Tees, Esk and Wear Valleys NHS
NHS Foundation Trust

Confined Spaces Entry and Working

CORP-0036-v4

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Contents

1 Introduction

The Confined Spaces Regulations 1997 were made under the Health and Safety at Work etc. Act (HSW Act) 1974 and came into force on 28th January 1998 and was updated in 2008. The Regulations apply in all premises and work situations in Great Britain subject to the HASAW Act, with the exception of diving operations and below ground in a mine (there is specific legislation dealing with confined spaces in these cases). The Regulations also extend outside Great Britain in a very limited number of cases.

This Procedure explains the duties, responsibilities and procedures to be followed by Trust personnel for safe working in areas defined as confined spaces.

2 Why we need this procedure

This procedure defines the requirement for entry and working in confined spaces as mentioned in the Trust Health and Safety Policy.

The Trust Health and Safety Policy defines the general standards for Health and Safety at Work which you must read, understand and be trained in before carrying out the procedures described in this document.

3 Roles and responsibilities

Role	Responsibility
Chief Executive Officer	Ensure that adequate arrangements are in place to minimise the risk of exposure to hazards to its entire staff and any persons it engages to carryout work on its behalf with regard to Confined Spaces.
Director of Estates and Facilities	Given that all precaution measures and corresponding actions needed to be undertaken are those to be undertaken by key members of the Estates Staff of the Trust, the Chief Executive requires the Director of Estates and Facilities to ensure that adequate arrangements are in place to enable the Trust to fully comply with all Confined Spaces Regulations and Guidance.
Associate Director of Estates/Head of Estates	The Associate Director of Estates/Head of Estates shall ensure that the Confined Spaces Regulations are applied and complied with in full whenever such work is undertaken. The Associate Director of Estates/Head of Estates will ensure the adequate training of all Estates Staff required to work in Confined Spaces and the formal recording of such training and its content. All contractors working on behalf of the Trust shall be trained to the same standards as the estates department or to standards exceeding this level. Assurances shall be in place that all PPE is provided, suitable and sufficient for the work to be undertaken and that it is utilized to the extent for which it is designed. All equipment shall be fit for purpose and relevant records kept of all maintenance. Regular

	checks on equipment shall be conducted in compliance with the manufactures recommendations and results recorded.
Estates Officers	Shall ensure compliance with the provision of these regulations in respect of any work carried out by themselves, other Estates Officers or Estates Operatives conducting work under their control. They shall ensure compliance, so far as reasonably practicable, with the provision of these Regulations in respect of any work carried out by persons other than fellow employees insofar as the provisions relate to matters which are within their control.
Estates Operatives	Shall comply with the provisions of these Regulations in respect of their own work or work undertaken under their direct control. Every person shall ensure compliance, so far as reasonably practicable, with the provisions of these Regulations in respect of any work carried out by themselves or any other person they are working alongside.
Contractors	Shall ensure compliance with the provisions of these Regulations in respect of any work carried out by themselves or any other person they are working alongside. Copies of all documentation requested by the Estates Officer responsible for the works shall be provided in reasonable time for assessment prior to the commencement of the works.
Top Man	Shall attend the point of entry to the Confined Space for the complete duration of any persons entering or working in the Confined Space. He/she shall carryout all duties as outlined in this Policy and Procedure as a competent person to ensure compliance with the Confined Spaces Regulations 1997.
Issuing Officer	The issuing officer shall carryout all duties as outlined in this Policy and Procedure as a competent person to ensure compliance with the Confined Spaces Regulations 1997. He/she shall assess the competency of any contractor appointed by themselves or conducting works on the Trusts be half under their direct control and provide accompanying documentary evidence of such. The issuing officers are listed in appendix 7.

4 Key themes

4.1 The Hazards

The hazards that the Confined Spaces Regulations address arise through the combination of the confined nature of the place of work and the possible presence of substances or conditions which, taken together, could increase the risk to the safety or health of people. Remember that a hazard can be introduced to a substantially enclosed space that otherwise would be safe. The most likely hazards are as follows:

4.1.1 Flammable substances and oxygen enrichment

A risk of fire or explosion can arise from the presence of flammable substances or the ingress of flammable gasses, for example, caused by a leak from an oxygen cylinder forming part of welding equipment etc. There is also a risk of explosion from the ignition of airborne flammable contaminants. A fire or explosion could caused by leaks from adjoining plant or processes that have not been effectively isolated.

4.1.2 Toxic gas, fume or vapour

Fumes may remain from previous processing or because of previous storage, or arise from sludge or other deposits disturbed, for example during cleaning. Hydrocarbon vapour may also be present under scale even after cleaning. Fumes may also enter the space from adjoining plant that has not been effectively isolated. Gas and fumes can build up in sewers, manholes, contaminated ground or leak from behind vessel linings, rubber, lead brick etc. Fumes and vapour can also be produced by work inside the confined space, for example welding, flame cutting, lead lining, brush and spray painting, or moulding using glass reinforced plastics, use of adhesives or solvents, or from the products of combustion. They can also occur inside a compartment or space by hot work taking place on the exterior surfaces or enter the space from equipment in use outside the space, such as exhaust fumes from mobile plant, especially on construction sites. Plant failure can also cause problems; for example, by the build-up of ammonia if refrigeration plant fails or the potential for accumulation of carbon dioxide in pub cellars following leaks from compressed gas cylinders.

4.1.3 Oxygen deficiency

Oxygen deficiency may result from, for example:

- Purging of a confined space with an inert gas to remove flammable or toxic gas, fume, vapour or aerosols;
- Naturally occurring biological processes consuming oxygen, which can occur in sewers, storage tanks, storm water drains, wells etc. Similarly gases can be produced as a result of fermentation in sealed silos where crops have been or are being stored; in fermentation vessels in brewing; or cargo holds caused by the carriage of timber or timber products, steel turnings or swarf, vegetable products, grain, coal etc;

- Leaving a vessel completely closed for some time (particularly one constructed of steel) since the process of rust formation on the inside surface consumes oxygen. Newly fabricated or shot blasted carbon steel vessels are especially vulnerable to rusting, particularly those with large surface area, for example, heat exchangers, separators, filters etc;
- The risk of increased levels of carbon dioxide from limestone chippings associated with drainage operations when they get wet;
- Burning operations and work such as welding and grinding which consume oxygen;
- Displacement of air during pipe freezing, for example, with liquid nitrogen;
- A gradual depletion of oxygen as workers breathe in confined spaces and where provision of replacement air is inadequate.

4.1.4 The ingress or presence of liquids

Liquids can flow into the confined space and lead to drowning and other serious injury depending on the nature of the liquids such as their corrosive nature or toxicity.

