space and completing the appropriate section of the Permit to Work
- i. Issuing Permit(s) to Work for Confined Spaces
- j. Withdrawing Permits to Work if an unexpected hazard becomes apparent
- k. Cancelling Permits to Work on completion of task
- l. Informing the Authorising Engineer (Confined Spaces) of any accident or Dangerous Occurrence relating to Confined Space working that occurs
- m. Informing the Authorising Engineer (Confined Spaces) of any difficulties or unusual circumstances encountered during the execution of a confined spaces task.

2.4 PERSONS IN CHARGE (CONFINED SPACES)

Role

2.4.1 The role of the Person in Charge (Confined Spaces) is to directly control the entry into a confined space.

Duties of Persons in Charge for Confined Space working

2.4.2 Persons in Charge of Confined Spaces working 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 and provide the necessary evidence of this if requested by the Authorised Person (Confined Spaces).
- d. 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 requirements of these Safety Rules and Procedures, the method of work set out in the agreed Safety Programme, the means of communication and the emergency arrangements.
- f. Carry out a peak reading 'pre-entry' gas test .
- g. Ensure that the only work carried out is that for which the Permit to Work is valid.
- h. Stop work and withdraw all personnel, tools, plant and equipment from the confined space if for any reason the conditions of the Safety Programme or Permit to Work cannot be met.

- i. Report to the Authorised Person any accident, dangerous occurrence, defects found or other exceptional incidents occurring during occupation of the confined space.
- j. Always be present at the work site when any work is being carried out.

2.5 WORK TEAM

Duties of the Work Team

2.5.1 Members of the Work Team are to:

- a. Work in accordance with the Safety Rules and Procedures.
- 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 Person in Charge any defect(s) found in the tools, plant and equipment to be, or being, used in the works once it become apparent.
- e. Where more than one member of a Work Team 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 role of Person in Charge.**

3.0 GENERAL ARRANGEMENTS

3.2 DEFINING FEATURES OF A CONFINED SPACE

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.

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.*

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.

5.0 CONFINED SPACE ENTRY PROCEDURES

5.1 GENERAL

5.1.1 This Section describes the documents to be used and the Operational Procedures to be adopted when controlling entry into a Confined Space.

5.2 RISK ASSESSMENT

5.2.1 Prior to any entry into a Confined Space, an assessment of the risk(s) is to be undertaken by a Competent Person having at least an equivalent confined spaces working knowledge and training to that of an Authorised Person (Confined Spaces). 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. It is essential that the Person in Charge fully understands these risks and also makes the Working Team aware of them.

5.3 DETERMINING THE LEVEL OF CONTROL

5.3.1 The Level of Control to be exercised by an Authorised Person (Confined Spaces) over entry into either a Confined Space or an area where an automated risk exists that is not under the control of another Authorised Person will be determined by the findings of the Risk Assessment.

5.4 SAFETY PROGRAMME

5.4.1 A Safety Programme is to be prepared for each Confined Space entry.

5.4.2 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 without incident.

5.4.4 Where the Authorised Person (Confined Spaces) draws up the Safety Programme the Person in Charge is to check it and sign that he agrees with it.

5.4.5 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 proposed duration or 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 Authorised Person (Confined Spaces) reviewing the Safety Programme

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

- a. the location at which each operation is to be performed
- b. the identity of each valve or component part to be operated
- c. the operation to be performed (e.g. testing of the atmosphere; fitting of locks, signs or securing of keys)
- d. the gaining of 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

5.5 PERMIT TO WORK

5.5.1 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.**

5.5.2 A Permit to Work is to be used for control of entry into all Confined Spaces in which a Specified Risk is assessed as being present, or created by the nature of the work carried out.

