MOD JSP 375 VOLUME 3

CHAPTER 6

SAFE WORKING IN CONFINED SPACES

Amendments

Amendments	Page No	Date	Inserted by
Working Group and DE updates listed in Annex B	**-**	**June 2009**	**SAA (CS)**
Working Group and DE updates listed in Annex C	**-**	**December 2010**	**DSAA (CS)**
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Addition of new Annex A covering the use of Military Training Tunnels	**-**	**July 2014**	**SAA (CS)**

Sponsored by:

Defence Infrastructure Organisation, Professional and Technical Services in Partnership with Industry

Contents

Foreword

This Chapter of JSP 375 Vol 3 was prepared under the patronage of the Ministry of Defence (MOD) Director of Defence Safety and Environment Authority (DSEA) and is to be read in conjunction with JSP 375 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 the 2005 edition of JSP 375 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 Organsation
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 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 DS&C and the SAA Confined Spaces are to be informed. Contact details are given below.

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Acknowledgements

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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
DSEA - Defence Safety and Environment 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
RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrence Regulations
RPE – Respiratory Protective Equipment
SAA – Senior Authorising Authority
UK – United Kingdom

1. Introduction

1.1 General

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 - MOD Health and Safety Handbook.

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.

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.

1.1.4 These safety rules and procedures are produced to enable the Ministry of Defence to fulfil the requirement of Regulation 4(2) of the Confined Spaces Regulations Approved Code of Practice to operate under a system of work that is safe.

1.2 Aim and Purpose

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.

1.3 Policy

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.

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.

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.

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 Vol 3 Ch 2 – Common Requirements.

1.3.5 Further guidance on the roles and duties of these appointments is given in Section 2, below.

1.4 Limitations

1.4.1 These safety rules and procedures are only designed for use on MOD Establishments, both in the UK and overseas.

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 ships 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.

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 Vol 3 Ch 5 - Petroleum take precedence.

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).

2. Roles and Duties

2.1 General

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 1.3.3 above and in JSP 375 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.

2.2 Authorising Engineer (Confined Spaces)

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

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. determining the key storage arrangements for confined spaces access keys for each site

g. conducting audits of the Safe System of Work

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. advising the MMO that all personnel responsible for issuing or managing work tasks should have suitable confined spaces awareness training.

2.3 Authorised Person (Confined Spaces)

2.3.1 The role of the AP (CS) 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 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. 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

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 space 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 peak reading monitoring of the atmosphere (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 AE (CS) of any accident or dangerous occurrence relating to confined space working that occurs

m. informing the AE (CS) of any difficulties or unusual circumstances encountered or discovered during the execution of a confined spaces task.

2.4 Persons in Charge (Confined Spaces)

Role

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

Duties of Persons in Charge (Confined Spaces)

2.4.2 PiC 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. Evidence of the fitness and training of the Work Team must be provided to the AP (CS)

d. be fully conversant 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 these Safety Rule Book

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 AP (CS) any accident, dangerous occurrence, defects found or other exceptional incidents occurring during occupation of the confined space

j. always be present at the confined space work site when any work within the confined space is being carried out.

2.5 The Work Team

Duties of Work Team Members

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 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 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 PiC role.

3. General Arrangements

3.1 General

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.

3.1.2 This Section therefore examines the nature of confined spaces and provides a system for initial classification. This classification then becomes the starting point for deciding on the appropriate regime for management of confined space operations.

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.

3.2.4 The features of a confined space given in Section 3.2.3 above will assist in identifying locations on any one establishment that may fall within the terms of the definition.

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.

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, then an operating procedure should be developed and agreed by the AE and implemented by any person using the space.

3.3 Categorisation - Confined Spaces

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.

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. 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.

3.3.3 The Controls that cover entry into confined spaces are given in Section 5.6.

3.4 Safe Working Procedures

3.4.1 Guidance on the procedures to be adopted when working within a confined space is given in the Health and Safety Commission Approved Code of Practice, HSC ACoP L101, “Safe work in confined spaces”.

4. Management Arrangements

4.1 Confined Spaces Document Centre

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. other standard forms.

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.

4.2 Confined Spaces Register

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 maintained by the AP (CS)

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 any equipment held on site belonging to the MOD.

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

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 Organization (MMO):

a. a register of confined spaces competent persons

b. a copy of the extant HSC ACoP L101

c. a copy of the extant JSP 375 Vol 3 Ch 2 - Common Requirements

d. a copy of the extant JSP 375 Vol 3 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.

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.

4.2.6 On handover of contractual responsibility between MMOs, in addition to the documents covered in Section 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:

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

4.3 Confined Spaces Schedule

4.3.1 The Confined Spaces Schedule is to record all pertinent details relating to the confined spaces where risk 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 entry.

The Schedule of Confined Spaces must be signed by the AE (CS).

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

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.

4.4 Confined Spaces Operations Record

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.

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 - Operational Procedures.

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.

4.5 Equipment Register

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.

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.

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.

4.6. Key Registers

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.

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

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).

4.7 Management of Remote Sites

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.

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.

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.

4.8 Safety Signs

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.

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.

4.8.3 The system of Key Tallies, discussed in Section 4.6.15 above may be deemed to satisfy the requirement, where access to a confined space is controlled by an Access Key.

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.

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).

4.9 Safety Rule Book

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.