4.1.5 Solid materials which can flow

Free flowing solids can submerge a person, preventing breathing. Materials which create this hazard include grain, sugar, flour, sand, coal-dust and other substances in granular or powder form.

4.1.6 Presence of excessive heat

This can lead to a dangerous rise in core body temperature and can be made worse as a result of personal protective equipment being worn. In extreme cases heat stroke and unconsciousness can result. A slower heat build-up in the body can cause heat stress, and if action is not taken to cool the body there is also a risk of heat stroke and unconsciousness. This can occur where work in hot conditions is being undertaken in a confined space or where, for example, boilers or furnaces have not been allowed sufficient time to cool before people are allowed to enter to undertake maintenance work, or where equipment has been steam cleaned to remove hydrocarbons.

Other hazards can be found when entering or working in confined spaces but they are not the specific concern of these Regulations, the Approved Code of Practice or this Guidance. This is because these hazards are not unique to confined spaces working. The precautions for dealing with hazards such as: electricity; mechanical equipment; noise; dust and working space, are not specifically dealt with in the Confined Spaces Regulations, the Approved Code of Practice or this Guidance. Where these hazards are present in a confined space the precautions will almost always be more extensive than where they appear outside the confined space simply because of the enclosed nature of the space.

4.2 Duties under the Regulations

Where the Trust, its employees or contractors working on behalf of the Trust have duties in relation to people at work who are not their employees then the duty is to do what is ‘reasonably practicable’ in the circumstances. In many cases, the Trust and the Contractor will need to liaise and co-operate with each other to agree the respective responsibilities in terms of the regulations

and duties. It is also necessary to take all reasonably practicable steps to engage competent contractors. In this way, those in control can be clear about what they can reasonably do to ensure that those undertaking the work in the confined space comply with these and other relevant regulations.

4.3 Risk Assessment

If it is not reasonably practicable to prevent work in a confined space the Trust or the Contractor (whoever is responsible of the works) will need to assess the risk connected with entering or working in the space. The assessment will identify the risks to those entering or working there, and also any others, for example, other workers including contractors and the general public in the vicinity who could be affected by the works to be undertaken. Assessment upon which a safe system of work is to be based must be carried out by those competent to do so.

A competent person for these purposes will be someone with sufficient experience of, and familiarity with, the relevant processes, plant and equipment so that they understand the risks involved and can devise necessary precautions to meet the requirements of the Confined Spaces Regulations. In complex cases more than one person may be needed to conduct the assessment of risks relating to specific required areas of expertise.

4.3.1 Factors to be assessed

The general condition of the confined space shall be assessed to identify what might be present or not present, and cause a problem: for example, is the concentration of oxygen normal? Any records relating to the confined space should be checked for relevant information. Consideration should be given to:

- **Previous Content**: information about any substances previously held, however briefly, in the confined space, will give an indication of what kind of hazard may be expected.
- **Residues**: dangers may arise from chemical residues or scale, rust, sludge or other residues in a confined space.
- **Contamination**: contamination may arise form adjacent plant, processes, gas mains or surrounding land, soil or strata.
- **Oxygen deficiency and oxygen enrichment**: there are substantial risks if the concentration of oxygen in the atmosphere varies significantly from normal (i.e. 20.8%).
- **Physical dimensions**: You must consider the possible effects of the dimensions and layout of the confined space. Air quality can differ if the space contains remote or low lying compartments.
- **Hazards** that arise directly from the work to be undertaken in the confined space should also be assessed:
- **Cleaning Chemicals**: chemicals that might be used for cleaning purposes could affect the atmosphere directly or adjacent with residual substances present in the confined space.
- **Sources of Ignition**: Welding could act as a source for flammable gases, vapours (e.g. residues), dusts, plastics and many other materials which may burn leading to a fire or explosion.
- The need to isolate the confined space to prevent dangers arising from outside should also be assessed. For example:

- **Ingress of Substances**: there may be a risk of substances (liquids, gases, steam, water, raw materials) from nearby processes and services entering the confined space. This could be caused by the inadvertent operation of machinery or incorrect isolation.
- The risk assessment is also required to assess the requirements for emergency rescue arrangements. Possible emergencies should be anticipated and appropriate rescue arrangements made. The likely risks, and therefore the equipment and measures needed for a rescue by nearby employees need to be identified.

4.4 Preventing the Need for Entry

The Trust has a duty to prevent employees, or others who are to any extent within its control, from entering or working inside a confined space where it is reasonably practicable to undertake the work without entering the space.

In every situation, the Trust must consider what measures can be taken to enable the work to be carried out without the need to enter the confined space. In many cases this will involve the modification of working practices.

4.5 Safe Working in Confined Spaces

Where it is not possible to avoid entering a confined space to undertake work, the Trust has the responsibility for ensuring that a safe system of work is used. The safe system of work shall be written by the persons undertaking the work and in its design it should give priority to eliminating the source of any danger before deciding what precautions are needed for entry.

Precautions to be included in the safe system of work:

- The precautions required in safe system of work will depend upon the nature of the confined space and the risk assessment. The main elements to consider when designing a safe system of work are:
- **Supervision**: The degree of supervision should be based upon the findings of the risk assessment. The risk assessment will normally identify a level of risk that requires the appointment of a top man to supervise the work and who will need to remain present while the work is being undertaken. It will be the top man's duty to ensure that the permit – to – enter system operates properly, the necessary safety precautions are taken, and that anyone in the vicinity of the confined space is informed of the work being done.
- **Competence for confined spaces working**: to be competent to work safely in confined spaces, adequate training and experience in the particular work involved is essential. Training standards must be appropriate to the task and to the individual's role and responsibilities so that work can be carried out safely.
- **Communications**: Adequate communications must be in place between all parties in the confined space, those persons in the confined space and the top man, and in place between the top man and the Estates Department General Office for raising the alarm and summoning the emergency rescue services.
- **Testing/monitoring the atmosphere**: The atmosphere within a confined space must be tested for hazardous gas, fume or vapour or checked for the concentration of oxygen prior to entry. This testing should be carried out every time the confined space is re-entered.

Constant monitoring of the atmosphere around the works party is required for the full duration of the entry expedition. Records should be kept of the results and findings.