5.6 **PROCEDURE FOR ENTRY UNDER PERMIT TO WORK**

Preparatory Work

- 5.6.1 Prior to issuing a Permit to Work to the Person in Charge, the Authorised Person (Confined Spaces) will ensure that:
- a. a suitable and sufficient Risk Assessment is in place
 - b. permission for the intended task has been obtained from the Property Manager / Facilities Manager and any other person responsible for the day to day operation of the facility affected by the intended work
 - c. the proposed Work Team is suitably trained in Confined Space working and members are considered competent to carry out the allotted task.
 - d. The Work Team's employer has confirmed that they are medically and physically fit to undertake the task
 - e. other Authorised Persons and Responsible Persons etc. in other disciplines are advised of the works where applicable

Assessment of Competence

- 5.6.5 The Authorised Person (Confined Spaces) will assess the competence of the Work Team utilising a combination of the following:
- a. being presented with evidence of suitable training of the Work Team members by the Person in Charge.
 - 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

5.6.6 Where the Authorised Person (Confined Spaces) 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

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

5.6.8 Before signing Part 1 of the Permit to Work and issuing it to the Person in Charge, the Authorised Person (Confined Spaces) will confirm the following with the Person in Charge:

- a. the extent of the work to be carried out
- b. that 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 place 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 gas readings within the Confined Space are within permissible limits