4.9.2 All persons issued with the Safety Rule Book are to have it available for reference whilst undertaking confined space activities.

5. Confined Space Entry Procedures

5.1 General

5.1.1 This Section describes the documents to be used and the procedures to be adopted when controlling entry into a confined space.

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 should be undertaken well in advance of the date of entry.

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. This will consider both the existing known hazards associated with confined space and the nature of the work to be undertaken, including any materials to be used.

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”.

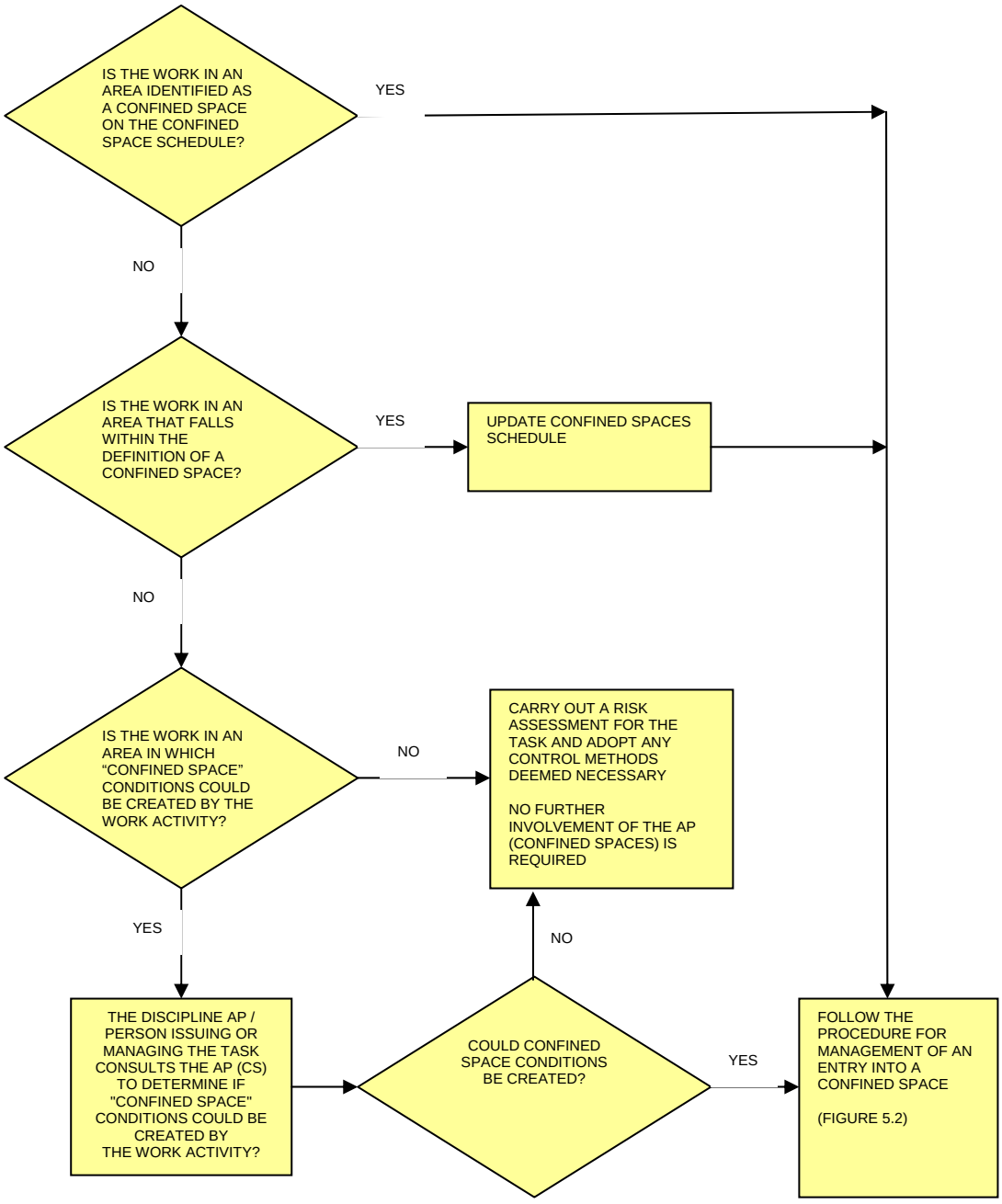
5.2.3 A Model form to record the conduct and findings of the Risk Assessment is given in Part 2 - Model Forms and Signs; CS Form 5.1.

5.3 Determining the Level of Control

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 Risk Assessment. Where the risk assessment identifies a confined space entry is required this will be controlled by means of a Permit to Work.

5.3.2 Guidance on the appropriate level of control to be exercised is given in Figure 5.1.

Figure 5.1 Determining the level of control of an Authorised Person Confined Spaces



5.4 Safety Programme

5.4.1 A Safety Programme is to be prepared for each entry into a confined space.

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.

5.4.3 Where the Safety Programme PART A 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.

5.4.4 Where the AP (CS) prepares a Safety Programme PART B it is to be checked, and countersigned by the PIC.

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 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.

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 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.

5.4.7 The Confined Spaces Safety Programme is split into two Parts A and B:

a. PART A – 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 Risk Assessment provided by the AP (CS) and the risk assessment covering the work to be undertaken in the confined space produce by the individual or organisation carrying out the work.

b. PART B – 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.