- **Gas purging**: Where the risk assessment has identified the presence or possible presence of flammable or toxic gases or vapours there may be a need to purge the gas or vapour from the confined space. You must also take into account of the possibility of exposure both of employees and non-employees from vented gases as a result of purging.
- **Ventilation**: Some confined spaces are enclosed to the extent that they require mechanical ventilation to provide sufficient fresh air to replace the oxygen that is being used up by people working in the space, and to dilute and remove gas, fume or vapour produced by the work. This can be done by using a blower fan and trunking and/or an exhaust fan or ejector and trunking.
- **Removal of residues**: Cleaning or removal of residues is often the purpose of confined space work. In some cases residues will need to be removed to allow other work to be undertaken safely. Appropriate measures should be taken where risks from the residues are identified.
- **Isolation from gases, liquids and other flowing materials:** Confined spaces will often need to be isolated from ingress of substances that could pose a risk to those working within the space.
- **Isolation from mechanical and electrical equipment**: Some confined spaces contain electrical and mechanical equipment with power supplied from outside the space. Unless the risk assessment specifically enables the system of work to allow power to remain on, either for the purpose of the task being undertaken or as vital services the power should be disconnected, separated from the equipment, and a check made to ensure isolation has been effective. Check there is no stored energy of any kind left in the system that could activate the equipment inadvertently.
- **Selection and use of suitable equipment**: Any equipment provided by the Trust or its representative for use in a confined space needs to be suitable for the purpose. Where there is a risk of a flammable gas seeping into a confined space and which could be ignited by electrical sources, specially protected electrical equipment needs to be used.
- **Personal protective equipment (PPE) and respiratory protective equipment (RPE)**: So far as reasonably practicable you should ensure that a confined space is safe to work in without the need for personal protective equipment (PPE) and respiratory protective equipment (RPE) which should be a last resort, except for rescue work. Use of PPE and RPE may be identified as necessary in the risk assessment, in which case it needs to be suitable and should be provided and used by those entering and working in confined spaces. Such equipment is in addition to engineering controls and safe systems of work.
- **Portable gas cylinders and internal combustion engines**: never use petrol-fuelled internal combustion engines in confined spaces. Gas cylinders should not normally be used within a confined space unless special precautions are taken. Portable gas cylinders for heat, power or light, and diesel-fuelled internal combustion engines are nearly as dangerous as petrol-fuelled engines, and are inappropriate unless exceptional precautions are taken. Check gas equipment and gas pipelines for gas leaks before entry into confined spaces. At the end of every work period remove gas cylinders; including those forming welding sets, from the confined space in case of a slow leak contaminates the atmosphere within the space.
- **Gas supply by pipes and hoses**: the use of pipes and hoses for conveying oxygen or flammable gases into a confined space should be controlled to minimise the risks.
- **Access and egress**: The Trust should provide a safe way in and out of the confined space, wherever possible allow quick, unobstructed and ready to use access. The means of escape must be suitable for use by the individuals entering the confined space so that they can quickly escape in case of an emergency. The safe system of work should identify the method of

access and egress, however, the Tripod and winch should be in place and ready for use in case of emergency at all times whilst men are in the confined space.

- **Fire prevention**: Flammable and combustible materials should not be stored in confined spaces. If they arise because of the works, they should be removed in low quantities before they become a significant risk.
- **Lighting**: Adequate and suitable lighting should be provided wherever possible.
- **Static electricity**: exclude static discharges and all sources of ignition if there is a risk of a flammable or explosive atmosphere in the confined space. All conducting items such as steel and supply hoses should be suitably bonded.
- **Smoking**: Smoking is prohibited throughout all of the Trust's buildings. This is extended to confined spaces and the area around the points of entry and egress from confined spaces (5 – 10m exclusion zone around the entry and egress points) for the duration of the works.
- **Emergencies and rescue**: The arrangements for the rescue of persons in the event of an emergency, required under regulation 5 of the Confined Spaces Regulations, need to be suitable and sufficient, and where appropriate, there will also be a need for necessary equipment to enable resuscitation procedures to be carried out. The arrangements should be in place before any person enters or works in a confined space.
- **Limited working time**: there may be a necessity to limit the time period that individuals are allowed to work in a confined space.
- To be effective a safe system of work needs to be in writing. A safe system of work sets out the work to be done and the precautions to be taken. When written down it will form a formal record that all foreseeable hazards and risks have been considered in advance. In practice a safe system of work will only ever be as good as its implementation

4.6 Use of a Permit-to-Enter System

- All works in confined spaces under the control of Tees, Esk and Wear Valleys NHS Foundation Trust require a Permit to Enter. The permit is to ensure the following:
- That the people working in the confined space are aware of the hazards involved and the identity, nature and extent of the work to be carried out;
- To ensure there is a formal check undertaken confirming elements of a safe system of work are in place. This needs to take place before people are allowed to enter or work in the confined space;
- Where there is a need to coordinate or exclude, using controlled and formal procedures, other people and their activities where they could affect work or conditions in the confined space;
- If the work requires a time limit on entry or duration. It may also be needed if communications with the outside are other than by direct speech, or if particular respiratory protection and/or personal protective equipment is required.
- A permit-to-enter should be cancelled once the operations to which it applies have finished.

4.7 Suitability for work in Confined Spaces

- The competent person carrying out the risk assessment for the work in confined spaces will need to consider the suitability of individuals in view of the particular work to be done. Where the risk assessment highlights exceptional constraints from the physical layout, the competent

person may need to check that individuals are of suitable build. This is necessary to protect both the individuals and others who affected by the work to be done.

- All employees of the Trust that are to work in Confined Spaces are to undergo a medical conducted by the Occupational Health Department and written clearance given before any person works in such an environment.

4.8 Emergency Arrangements

- The competent person responsible for the works shall ensure that communication are in place as to ensure Emergency Services can be summoned at all times whilst confined spaces entry is underway.
- No Trust employee shall enter any confined space, knowing an incident has occurred, with the sole intent and purpose of an attempt to rescue any persons therein.
- Tees, Esk and Wear Valleys NHS Foundation Trust do not have any trained Rescue Personnel for Confined Spaces.
- The Trust shall rely totally on the professional rescue services available through the 999 public emergencies services (Fire and Rescue Service and Ambulance Service) or by prior arrangement with the Houghton Mines Rescue Service.

4.9 Plant and Equipment

- No plant or equipment in any form shall be loaned to external organisations even if they are undertaking work on the Trust's behalf. All contractors etc. shall be responsible for the provision of all necessary equipment to carry out the work.
- A list of all available equipment for use in connection with safe confined spaces entry is available in the appendix (Appendix 2). A schedule of maintenance inline with the Manufacturers recommendations has been put in place by the Trust and is conducted as such. A copy of all PPM's and Works Guidance Notes are included in the appendix (Appendix 3).

4.10 Training

The Trust shall provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees. Specific training for work in confined spaces will be provided subject to an individual's previous experience, certification and the type of work they are to undertake. The training covered by the Trusts independent training provider in connection with confined spaces shall cover all requirements as set out in the Approved Code of Practice for Confined Spaces.