- g. that the “Standard Caution to Entrants” as written on the Permit to Work is understood

The Authorised Person (Confined Spaces) will also deliver the “Standard Caution to Entrants”, as printed on the Permit to Work,

prior to signing and issuing the Permit to Work.

- 5.6.9 The Person in Charge will be issued with a copy of the Safety Programme, along with the original copy of 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.

Receipt of Permit to Work

- 5.6.12 Before accepting the Permit to Work the 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. ensure that the Work Team members are able and capable of undertaking the work
- e. demonstrate to the Authorised Person (Confined Spaces) that the pre-entry, peak gas readings within the Confined Space are within permissible limits and continuous monitoring will take place
- f. be prepared to undertake the work

- 5.6.13 The 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 and undertaking the defined work.**

- 5.6.15 While the work is in progress, the Person in Charge is not permitted to leave the point 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 point of work, the procedure for Closure of the Permit to Work is to be followed.

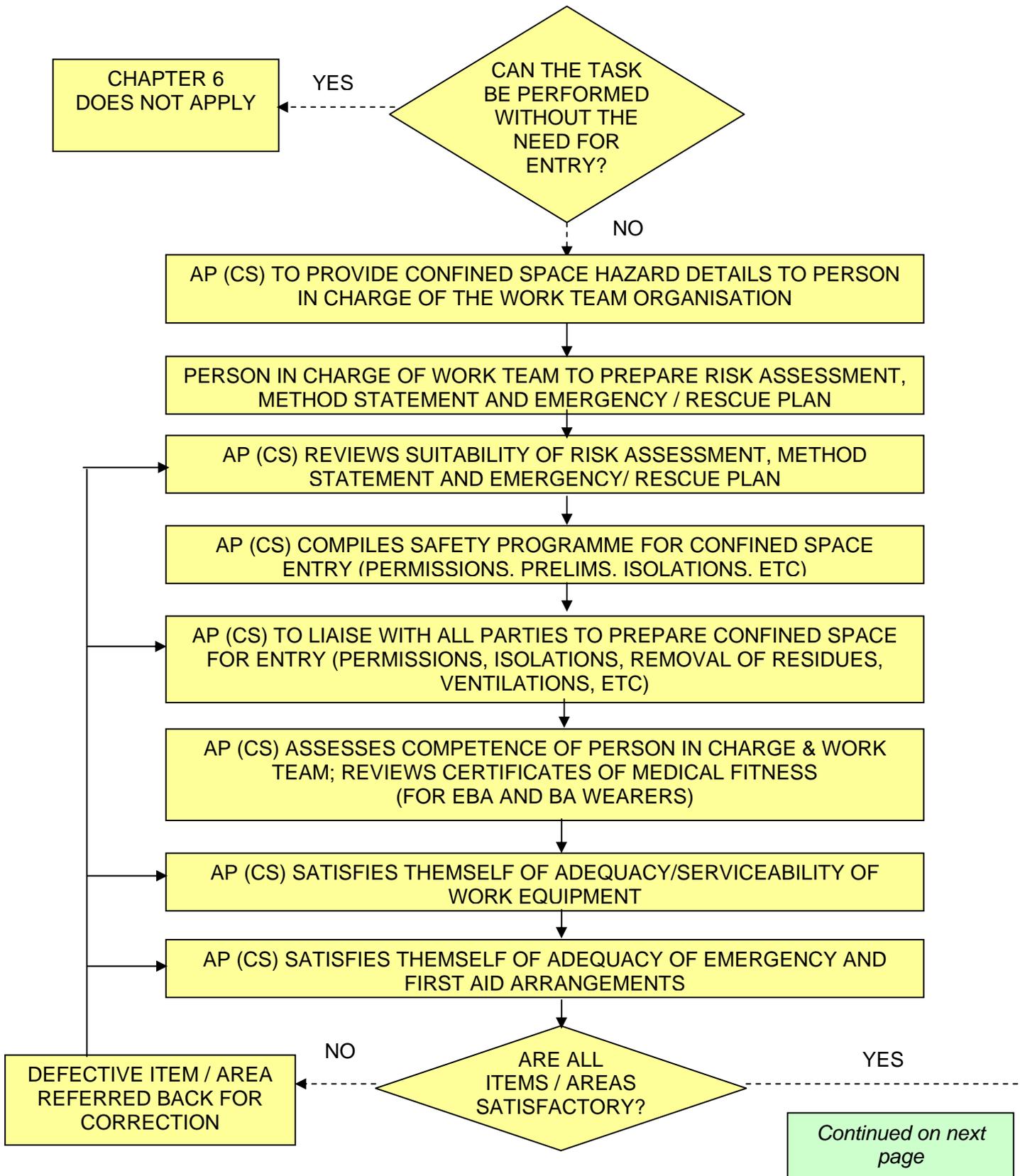
5.6.16 If there are any adverse changes to the conditions in the confined space or the time limit on the Permit to Work has expired, the work is to be stopped by the Person in Charge and the reasons reported to the Authorised Person. A note of any such instance is to be made in the Confined Spaces Operating Record.