A sample format for a Safety Programme is given at Part 2 - Model Forms and Signs; CS Form 5.2.

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 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.

5.5.3 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.

5.5.4 Details on the method of issuing Permits to Work are given in Section 5.6, below.

5.5.5 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.

5.6 Procedure for Entry Under Permit to Work

Preparatory Work

5.6.1 Prior to issuing a Permit to Work, the AP (CS) is to 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 carry out the confined space activity.

e. other Authorised Persons and Responsible Persons etc. in other disciplines are advised of the works where applicable

5.6.2 When the sequence of isolation operations detailed on the Safety Programme is being carried out prior to the issue of the Permit to Work, the AP (CS) is to note the date and time of each operation and keep a record on file with the approved Safety Programme.

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.

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

Assessment of Competence

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.

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

5.6.7 A Permit to Work is to be issued only at the point of work 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.

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 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. the “Standard Caution to Entrants” as written on the Permit to Work is understood.

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.

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.

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.

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

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. ensure that the Work Team members are able and capable of undertaking the work

e. demonstrate to the AP (CS) 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 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 or undertaking the defined work.

5.6.14 The AP (CS) issues the original copy of the Permit to Work to the Person in Charge. The duplicate copy remains in the Permit Pad.

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 and the reasons reported to the AP (CS). A note of any such instance is to be made in the Confined Spaces Operations Record.

Closure of Permit to Work

5.6.17 On completion of the work, the PiC 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, 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 AP (CS)'s (Duplicate) copy of the Permit recording that the work has been completed

e. return the Original Permit to Work to the AP (CS).

5.6.18 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

5.6.19 The AP (CS) is to cancel the Permit to Work by completing Part 4 on the duplicate copy. The AP (CS) is also to transfer any supplementary information from the (surrendered) original copy onto the duplicate copy.

5.6.20 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.

5.6.21 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 is safe to operate.

5.6.22 The original copy of the Permit is to be defaced 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.

5.6.23 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.

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".

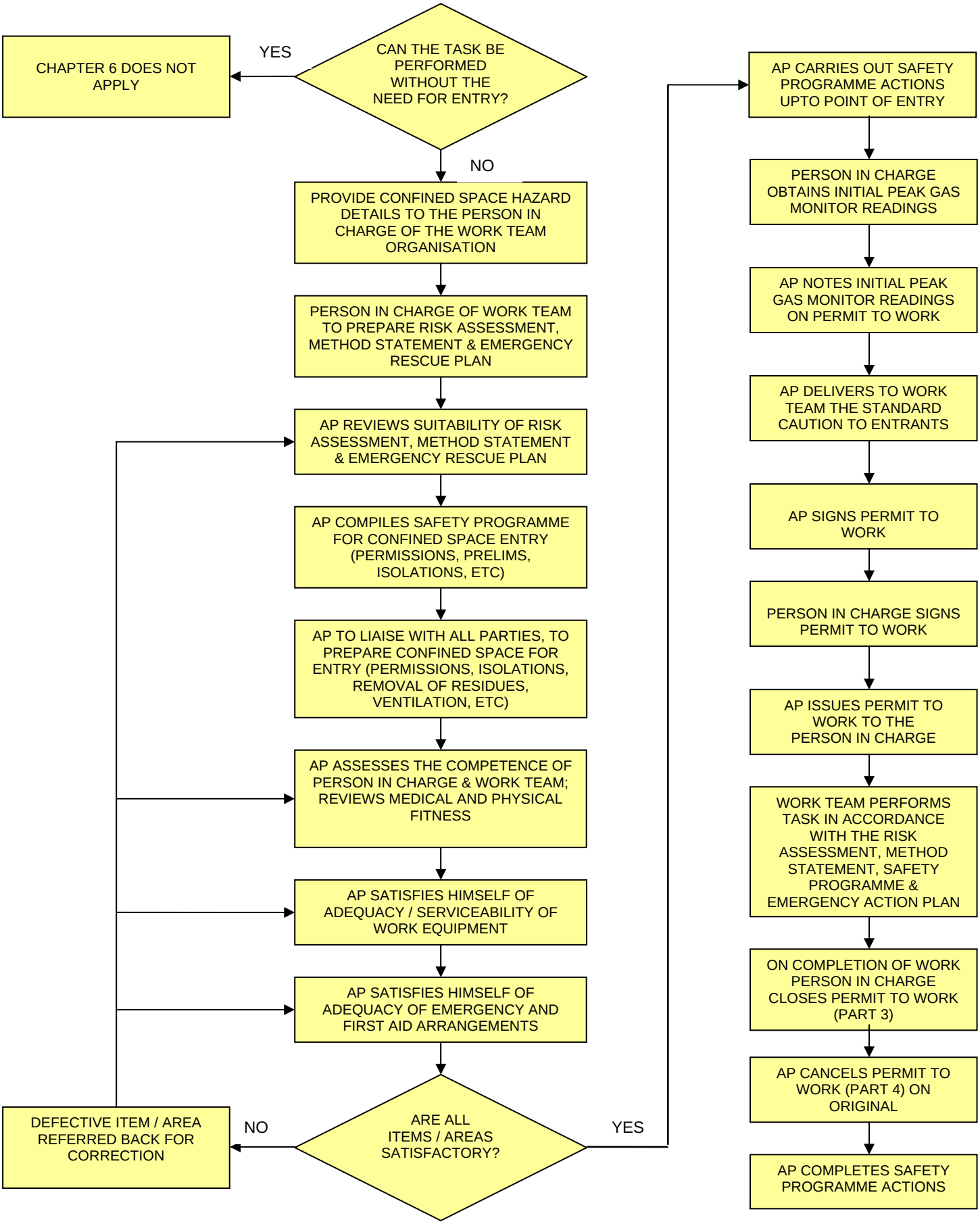


Figure 5.2 Procedure for management of an entry into a confined space

Action on loss of documentation

5.6.25 If the 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 5.6.7 – 5.6.11 above.

5.6.26 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.