4.11 Provision of Personal Protective Equipment (PPE)

The Trust shall provide PPE that is suitable and sufficient for the proposed task, it shall:

- Be appropriate for the risk or risks involved and the conditions at the place where exposure to the risk may occur;
- Take account of ergonomic requirements and the state of health of the person or persons who may wear it;
- Be capable of fitting the wearer correctly, if necessary, after adjustments within the range for which it was designed;
- So far as is practicable, it is effective to prevent or adequately control the risk or risks involved without increasing overall risk;
- Comply with any enactment (whether in an Act or instrument) which implements in Great Britain any provision on design or manufacture with respect to health or safety in any relevant Community directive listed in Schedule 1 of the PPE Regulations which is applicable to that item of personal protective equipment.

5 Procedure

5.1 Pre-Entry Procedure for Safe Entry into a Confined Space (Estates Staff)

Step	Action
1	Ensure there are a minimum of three suitably trained and competent persons detailed to carry out the entry.
2	Appoint a Top Man and identify two persons to enter the confined space.
3	All three competent persons shall compile a Risk Assessment for the proposed entry. This risk assessment shall be recorded formally in writing on the form enclosed in appendix 4 of this document and signed by all persons.
4	The same competent persons shall then write a Safe System of Work to be adopted whilst the confined space entry is undertaken and allotted tasks completed. The Safe System of Work shall be formally recorded in writing on the form enclosed in appendix 5 of this document and signed by all persons to show an agreement to be bound by its content.
5	The Personal Protective Equipment required for entry as identified by the Risk Assessment and Safe System of Work shall be obtained from the storage point and booked out and signed for on the Equipment Log Form in appendix 3.
6	All equipment shall be checked by the user for any obvious defects or malfunctions prior to use. Any issues shall be reported immediately to a Supervisor or Estates Officer who will decide on the action to be taken.
7	The work team shall then progress to the point of entry with all equipment and prepare for entry.
8	A Permit to Enter, as shown in appendix 6, shall be completed by the Top Man, all relevant parts of the permit completed and then a signature of an Issuing Officer shall be sought.
9	Once all permits and assessments are in place the entry can commence.

5.2 Procedure for Safe Entry into a Confined Space (Estates Staff)

Step	Action
1	All persons in the Confined Space entry team shall assemble at the point of entry.
2	The points of entry and exist shall be confirmed and access points opened and ventilated for a minimum period of 10 minutes whilst all entrants don PPE and setup access and egress equipment and emergency equipment.
3	Remote egress points/ventilation points shall be protected from accidental entrance by others by sturdy barriers, if out of site of the top man an additional person should be present to safeguard this point from accidental entry by others.
4	The gas detection equipment should be turned on, the peak readings facility activated and then lowered into the access point and left for a period of 5 minutes to monitor the atmosphere inside the Confined Space prior to entry. The gas detector should be withdrawn from the confined space; the peak readings recorded on the atmospheric monitoring chart (appendix 8) and the permit to enter should then be validated for use by an Issuing Officer.
5	Communications should be established between the Top Man and the Estates General Office on 0191 333 6228 via the mobile phone to ensure the ability to raise the alarm in case of an emergency.
6	The gas detector should be handed to the first person entering the confined space.
7	The Top Man shall check all entrants to ensure the proscribed PPE is used and fitted correctly. He/She shall ensure each separate working party entering the confined space has a portable gas detection unit in their possession. (*The working party will contain more that one person but they should never separate and work in different areas of the confined space, if this is to be the case, each separate group of persons is then a working party and each group must have portable gas detection equipment within their group*).
8	Once all members of the working team have entered the space the top man shall establish radio contact with the team then repeat this action at intervals not exceeding 5 minutes. The top man shall request the atmospheric readings from the personal gas detection unit of each team and record it on the atmospheric readings chart every time he confirms contact.
9	If radio contact is lost at any time the works party should backtrack towards the point of entry and suspend all works until communications are re-established. If contact is lost and no further communication is established the top man should instigate the Emergency Procedure.
10	If at any point within the proceedings the gas detection unit alarms then all persons within the confined space should put on their emergency PPE and exit from the Confined space by the nearest and easiest means.
11	If at any point within the proceedings the gas detection unit alarms then all persons within the confined space should put on their emergency PPE and exit from the Confined space by the nearest and easiest means.
12	Upon completion of the works, all men, plant and equipment should be withdrawn from the Confined Space. The top man shall account for all persons and property before resealing the entry/exit points.

13	The peak readings from the gas detection unit should be recorded as the final exit reading on the atmospheric record chart and the gas detection unit switched off.
14	The permit to enter shall be returned to the Issuing Officer for cancellation once all person and equipment are accounted for.
15	All equipment shall be cleaned down and returned to the store in the condition it was taken. Each person shall have joint responsibility for all equipment signed out to them for that period of work.
16	All risk assessments, safe systems of work and permits shall be returned to the Estates Department for filing.

5.3 Pre-Entry Procedure for Safe Entry into a Confined Space (Contractors)

Step	Action
1	The supervising Estates Officer or Supervisor shall ensure that all contractors are suitably trained in Confined Spaces Entry and competent to carryout the works. Written confirmation (copies of training certificates etc.) should be sought prior to the works commencing.
2	The contractor shall identify, at the time of placing an order, whether they wish to be bound by the content of this Policy and Procedure or if they wish to employ their own of the same or higher standard.
3	If the contractor wishes to be bound by our system then the preceding procedure for entry into confined spaces by estates staff shall be come applicable with the exception than the contractor shall supply all of their own equipment.
4	The supervising officer shall check all risk assessments, safe systems of work and any relevant permits for correctness and accuracy prior to issuing a permit to enter and validating it as the Issuing Officer.
5	The supervising officer shall ensure that all Personal Protective Equipment required for entry as identified by the Risk Assessment and Safe System of Work shall be provided by the contractor for their own use and all people are competent in its use.
6	The work team shall then progress to the point of entry with all equipment and prepare for entry.
7	Once all permits and assessments are in place the entry can commence

5.4 Procedure for Safe Entry into a Confined Space (Contractors)

Step	Action
1	All persons in the Confined Space entry team shall assemble at the point of entry.
2	If the contractor wishes to be bound by this policy and procedure then it shall apply in full as stated in the preceding descriptions for entry into confined spaces by estates staff.

3	If the contractor wishes to use their own company policy and procedure then the Estates Officer responsible for the works shall have had sight of this policy prior to entry and shall ensure the works are undertaken in a professional manner inline with the agreed system
4	The Issuing Officer of the permit shall himself/herself check that all points of entry and exit are securely resealed and all equipment is withdrawn prior to cancellation of the permit to enter.
5	Copies off systems applied shall be filed with the completed permit to enter in the estates department once all works are complete.