Closure of Permit to Work

5.6.17 On completion of the work, the Person in Charge is to:

- a. withdraw all persons, equipment, tools and instruments from the point of work
- b. advise all persons under their control that they are no longer permitted to enter the confined space
- c. ensure together with the Authorised Person (Confined Spaces) 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 Authorised Person (Confined Spaces)'s (Duplicate) copy of the Permit recording that the work has been completed
- e. return the Original Permit to Work to the Authorised Person (Confined Spaces).

5.6.24 The Procedure for entry under a Permit to Work is summarised in Figure 5.2 – “Procedure for management of an entry into a Confined Space”.



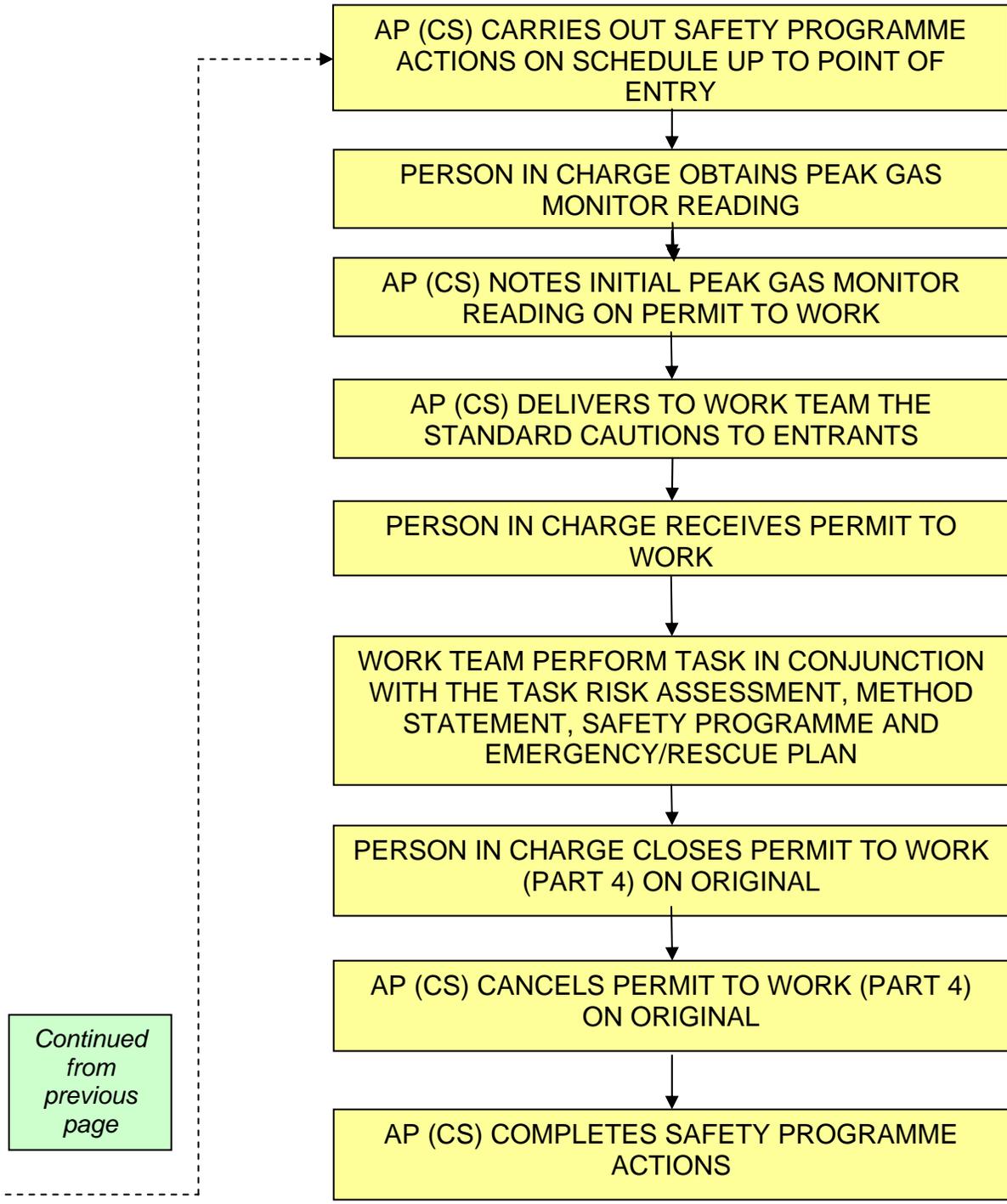


Figure 5.2. Procedure for management of an entry into a Confined Space.

Action on loss of documentation

- 5.6.25 If the Person in Charge loses either the original Permit to Work, or their copy of the Safety Programme, they are to notify the Authorised Person (Confined Spaces) as soon as possible after discovery of the loss. The Authorised Person (Confined Spaces) will then issue a new Permit to Work and / or copy of the agreed Safety Programme to the Person in Charge. Re-issue of a Permit to Work is to follow the same procedures as that for the initial issue.
- 5.6.26 If the circumstances so warrant, the Authorised Person (Confined Spaces) 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 Safety Programme is issued.
- 5.6.27 When the work has been stopped due to loss of documentation, the loss is to be recorded by the Authorised Person (Confined Spaces) in the Confined Spaces Operating Record. Parts 3 and 4 of the duplicate copy are to be defaced 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 Authorised Person (Confined Spaces) respectively, to acknowledge the loss.

Ordering cessation of work

- 5.6.28 The Authorised Person (Confined Spaces), or Person in Charge, may stop the work if for any reason he considers it necessary. Where the work is stopped by the Authorised Person (Confined Spaces) or Person in Charge, the Permit to Work is to be withdrawn and cancelled.
- 5.6.29 In circumstances where the Authorised Person (Confined Spaces), 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 place of work
 - 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 Authorised Person (Confined Spaces) and complete Part 3 of the duplicate copy of the Permit to Work recording that the work has been stopped and the point of work has been made safe
- e. return the original Permit to Work to the Authorised Person (Confined Spaces).