5.6.27 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 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 the AP (CS) respectively, to acknowledge the loss.

Ordering cessation of work

5.6.28 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.

5.6.29 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 place of work

b. advise all persons under his or her 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 duplicate copy of the 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).

5.6.30 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 5.6.22 above

e. record the circumstances in the Confined Spaces Operations Record.

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

6. Training

6.1 Introduction

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

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

Requirement

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.

6.2 Authorising Engineer (Confined Spaces)

6.2.1 An AE (CS) must achieve the same technical training standards as given in Section 6.3, below, for an AP (CS).

6.3 Authorised Person (Confined Spaces)

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 Vol 3.

Training Content

6.3.2 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.

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

Learning outcomes

6.3.4 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

6.4 Confined Spaces Work Team (including Person in Charge)

6.4.1 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, HSC ACoP L101.

6.4.2 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.

6.4.3 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
Work in an area requiring control	1 Day Confined Space Entry without Escape Breathing Apparatus Course covering: • 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: • 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: • 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: • 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

6.5 Management Training

6.5.1 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.

6.5.2 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 for Managers” is considered essential. Line Managers are responsible for ensuring that staff and contractors under their control are equally made aware of the hazards presented by confined spaces.

7. 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 be given to the physical build of such workers.

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.

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.

7.2 Advisory Information

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.

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.

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 a pocket-sized information card by the employer. The text for such an information card is given in Part 2 - Model Forms and Signs; CS Form 7.1.

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.

PART 2

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. The exception to this is Model Form CS 7.1 (Leptospirosis Information Card), where acknowledgement must be given to the Health and Safety Executive 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	*EXAMPLE:* *Behind 25m range*	*Septic tank*	*Ex – Methane; Tox – Hydrogen Sulphide; Drown – Variable levels*	*Leptospirosis; Hepatitis*	*N / A*	*Aquatrine IPT*

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)

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
- The loss of a Permit to Work
- The change in conditions inside a Confined Space, whilst a Permit is open
- The withdrawal of a Permit to Work
- 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 ……**

EQUIPMENT REGISTER

REGISTER OF: (General nature of equipment)	

Item Description	Identification No.	Serial No.	How Marked

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	Signature of examiner	Remarks	Next due

KEY LIST

CONFINED SPACE KEY LIST FOR (Establishment)	

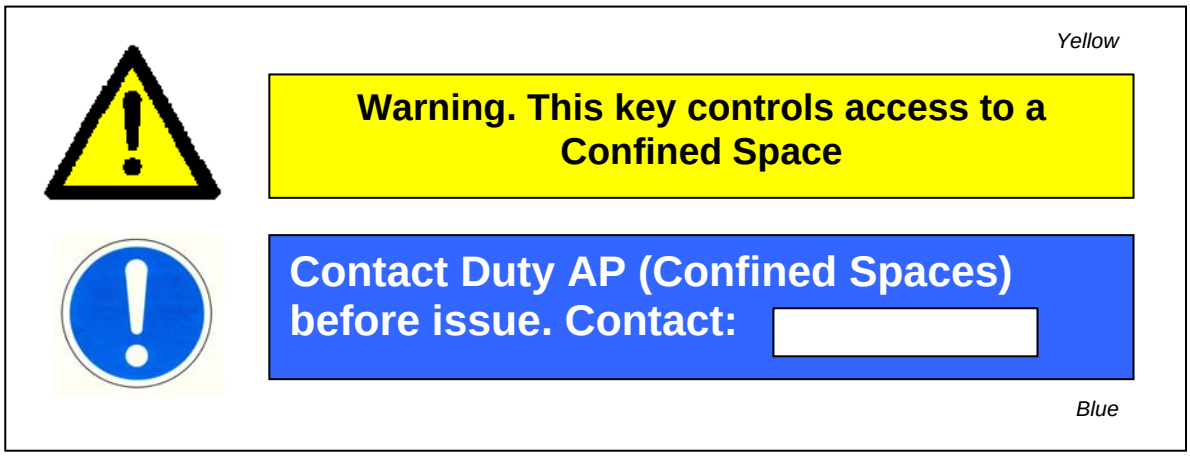
Key No.	Key Type	Quantity	To give entry into (location)	Date Received by AP	AP(CS) initials