5.5 Emergency Procedure

In the event of an emergency the following shall apply:

Top Man

- Dial **999** from the mobile phone and request Fire and Rescue Service and Ambulance Service, provide all requested information and wait to be told it is ok to hang-up.
- Contact the Estates Department General Office on

  0191 333 6228

- Confirm name of caller
- State site and location or entry point
- State nature of emergency
- Confirm Emergency Services contacted

Estates General Office

- Call **9999** on internal phone (with an **outside line facility**) and request Fire and Rescue Services and Ambulance Service, relay all relevant information and await confirmation to hang-up.
- Upon being told to hang-up by the operator contact:

    - Call the top man and confirm the Rescue Services are on-route.
    - The Associate Director of Estates
    - The Director of Estates and Facilities

5.6 Confined Space Incident Reporting

- The Issuing Officer and the Top Man shall have responsibility to ensure any incident he/she is made aware of is recorded accordingly in the Estates Department Incident Book.
- Depending on the seriousness of the incident advice should be sought from the Risk Management Section on the need to complete a Serious Untoward Incident Report and any follow-up investigation that may be required.

6 Definitions

Term	Definition
Confined space	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.
Diving operation	Has the meaning assigned thereto by regulation 2(1) of the Diving Operations at Work Regulations 1981.
Free Flowing Solid	Any substance consisting of solid particles and which is of, or is capable of being in, a flowing or running consistency, and includes flour, grain, sugar, sand or other similar material.
Mine	Has the meaning assigned thereto by section 180 of the Mines and Quarries Act 1954.
Specified risk	The risk of: • Serious injury to any person at work arising from a fire or explosion; • The loss of consciousness of any person at work arising from an increase in body temperature; • The loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour or the lack of oxygen; • The drowning of any person at work arising from an increase in the level of liquid; or • 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.
System of work	Includes the provision of suitable equipment which is in good working order.

7 How this procedure will be implemented

- This procedure will be published on the Trust's intranet and external website.
- Line managers will disseminate this policy to all Trust employees through a line management briefing.
- Ultimate accountability for this procedure lies with the Chief Executive with specific responsibility for procedure implementation being delegated to respective Directors and Heads of Service etc.

8 How this procedure will be audited

The Head of Estates in conjunction with the Estates Officers will review this procedure on an annual basis and update as required to take account of new legislation, guidance, changes to personnel, procedures, protocols etc. and as a result of audit findings.

APPENDIX 1

Lanchester Road in Estates Generator House Store

APPENDIX 2

CONFINED SPACES EQUIPMENT

No.	Item Description	Serial Number	Date put into Service
1	Centurion Hard Hat	N/A	01 / 01 / 2001
2	Centurion Hard Hat	N/A	01 / 01 / 2001
3	Centurion Hard Hat	N/A	01 / 01 / 2001
4	Centurion Hard Hat	N/A	01 / 01 / 2001
1	NRG 150 Lanyard	5 3 0 6 0 8	01 / 01 / 2001
1	Bolero Harness	5 3 2 6 3 6	01 / 01 / 2001
2	Bolero Harness	5 3 4 2 4 2	01 / 01 / 2001
3	Bolero Harness	5 3 2 6 3 7	01 / 01 / 2001
4	Bolero Harness	5 3 4 2 4 3	01 / 01 / 2001
1	30/100 Oxygen Self-Rescuer	0 4 5 8 6 5 . 0 0	01 / 01 / 2001
2	30/100 Oxygen Self-Rescuer	0 4 6 4 6 5 . 0 0	01 / 01 / 2001
3	30/100 Oxygen Self-Rescuer	0 4 6 7 4 5 . 0 0	01 / 01 / 2001
1	ELSA Sprint Escape Breathing Apparatus	V 0 4 7 2 3	01 / 01 / 2001
2	ELSA Sprint Escape Breathing Apparatus	V 0 4 7 0 6	01 / 01 / 2001
3	ELSA Sprint Escape Breathing Apparatus	V 0 4 7 0 6	01 / 01 / 2001
1	Oldham Cap Lamp	5 9 7 7 1	01 / 01 / 2001
2	Oldham Cap Lamp	5 9 7 7 8	01 / 01 / 2001

3	Oldham Cap Lamp	5 9 7 9 1	01 / 01 / 2001
1	Status Mentor Portable Gas Detector	S S C 1 3 0 4 5	01 / 02 / 2003
2	Status Mentor Portable Gas Detector	S S C 1 3 1 9 9	01 / 02 / 2003
3	Status Mentor Portable Gas Detector	S S C 1 3 2 1 8	01 / 02 / 2003
1	Trolex Multi Sensor Gas Detector	3 4 1 7	01 / 12 / 2002
1	Didsbury Minilift 2m Aluminium Tripod	1 0 9 3 1 2 / 1	01 / 01 / 2001
1	Didsbury Minilift Winch and Winding Handle	1 0 9 3 1 2 / 3	01 / 01 / 2001

EQUIPMENT
Didsbury Minilift 2m High Aluminium Lightweight Tripod, Part No. 61 / 960

CS001

GENERAL: Under the UK Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), this tripod requires a thorough examination and re-certification by a competent person every 6 months for man riding applications and every 12 months for gods lifting.

PRIOR TO EVERY USE: (COMPLETED BY OPERATOR)

1. Check all leg pins are securing pins are in good order.
2. Check eyebolts are secure and locked with split pins.
3. Check legs pivot freely and the bolts are secure and undamaged.
4. Check all leg springs are in good working order.
5. Check feet are secure and swivel freely.
6. Any accessory brackets should be secure and undamaged.

MONTHLY CHECKS: (COMPLETED BY ESTATES OFFICER / APPOINTED PERSON)

1. Clean the tripod leg adjustment pins, remove grime and oil each leg pivot bolt.
2. The top casting must be checked for damage, replace if cracked or bent and the tripod returned to the authorised maintainers for re-certification.
3. All legs should be checked for damage and or bends to ensure that the functional integrity of the equipment is not impaired.
4. All springs should be checked, if considered weak then equipment should be returned to authorised maintainers for spring check and replacement.
5. All burs should be removed with a fine file and wire wool polished to improve handling.

6 MONTHLY CHECKS: (COMPLETED BY DIDSBURY ENGINEERING Co. LTD.)

This tripod should be returned to Didsbury Engineering Co. Ltd. no later than 6 months from the date shown on the latest examination certificate for testing and certification for Person Lifting Equipment under LOLER 1998.

ANNUAL CHECKS: (COMPLETED BY DIDSBURY ENGINEERING Co. LTD.)

This tripod should be returned to Didsbury Engineering Co. Ltd. no later than 12 months from the date shown on the latest examination certificate for testing and certification for Goods Lifting Equipment under LOLER 1998.