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

6.0 TRAINING

6.4 CONFINED SPACES WORK TEAM (including PERSON IN CHARGE)

6.4.3 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 |
|---|--|
| <p>Work in an area requiring control</p> | <p>1 Day Confined Space Entry without Escape Breathing Apparatus Course covering:</p> <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 |
| <p>Work in a confined space that warrants provision of Escape Breathing Apparatus</p> | <p>2 Day Confined Space Entry with Escape Breathing Apparatus Course (1 Day Refresher) covering:</p> <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 |

| | |
|---|--|
| <p>Work in a confined space that warrants provision of Self Contained Breathing Apparatus</p> | <p>3 Day Confined Space Entry with Escape & Self-Contained Breathing Apparatus Course (1 Day Refresher) covering:</p> <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 |
| <p>Emergency rescue and recovery of casualties from confined spaces</p> | <p>3 Day Confined Space Rescue & Recovery Course covering:</p> <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 |

Table 6.2 Person in Charge and Work Team Training Standards

7.0 HEALTH REQUIREMENTS

7.1 GENERAL

- 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.
- 7.1.2 For work in the close confines of a confined space, consideration must also be given to the physical build of such workers.

7.2 ADVISORY INFORMATION

- 7.2.2 As a guide, operatives who regularly work in Confined Spaces and / or wear 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.
- 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.
- 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 be issued with an information card.

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.

Annex A – Selected Definitions

Appointed Person (Emergency First-Aid) - As defined in the Health and Safety (First Aid) Regulations and the associated Approved Code of Practice.

Area of Appointment - the geographical area(s) or establishments listed on the letter of appointment issued by the Authorising Engineer (Confined Spaces) on behalf of the Maintenance Management Organisation.

Authorised Person (Confined Spaces) - A person who has been found suitable by the Authorising Engineer (Confined Spaces) and appointed by the Maintenance Management Organisation to be responsible for the implementation of these Safety Rules and Procedures. When reference is made to 'the Authorised Person (Confined Spaces)' this means the duty Authorised Person (Confined Spaces). When Reference is made to 'an Authorised Person (Confined Spaces)' this means any Authorised Person (Confined Spaces) who has been appointed but is not the duty Authorised Person (Confined Spaces).

Authorising Engineer (Confined Spaces) - An engineer who meets the criteria in these Safety Rules and Procedures and whose appointment has been approved by the Commanding Officer or Head of Establishment to be responsible for implementing and monitoring these Safety Rules and Procedures including the appointment of Authorised Persons (Confined Spaces).

Certificate of Competency - A certificate issued by the Senior Authorising Authority (Confined Spaces) to individuals deemed suitable to undertake the duties of an Authorising Engineer (Confined Spaces) following a formal assessment by the Senior Authorising Authority (Confined Spaces).

Co-ordinating Authorising Engineer - An Authorising Engineer who co-ordinates the actions of Authorising Engineers of all disciplines and acts as focal point for health and safety information and other guidance.

Competent Person - a person with sufficient technical knowledge and adequate training to prevent danger or, where appropriate, injury, during their work. For the examination of safety equipment they should be appointed in writing by their employer.

Confined Space - means any place, including any chamber, tank, vat, silo, pit, pipe, sewer, well, or other similar space, in which by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk.

Diving Operation - All operations involving diving as defined by Regulation 3 of the Diving at Work Regulations.

Enforcing Authority - The relevant body identified within RIDDOR (see above) is to be used

First Aider - A trained and Competent Person, as defined by the Health and Safety (First Aid) Regulations and the associated Approved Code of Practice.

Free Flowing Solid - Means any substance consisting of solid particles and which is of, or is capable of being, in a flowing or running consistency, and includes flour, grain, sugar, sand, or other similar material.

Line Manager - A person to whom an employee reports directly, within the place of work or company, and who is responsible for overseeing the work and duties of that employee.

Maintenance Management Organisation - The organisation responsible for planning, organising and managing the operation, maintenance and repair of equipment and may include the design and construction of new works.

Mine - Has the meaning assigned and as described by Section 180 of the Mines and Quarries Act.

Permit to Work - Written authority for a specific task, issued by the Authorised Person (Confined Spaces) for work in a confined space.

Person in Charge - A trained person who is nominated, in writing, by their employer as being competent to control work in a confined space and who accepts responsibility for safety at the site of the works after signing the relevant section of the Permit to Work.

Report on Examination - A written report signed by a Competent Person and issued to the user of an item or piece of equipment following its examination.

Specified Risk – One of the five risks identified as ‘Specified Risks’ within the Confined Spaces Regulations Approved Code of Practice.

Work Team - Includes all persons nominated on the Safety Programme with roles and duties relating to confined space working.