CS Form 4.5 Key List

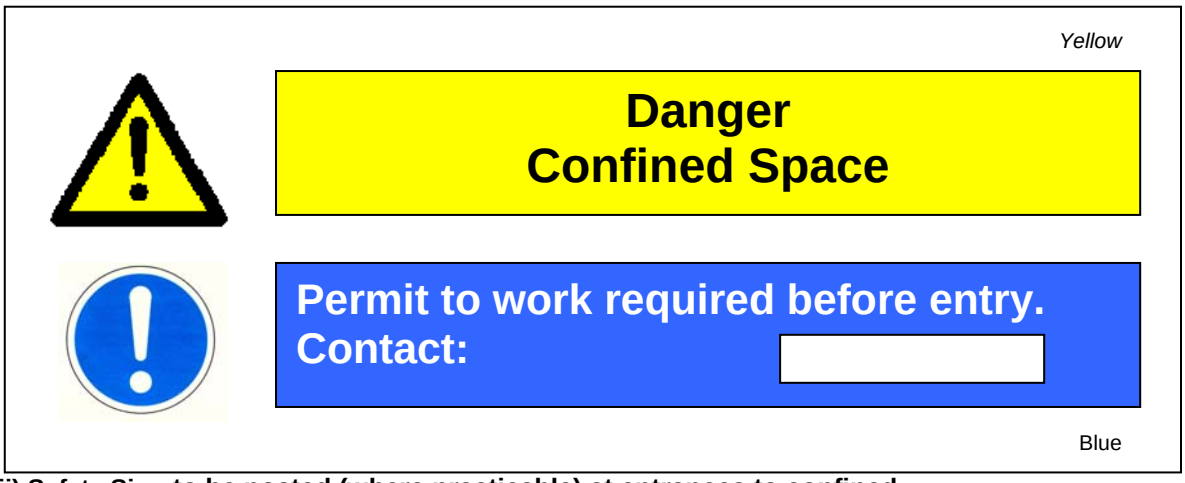
KEY ISSUE REGISTER

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



i) Confined Space Key Tally



ii) Safety Sign to be posted (where practicable) at entrances to confined spaces

CONFINED SPACES RISK ASSESSMENT – GUIDANCE NOTES

1. These guidance notes have been produced to assist assessors in completing the Confined Spaces Risk Assessment, CS Form 5.1A

2. The assessment is to be undertaken by a competent person who has a level of knowledge of confined spaces working at least equivalent to that of an AP (CS).

3. The process of determining the Risk Rating is shown below. For further guidance, the assessor is referred both to that document and to HSC ACoP L101, "Safe working in confined spaces."

Table 1 - Likelihood of Injury

Likelihood	Criteria	Rating Value
Most Unlikely	Probability close to zero	1
Unlikely	Injury a conceivable occurrence	2
Likely	High possibility of injury	3
Most Likely	Injury probable	4

Table 2 - Severity of Injury

Severity	Criteria	Rating Value
Trivial	Injuries that could be treated by local First Aiders from a First Aid box	1
Slight	Injuries that may require more expert treatment, administered at a medical centre / hospital A&E department	2
Serious	Injuries involving urgent hospital treatment	3
Major	Injuries involving major trauma or death	4

The **Risk Rating** is determined by multiplying the **Likelihood** by the **Severity**

Table 3 - Risk Rating and Action Required

Risk Rating	Action Required
1 or 2	Existing control measures may be considered adequate
3 or 4	Consider introduction of additional controls or supervision
6 or higher	Additional controls are required in the form of a Safety Programme and Permit to Work

- These guidance notes are to be printed on the inside cover of the Confined Spaces Risk Assessment Pad

WORK ACTIVITY RISK ASSESSMENT

Establishment:	**Site / Confined Space Ref**:					**Activity:**	**Risk Assessment Ref No:**			
Generic Hazard	Caused by / Source?	Present? **Y/N**	Likelihood (a)	Severity (b)	Risk Rating (a) x (b)	Additional Control measures necessary to reduce Risk to tolerable levels[1]	Revised Risk Rating: Likelihood (a)	Severity (b)	Risk Rating (a) x (b)	Standard / Specification or Type of equipment to be used
Existing Site Hazards										
Flammable or explosive gas										
High ambient temperature										
Asphyxiant / toxic gas / fume / vapour										
Oxygen deficiency										
Flooding / rising levels of liquid										
Free flowing solid / powder / dust										
Other chemicals / contaminants										
Access										
Falls / Work at Height										
Moving / auto-start equipment										
Other										

Notes: 1. Where the Control Measures are detailed in the Safety Programme, a cross reference may be made, but the Serial Number of the Safety Programme must be stated

.

Authorised Person (CS) (Name & Signature)		Date:		Checked by (Name & Designation)		Date:	

WORK ACTIVITY RISK ASSESSMENT

Establishment:	**Site / Confined Space Ref**:					**Activity:**	**Risk Assessment Ref No:**			
Generic Hazard	Caused by / Source?	Present? **Y/N**	Likelihood (a)	Severity (b)	Risk Rating (a) x (b)	Additional Control measures necessary to reduce Risk to tolerable levels[1]	Revised Risk Rating: Likelihood (a)	Severity (b)	Risk Rating (a) x (b)	Standard / Specification or Type of equipment to be used
Will the work activity introduce										
Gases, fumes or vapours										
Decrease / increase in oxygen										
Flooding										
Solids that can flow										
Temporary electrical supplies / lighting										
Manual Handling										
Hot Work activity										
Excessive heat / cold										
Other chemicals / contaminants										
Internal combustion engines										
Other										
Signed:		Name (Originator)::							Date:	
Signed:		Name (Authorised Person (CS))::							Date:	

Notes: 1. Where the Control Measures are detailed in the Safety Programme, a cross reference may be made, but the Serial Number of the Safety Programme must be stated.