STORAGE: The tripod should be stored ready for use, in a designated storage area, unattached to any other piece of equipment.

CONTACT(S):

DIDSBURY ENGINEERING Co. LTD.	MINES RESCUE SERVICE LTD.
Manor Road	Houghton-le-Spring Mines Rescue Station
Levenshulme	Hetton Road
Manchester	Houghton-le-Spring
M19 3EJ	Tyne & Wear
Tel. +44 (0)161 224 6224	DH5 8PB. Tel. +44 (0)191 584 0802

EQUIPMENT
Sabre ELSA Sprint Compressed Air Escape Breathing Apparatus

CS002

GENERAL: It is a mandatory requirement that all escape apparatus shall be checked at monthly intervals. In addition, apparatus issued to wearers should be checked when issued and daily thereafter.

PRIOR TO EVERY USE: (COMPLETED BY OPERATOR)

1. Check that the contents gauge needle is in the green sector, showing that the cylinder is fully charged.
2. Check that the anti-tamper tag is in place and unbroken.
3. Check that access to the bag is unobstructed.

Apparatus that fails any of these checks must be withdrawn from use and returned to Paul Swansbury who will arrange for immediate workshop repair or servicing.

MONTHLY CHECKS: (COMPLETED BY ESTATES OFFFICER / APPOINTED PERSON)

1. **GENERAL:**
   - Carefully open the bag, release the quick fire cord and remove the apparatus from the bag.
   - Check the apparatus for damage or excess wear. Flex the breathing hose and check for splits and crazing (Minor crazing is acceptable).
2. **FACEMASK:**
   - Check that the head harness is fully extended.
   - Check that the facemask is clean and in good condition.
   - Check the visor is free from blemishes that might impair visibility.
   - Check that all inhale valve flaps in the inner mask lie flat and are in good condition.
3. **FIRST BREATH DEMAND VALVE:**
   - Disconnect the demand valve from the face piece.
   - Check the orange O-ring is clean and in good condition.
   - Check that the locking catch moves freely without sticking.
   - De-press the reset button on the first breath demand valve and connect to the face piece.
4. **QUICK FIRE CORD:**
   - Check that the quick fire cord is in good condition and that the toggle is fitted.
   - Check that the quick fire cord is attached to the bag lid and around the cylinder valve hand-wheel, so that the cylinder valve hand-wheel turns ant-clockwise when the cord is pulled.
5. **TAMPERPROOF TAG:**
   - Close the bags lid and fasten the press-stud to secure.
   - Pass the tail of the plastic tag through the two D-rings on the lid tab prior to securing the tail through the hole on the tag; pull tight and tuck tag under D-rings.

6 MONTHLY CHECKS:

There are no specific annual checks to be carried out other that that addressed by the monthly checklist.

ANNUAL CHECKS:

There are no specific annual checks to be carried out other that that addressed by the monthly checklist.

STORAGE:

- Apparatus should be stored ready for use, away from direct sunlight.
- Apparatus stored in temperatures below +4°C must be thoroughly dry prior to storage and must be kept dry, any ice forming on or in the apparatus may degrade performance.

CONTACT(S):

SABRE TECHNICAL SUPPORT SERVICES
Protector Technologies Group
Matterson House
Ash Road
Aldershot
Hants
GU12 4DE
UK

Tel. +44 (0)1252 342 352
Fax. +44 (0)1252 321 921

MINES RESCUE SERVICE LTD.
Houghton-le-Spring Mines Rescue Station
Hetton Road
Houghton-le-Spring
Tyne & Wear
DH5 8PB
UK

Tel. +44 (0)191 584 5723
Fax. +44 (0)191 584 0802

EQUIPMENT
Centurion Safety Helmet

CS003

PRIOR TO EVERY USE: (COMPLETED BY OPERATOR)

- Check before use that all parts are operational and undamaged.
- If in doubt contact the manufacturer.

Apparatus that fails any of these checks must be withdrawn from use and returned to Paul Swansbury who will arrange for immediate workshop repair or servicing.

ADVICE TO USERS:

- For adequate protection this helmet must fit or be adjusted to the size of the user's head.
- Adjust the helmet by means of the headband found at the rear of the helmet for a secure and comfortable fit.
- This helmet is made to absorb the energy of a blow by partial destruction or damage to the shell and the harness or protective padding and even though such damage may not be readily apparent any helmet subject to a severe impact should be replaced.
- Materials, which may come into contact with the wearer's skin, could cause allergic reactions to susceptible individuals.
- Do not modify or remove any of the original component parts of the helmet, other than those recommended by the manufacturer.
- Helmets should not be adapted for the purpose of fitting attachments in any way not recommended by the manufacturer.
- Do not apply paint or solvents or adhesive, or self-adhesive labels except in accordance with instructions from the manufacturer.

CLEANING INSTRUCTIONS:

- Protective products are best cleaned with warm tap water and a soft cloth.
- Care must be taken to avoid scratching.
- The manufacturer does not recommend cleaning with commercial solvents or organic compounds as they cause surface softening and stress relieving with a loss of physical properties.
- Antiseptic wipes are provided for the user to wipe the internal brow pad only, after use.

STORAGE:

- The helmet should be stored ready for use, away from direct sunlight.

CONTACT(S):

ECCO FINISHING LTD.
Unit 6
Letitia Industrial Estate
Middlesborough
Cleveland
TS4 4BE
UK

MINES RESCUE SERVICE LTD.
Houghton-le-Spring Mines Rescue Station
Hetton Road
Houghton-le-Spring
Tyne & Wear
DH5 8PB
UK

Tel. +44 (0)1642 219 76	Tel. +44 (0)191 584 5723 Fax. +44 (0)191 584 0802

EQUIPMENT
AUER / MSA SSR 30/100 Oxygen Self-Rescuer EN 401 / 20 s

CS004

GENERAL:
It is a mandatory requirement that all escape apparatus shall be checked at monthly intervals. In addition, apparatus issued to wearers should be checked when issued and daily thereafter.

PRIOR TO EVERY USE: (COMPLETED BY OPERATOR)

- To assure proper functioning the AUER SSR 30/100 must be regularly checked for exterior damage and cleaned if necessary (do not use a metal brush).

Apparatus that fails any of these checks must be withdrawn from use and returned to Paul Swansbury who will arrange for immediate workshop repair or servicing.

MONTHLY CHECKS: (COMPLETED BY ESTATES OFFFICER / APPOINTED PERSON)

- Carryout a general check of the external case ensuring there is no deep indents or gouges.
- Ensure the tamper proof lid seal is in place.