CONFINED SPACE **SAFETY PROGRAMME - PART A**	**Safety Programme No.** For use with **Permit No.** **Risk Assessment No(s).**
Location & reference number of confined space:	

NO PERSON SHOULD ENTER A CONFINED SPACE UNLESS THERE IS NO OTHER WAY OF EXECUTING THE TASK

Safety Programme Schedule PART A is to be completed by the individual or organization proposing to enter the confined space to carry out the works. A Safety Programme (Schedule Part A) in another format may be supplied but must contain all the elements identified here and be acceptable to the Authorised Person (Confined Spaces)			
The precise work to be carried out is: **NO OTHER WORK IS TO BE CARRIED OUT WITHOUT THE AGREEMENT OF THE AUTHORISED PERSON (Confined Spaces)**			
The following are the minimum numbers of staff necessary to execute this task safely:			
Person in Charge:			
Confined Space entrants (Full BA trained): *(Where Escape BA is not deemed sufficient)*			
Confined Space entrants (Escape BA trained): *(For CS entry where full BA is not deemed necessary)*			
Additional staff trained in rescue (Full BA trained)			
First aid trained (Nominated first aider may not enter confined space):			
Expected date and duration of task (Max 8 hours):			
The following Personal Protective Equipment, Respiratory Protective Equipment, or other specialist equipment will be required: e.g. Access Equipment Escape Equipment (Include equipment and persons to whom provided*)*	Equipment	Qty	Whom Provided
The method to be used for ventilation and purging of the confined space prior to, and during, entry is as follows:			
Other specific safety precautions to be taken particular to THIS site and THIS task: e.g. Traffic Control Access Control **See also Safety Programme Part B produced by the AP (CS)**			

	Safety Programme Part A	
Produced by Company	Name Signature	Designation
Reviewed by AP(CS) **Name**	Signature	

CONFINED SPACE **SAFETY PROGRAMME - PART A**	**Safety Programme No.** For use with **Permit No.** **Risk Assessment No(s).**
Location & reference number of confined space:	

Method of communication within the Confined Space is as follows: Emergency Evacuation Signal: Work Team OK Signal: To be sounded every:	 _____ Minutes
Method of communication from inside the Confined Space to outside:	
Rescue Arrangements: Additional equipment provided solely for the rescue team: Means of contacting the emergency services: Telephone number for the emergency services; Rendezvous point for emergency services:	
Task Method Statement Supplied by Contractor for Approval	Yes/No

	Safety Programme Part A	
Produced by Company	Name Signature	Designation
Reviewed by AP(CS) **Name**	Signature	

CONFINED SPACE WORKING **SAFETY PROGRAMME SCHEDULE PART B**	**Safety Programme No.** For use with **Permit No.** **Risk Assessment No(s).**
Location & reference number of confined space:	

This Safety Programme Schedule PART B is to be implemented in conjunction with PART A for this entry	
Description of confined space (including normal use and current / previous contents)	**Enclosed chamber / storm water / sewage / potable water / free flowing solid / other** **Contents:**
Precise route and access to confined space entrance. (Identify any gates / doors / access covers to be released to gain access into the Confined Space)	
The precise work to be carried out is: **NO OTHER WORK IS TO BE CARRIED OUT WITHOUT AN AGREED REVISION TO THIS SAFETY PROGRAMME**	
The following plant and equipment is to be taken out of service for the duration of this task:	
Isolation measures 1: Inundation risks The following upstream, downstream and other sources of gas, liquid or free flowing solid are to be isolated for the duration of this task: (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)	
Isolation measures 2: Energy system risks The following sources of electrical energy, stored pressure and potential energy are to be isolated for the duration of this task: (The precise point of isolation is also to be determined on a schematic sketch to be appended to this Safety Programme)	
Other specific safety precautions to be taken particular to THIS site and THIS task: **See also Safety Programme Part A attached to this Safety Programme**	
Expected date and duration of task:	

	Safety Programme Part B	
Produced by AP(CS) **Name**	Signature	
Company **PIC**	Name Signature	Designation

CONFINED SPACE WORKING **SAFETY PROGRAMME SCHEDULE PART B**	**Safety Programme No.** For use with **Permit No.** **Risk Assessment No(s).**
Location & reference number of confined space:	

Sketch of Confined Space: (To include: north point, access, isolation, venting arrangements and all other locations identified in the Safety Programme)

	Safety Programme Part B	
Produced by AP(CS) **Name**	 Signature	
Company **PIC**	Name Signature	 Designation

CONFINED SPACE WORKING **SAFETY PROGRAMME SCHEDULE PART B**	**Safety Programme No.** For use with **Permit No.** **Risk Assessment No(s).**
Location & reference number of confined space:	

Establishment:				
Task:				
Serial	Location and name of site / equipment	Operation	Equipment required	Date / Time completed

	Safety Programme Part B	
Produced by AP(CS) **Name**	Signature	
Company **PIC**	Name Signature	Designation

Safety Programme Parts A and B Agreed				
	Name	**Signature**	**Date**	**Time**
AP (CS)				
PIC				

CONFINED SPACE WORKING **SAFETY PROGRAMME SCHEDULE PART B** **(EXTENSION SHEET)**	**Safety Programme No.** For use with **Permit No.** **Risk Assessment No(s).**
Location & reference number of confined space:	

Establishment:	
Task:	

Serial	Location and name of site / equipment	Operation	Equipment required	Date / Time completed

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 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 <u>PEAK GAS READINGS</u>		Oxygen (%)	Flammable (%)	H_2S (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 carrying out / 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**

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

MoD Health & Safety Handbook
JSP 375 Vol 3 Chapter 6 – Confined Spaces
LEPTOSPIROSIS INFORMATION CARD

To the Medical Practitioner

The holder of this card is engaged in work, which may expose them to Leptospira, (either L. icterohaemorrhagiae or L. hardjo). Early diagnosis and treatment are vital in Weil's disease as jaundice is often absent in the early stages. The illness in L. hardjo may also be greatly shortened by appropriate antibiotic treatment.