5 YEARLY CHECKS: (COMPLETED BY MSA (BRITAIN) Ltd/APPROVED MAINTAINER)

A random sample of all sets should be sent back to the manufacturer or their recommended maintainer for a tightness check. If the apparatus is found not to be tight then all sets must be returned to the manufacturer for testing. Untight sets will be opened, examined and repacked by competent persons.

10 YEARLY CHECKS: (COMPLETED BY MSA (BRITAIN) Ltd/APPROVED MAINTAINER)

All sets shall be returned to the manufacturer at ten year intervals (if not before) for opening, servicing, the replacement of out of date parts / worn parts and repacking.

STORAGE:

- All sets shall be stored in a ready to use condition away from direct sunlight or excessive temperature ranges.

CONTACT(S):

MSA (Britain) Limited
East Shawhead
Coatbridge
ML5 4TD
UK

Tel. +44 (0)1236 424 966
Fax. +44 (0)1236 440 881

MINES RESCUE SERVICE LTD.
Houghton-le-Spring Mines Rescue Station
Hetton Road
Houghton-le-Spring
Tyne & Wear
DH5 8PB
UK

Tel. +44 (0)191 584 5723
Fax. +44 (0)191 584 0802

EQUIPMENT

Didsbury Minilift Model LLRTZ-C/W48" Extension Tube &
Red Winding Handle Set @ 127Kgs Part No. 68 / 123T15

CS005

GENERAL:

Under the UK Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), this tripod requires a thorough examination and re-certification by a competent person every 6 months for man riding applications and every 12 months for gods lifting.

PRIOR TO EVERY USE: (COMPLETED BY OPERATOR)

- Visually check the equipment.
- If any part of the equipment is missing or appears to be damaged it must not be used.
- If any cable has any kinks, bends or is frayed the equipment must not be used.
- Ensure that the cable ferrule-retaining clip is secured on the load hook.
- Do not attempt to carry out repairs. The hoist is a certified lifting machine and should only be maintained by approved service personnel.

MONTHLY CHECKS: (COMPLETED BY ESTATES OFFICER / APPOINTED PERSON)

- Same as checks prior to use.

MONTHLY CHECKS: (COMPLETED BY DIDSBURY ENGINEERING Co. LTD.)

This hoist should be returned to Didsbury Engineering Co. Ltd. no later than 6 months from the date shown on the latest examination certificate for testing and certification for Person Lifting Equipment under LOLER 1998.

ANNUAL CHECKS: (COMPLETED BY DIDSBURY ENGINEERING Co. LTD.)

This hoist should be returned to Didsbury Engineering Co. Ltd. no later than 12 months from the date shown on the latest examination certificate for testing and certification for Goods Lifting Equipment under LOLER 1998.

STORAGE:

The hoist should be stored ready for use, in a designated storage area, unattached to any other piece of equipment.

CONTACT(S):

DIDSBURY ENGINEERING Co. LTD.
Manor Road
Levenshulme
Manchester
M19 3EJ

Tel. +44 (0)161 224 6224
Fax. +44 (0)161 224 2098

MINES RESCUE SERVICE LTD.
Houghton-le-Spring Mines Rescue Station
Hetton Road
Houghton-le-Spring
Tyne & Wear
DH5 8PB
Tel. +44 (0)191 584 5723
Fax. +44 (0)191 584 0802

EQUIPMENT
Oldham Cap Lamp

CS006

GENERAL:
This equipment has no serviceable parts, other than the bulb, and as such should not be dismantled.

PRIOR TO EVERY USE: (COMPLETED BY OPERATOR)

- Check lamp is fully charged ready for use prior to disconnection from charger unit.
- Examine wet cell battery pack for external damage and deep gouges.
- Examine flex for nicks, cracks or crazing.
- Check head for external damage and deep gouges.
- Check functional operation of both pilot light and main light.

Apparatus that fails any of these checks must be withdrawn from use and returned to Paul Swansbury who will arrange for immediate workshop repair or servicing

MONTHLY CHECKS: (COMPLETED BY ESTATES OFFICER / APPOINTED PERSON)

- Same as checks prior to use.

6 MONTHLY CHECKS:

- Same as checks prior to use.

ANNUAL CHECKS:

- **Same as checks prior to use.**

STORAGE:
The cap lamp should be stored ready to use, in position on four stage charger unit.

CONTACT(S):

OLDHAM CROMPTON BATTERIES LTD.
Edward Street
Denton
Manchester
M34 3AT
UK

Tel. +44 (0)161 335 0999
Fax. +44 (0)161 335 0020

MINES RESCUE SERVICE LTD.
Houghton-le-Spring Mines Rescue Station
Hetton Road
Houghton-le-Spring
Tyne & Wear
DH5 8PB

Tel. +44 (0)191 584 5723
Fax. +44 (0)191 584 0802

EQUIPMENT
Oldham Cap Lamp Four Stage Charger. Code 6. 562. 01

CS007

GENERAL:
This equipment has no serviceable parts and as such should not be dismantled. With the exception of the replacement of the fuse.

PRIOR TO EVERY USE: (COMPLETED BY OPERATOR)

- Check the location/charging pins are free from corrosion and dirt.
- Check all cables are free from defects.
- Locate lamp head and lock into position.

Apparatus that fails any of these checks must be withdrawn from use and returned to Paul Swansbury who will arrange for immediate workshop repair or servicing

MONTHLY CHECKS: (COMPLETED BY ESTATES OFFICER / APPOINTED PERSON)

- Same as checks prior to use.

6 MONTHLY CHECKS:

- Same as checks prior to use.

ANNUAL CHECKS:

- **Same as checks prior to use.**

STORAGE:

- The cap lamp should be stored ready to use, in position on four stage charger unit.

CONTACT(S):

OLDHAM CROMPTON BATTERIES LTD.
Edward Street
Denton
Manchester
M34 3AT
UK

Tel. +44 (0)161 335 0999
Fax. +44 (0)161 335 0020

MINES RESCUE SERVICE LTD.
Houghton-le-Spring Mines Rescue Station
Hetton Road
Houghton-le-Spring
Tyne & Wear
DH5 8PB

Tel. +44 (0)191 584 5723
Fax. +44 (0)191 584 0802

EQUIPMENT
Pammenter & Petrie NRG 150 Energy Absorber Lanyard

CS008

GENERAL: During inspection if there is any doubt on the serviceability of any component of the fall arrest system it MUST be withdrawn from service IMMEDIATELY. You MUST either scrap the suspect equipment or return it to the Supplier/Manufacturer.