(Your local Public Health Laboratory Service or hospital consultant microbiologist should be able to offer advice and serological testing).

You or your doctor can also get further information from the Employment Medical Advisory Service at any office of the Health & Safety Executive

LEPTOSPIROSIS (WEILS DISEASE)

Advice and safety precautions for those working in contact with sewage, contaminated water, soil or infected animals.

Important: This card is for your protection – keep it with you at all times

What is Leptospirosis?

Two types of leptospirosis can affect workers in the UK. These are:

- **Weil's disease.** This is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats
- **The Hardjo form of leptospirosis**. This is transmitted from cattle to humans

What are the symptoms?

Both diseases start with a flu-like illness with a persistent and severe headache.

Who is at Risk?

Anyone who is exposed to rats, rat or cattle urine or to fetal fluids from cattle.

This includes sewer workers; those in contact with canal and river waters; farmers; vets; abattoir workers and butchers.

How might I catch it?

The bacteria can get into your body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water, such as in sewers, ditches and ponds and slow flowing rivers. Rat urine may also contaminate other material in areas where they are encountered.

How can I prevent it?

Get rid of rats. Don't touch rats with unprotected hands

Always ensure that a clean waterproof adhesive dressing covers any cuts or abrasions on your skin.

Wear protective clothing, particularly gloves wherever this is possible. Avoid contact of your hands with your mouth or nose during work.

Wash thoroughly in soap and water any cut, scratch or abrasion of the skin, whenever it occurs. Apply a clean waterproof dressing and keep the wound covered until it is totally healed.

Wash your hands and forearms thoroughly with soap and water after working in contact with any animals, water, sewage, or contaminated clothing and before eating drinking or smoking.

What else should I do?

Report any illness to your doctor. Tell the doctor about your work and show this card to them. Leptospirosis is much less severe if it is treated promptly. If your doctor diagnoses Leptospirosis, you must tell your employer, who must tell the Health & Safety Executive. If you are self-employed, you must report it yourself.

ARRANGEMENTS WITH RESPECT TO CONFINED SPACES FOR TRAINING TUNNELS IN OPERATIONS IN BUILT UP AREAS (OBUA) AND FIGHTING IN BUILT-UP AREAS (FIBUA)

1. Introduction

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.

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.

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.

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 Vol 2 Leaflet 11 (Safety in Military Training and Exercises).

ROLES AND RESPONSIBILITIES – OUTLINE SUMMARY

3. 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.

4. 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

ARRANGEMENTS WITH RESPECT TO CONFINED SPACES FOR TRAINING TUNNELS IN OPERATIONS IN BUILT UP AREAS (OBUA) AND FIGHTING IN BUILT-UP AREAS (FIBUA)

5. 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. 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.

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

7.1 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.

ARRANGEMENTS WITH RESPECT TO CONFINED SPACES FOR TRAINING TUNNELS IN OPERATIONS IN BUILT UP AREAS (OBUA) AND FIGHTING IN BUILT-UP AREAS (FIBUA)

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.

7.2 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.

ARRANGEMENTS WITH RESPECT TO CONFINED SPACES FOR TRAINING TUNNELS IN OPERATIONS IN BUILT UP AREAS (OBUA) AND FIGHTING IN BUILT-UP AREAS (FIBUA)

d. These peak gas readings are to be entered into the facility diary[1] 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

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.

8.1 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.

8.2 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.

ARRANGEMENTS WITH RESPECT TO CONFINED SPACES FOR TRAINING TUNNELS IN OPERATIONS IN BUILT UP AREAS (OBUA) AND FIGHTING IN BUILT-UP AREAS (FIBUA)

9. **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).

10. 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.

10.1 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.

10.2 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.

10.3 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.

11. **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).

Changes to Chapter 6 from Nov 2006 to Jun 2009

Page	Paragraph/ Location	Change
iii	Part 2	Addition of line for CS Form 7.3 and Annex A
iv		Replacement of ES&P with Property Directorate
vi		Additions to acknowledgements
vii		Deletion of ES&P and addition of PD to Abbreviations
Various		Abbreviation of Authorising Engineer (Confined Spaces), Authorised Person (Confined Spaces) and Co-ordinating Authorised Person to AE(CS), AP(CS) and CAP(CS) respectively.
2	1.3.1	Addition of commissioning
19	5.1.2	Addition of new paragraph regarding the preparation to enter a Permanent Confined Space or Potential Confined Area
21	5.5.1	Amendment to wording
21	5.5.2	Amendment to wording
21	5.5.5	Amendment to wording
21	5.5.6	Amendment to wording
21	5.5.7	Addition of new paragraph
24	5.6.6 & 5.6.7	Wording amended to reflect revised Confined Spaces Safety Programme
29	Figure 5.3	Flow Chart amended
31	5.9.5	New paragraph added to cover introduction of new CS Form 7.3 – Guide for visiting workers and contractors
34	6.3.8	Additional wording to paragraph
34	6.3.10	Addition of new paragraph
35	6.3.11	Amendment to wording
36	Table 6.1	Additions to breathing apparatus wording
39	7.3.1	Additional wording to paragraph
CS Model Forms	4.1.B	Form revised
	4.2	Amendment to front sheet, “Designation” added to Operations Record
	4.6	Change to wording on Potential Confined Area warning sign
	5.1.A	Amendments to form including; column headings and addition of post mitigation risk ratings
	5.2.A & B	Replaced by CS Form 5.2 covering revised Safety Programme
	7.3	Addition of new CS Form 7.3 – A guide to visiting workers and contractors
Annex A	A1	Addition of List of changes

Changes to Chapter 6 from Jun 2009 to Dec 2010

Page	Paragraph/ Location	Change
Whole Document		Removal of the word Permanent from the phrase “Permanent Confined Space”.
Whole Document		Removal of the term “Potential Confined Area”.
ii	Contents	Removal, renumbering and re-ordering of paragraphs.
iii	Part 2	Addition of lines to accommodate new CS Forms 5.1A, 7.2b and Annex B
iv		Removal of AAO and HSC
2	1.4.4	Rewording of sentence.
5	2.2.2	Addition of 2 additional duties for the AE.
6	2.4.2	Amendment to wording in sub-sections g.,i. and j.
7	2.5.3	Amendment to sub-section f.
9	3.2.2	Re-alignment on section numbering to reflect content of ACoP L101.
10	3.3.2	Addition of Confined Space types
10		Removal of Section covering Potential Confined Areas.
11	4.2.2.e	Amendment to wording in sentence
12	4.3.1	Amendment to wording in sentence
18	5.3.1	Rewording of paragraph.
18	5.3.2	Re-ordering of sub-sections a. and b.
19	Figure 5.1	New flow chart to determine level of control
20	5.4.4	Addition of “the PIC” at end of sentence
21	5.5.1	Rewording of sentence
	5.5.2	Rewording of sentence
22	5.6.1.d	Addition of new bullet covering copying of medical certificates
25	5.6.18	Replaced “work” with “confined space entry”.
25		Alteration of paragraph ordering to reflect operation of PTW closure.
27	Fig 5.2	Formerly Fig 5.3. yes/no swapped at bottom of flow chart, additional text box added at end of process.
29 / 30		Standing Instructions and Procedure for Entry Under a Standing Instruction added. New Flow chart added
30	5.9	Section on Management of Visitors removed
35		Reference to Management of Visitors removed.
36	6.4.3	Addition of wording relating to City and Guilds 6150. Table content amended.
37	6.5.3	Addition of new sentence
39	7.3.4	Addition of new paragraph regarding translation of medical certificates
40	7.3.5	Amendment to wording in paragraph to introduce medical pro-forma
CS Model Forms	4.1B	Removed and 4.1A re-numbered 4.1.
	4.6	Potential Confined Area sign removed
	5.1A	Addition of Risk Assessment Reference Number, Designation and date and the removal of non required signature block
	5.2	Risk Assessment Reference Number added to Safety Programme header, row lines removed form table on Safety Programme Part B page 5 of 5
	5.2A	New Safety Programme Extension Sheet
	5.4	Types of allowed work removed from list in form and footnote amended. Amendment of wording on form to remove reference to PCAs.
	7.2A	Changed from 7.2 to allow accommodation of medical proforma and additional wording to last paragraph of letter.
	7.2B	New Model Form – Pro-forma for medical practitioner
	7.3	Amendment to wording in leaflet removing Permanent and reference to PCAs

Changes to Chapter 6 from Jan 2011 to XXX 2012

Page	Paragraph/ Location	Change
Whole Document		Removal of reference to Coordinating Authorised Person (CAP) to align with Chapter 2.
ii	Contents	Removal and renumbering of paragraphs.
iv	Foreward	Replacement of SSD&C with DSEA
vii	Glossary of Abbreviations	Removal of CAP
3	1.4.3	Additional wording added
4	2.1.2	Deleted
5	2.3.2.c	Transfer of former CAP duty to AP
6	2.4.2	Serial deleted
10	4.2.2.e	Rewording of sentence
8	3.2.5	Wording amended
8	3.2.6	Serial added
12	4.3.1.c	Deletion of sentence
	4.6.1 - 4.6.14	Deleted
	4.9.3	Deleted
18	Figure 5.1	Amendment of wording in top right hand box and removal of flow arrow
23	5.6.9	Additional wording in first sentence
	5.8.2 - 5.8.3	Deleted
28	5.8.6	Paragraph reworded with the duty passed to AE
	Section 6	The word “course” replaced with “training” throughout section.
31	6.3.2.g	Asterisk removed
31	6.3.3	Rewording of sentence
32	6.3.5 through 6.3.12	Deleted in their entirety including Table 6.1
Whole Section	7	Complete rewording
Model Forms	4.5	Renamed
	5.1A	Amendment to Signature Block
Annex A	New	New Annex A added covering the use of Military Training Tunnels. Previous Annex A, B and C are now labelled Annex B, C and D respectively.