PRIOR TO EVERY USE: (COMPLETED BY OPERATOR)

- **WEBBING**
  Check all webbing thoroughly. There must be no evidence of FRAYING, CUTS, BURNS, MOULD, DECOLOURATION or CHEMICAL attack.
- **STITCHING**
  Every stitch pattern should be examined carefully. There must be no evidence of broken stitched, loosening, pulling or cuts.
- **KARABINERS AND SNAPHOOKS**
  These must be totally free from RUST PITTING, DISTORTION CRACKS or EXCESIVE WEAR.
  Moving parts should be kept clean and lubricated with a silicon-based spray.
  Ensure the bar or snap closes itself and that the locking device prevents opening under very firm pressure. Check for misalignment of the closing bar or snap, and any distortion of the hook generally.

Apparatus that fails any of these checks must be withdrawn from use and returned to Paul Swansbury who will arrange for immediate replacement.

MONTHLY CHECKS: (COMPLETED BY ESTATES OFFICER / APPOINTED PERSON)

- Same as checks prior to use.

ANNUAL CHECKS: Same as checks prior to use.

5 YEARLY CHECKS:
This piece of equipment should be replaced every 5 Years with new. This is surmising the usage has not been excessive, in which case this period will need to be reduced accordingly.

STORAGE: The equipment shall be stored ready for use, away from direct heat and sunlight.

CONTACT(S):

PAMMENTER & PETRIE LIMITED
140 – 146 Brearley Street
Hockley
Birmingham
B19 3XJ
UK
Tel. +44 (0)121 359 4561
Fax. +44 (0)121 359 4136

MINES RESCUE SERVICE LTD.
Houghton-le-Spring Mines Rescue Station
Hetton Road
Houghton-le-Spring
Tyne & Wear
DH5 8PB
Tel. +44 (0)191 584 5723
Fax. +44 (0)191 584 0802

EQUIPMENT
Pammenter & Petrie BOLERO Harnesses

CS009

GENERAL:
During inspection if there is any doubt on the serviceability of any component of the fall arrest system it MUST be withdrawn from service IMMEDIATELY. You MUST either scrap the suspect equipment or return it to the Supplier/Manufacturer.

PRIOR TO EVERY USE: (COMPLETED BY OPERATOR)

- **WEBBING**

  Check all webbing thoroughly. There must be no evidence of FRAYING, CUTS, BURNS, MOULD, DECOLOURATION or CHEMICAL attack.

- **STITCHING**

  Every stitch pattern should be examined carefully. There must be no evidence of broken stitched, loosening, pulling or cuts.

- **BUCKLES**

  All buckles and "D" rings must be totally free from RUST PITTING, DISTORTION CRACKS, or EXCESSIVE WEAR.

  Moving parts such as sliding buckles must move freely.

  Special attention should be given to the integrity of the connecting "D" rings.

Apparatus that fails any of these checks must be withdrawn from use and returned to Paul Swansbury who will arrange for immediate replacement.

MONTHLY CHECKS: (COMPLETED BY ESTATES OFFICER / APPOINTED PERSON)

- Same as checks prior to use.

ANNUAL CHECKS:
Same as checks prior to use.

5 YEARLY CHECKS:

- This piece of equipment should be replaced every 5 Years with new. This is surmising the usage has not been excessive, in which case this period will need to be reduced accordingly.

STORAGE: The equipment shall be stored ready for use, away from direct heat and sunlight.

CONTACT(S):

PAMMENTER & PETRIE LIMITED
140 – 146 Brearley Street
Hockley
Birmingham
B19 3XJ

MINES RESCUE SERVICE LTD.
Houghton-le-Spring Mines Rescue Station
Hetton Road
Houghton-le-Spring
Tyne & Wear

UK Tel. +44 (0)121 359 4561 Fax. +44 (0)121 359 4136	DH5 8PB Tel. +44 (0)191 584 5723 Fax. +44 (0)191 584 0802

EQUIPMENT
Status Mentor Portable Gas Detection Unit PGD2

CS010

GENERAL: During inspection if there is any doubt on the serviceability of any component of the fall arrest system it MUST be withdrawn from service IMMEDIATELY. You MUST either scrap the suspect equipment or return it to the Supplier/Manufacturer.

PRIOR TO EVERY USE: (COMPLETED BY OPERATOR)

- Check unit is intact, complete and there is no deterioration in the casing of the unit or it's protective rubber housing.
- Check the unit is fully charged and operates accordingly.
- Check the unit is still within its calibration date and safe to use.

Apparatus that fails any of these checks must be withdrawn from use and returned to Paul Swansbury who will arrange for immediate servicing or replacement.

MONTHLY CHECKS: (COMPLETED BY ESTATES OFFICER / APPOINTED PERSON)

- Same as checks prior to use.
- The units shall be charged and regularly totally discharged on a rolling monthly programme.

ANNUAL CHECKS:

- Same as checks prior to use.
- A competent person shall return the unit to the manufacture on or before its annual calibration date for re-certification.

Apparatus that fails any of these checks must be withdrawn from use

5 YEARLY CHECKS:

- Remove the battery cover and check condition of dry cell batteries, replace if required.
- This instrument has been fitted with several specialised gaskets in order to protect it against momentary immersion in water. In order to maintain this degree of protection, it is recommended that the main case seal and the upper rear cover upper seal be replaced whenever the red lens assembly is removed.

STORAGE: The equipment shall be stored ready for use, on the base unit charger dry and clean.

CONTACT(S):

STATUS SCIENTIFIC CONTROLS LTD.
Hermitage Estate
Kings Mill Way
Mansfield
Nottinghamshire
NG18 5ER
Tel. +44 (0)1623 651 381
Fax. +44 (0)1623 421 063

MINES RESCUE SERVICE LTD.
Houghton-le-Spring Mines Rescue Station
Hetton Road
Houghton-le-Spring
Tyne & Wear
DH5 8PB
Tel. +44 (0)191 584 5723
Fax. +44 (0)191 584 0802

APPENDIX 4

RISK ASSESSMENT FORM

Location / Area: .....

Name(s) of Assessor(s): ..... Date .....

Purpose of entry: .....

.....

.....

Primary Assessment of Activity and Work Area.

Does the work area involve any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, combustion chamber, open-topped chamber, ductwork, unventilated or poorly ventilated rooms or any other enclosed space?

Yes	No

If **"NO"** then this confined space risk assessment may not be applicable to this activity.
If **"YES"** continue below with more detailed assessment.

1. **Hazard Identification** Risk Assessment – if in doubt answer **YES**.

	YES	NO	Comments
1. Toxic gases / vapours.			
2. Explosive / Flammable substances.			
2. Sources of ignition.			
3. Oxygen deficiency / Enrichment.			
4. Chemical contaminants or residues.			
5. Scale, Rust or Sludge.			
6. Gases / Fumes generated from work.			
7. Poor lighting.			
8. Flooding due to weather or uncontrolled ingress from other source.			
9. Restricted access / egress.			
10. Work activity more than 3 mins. From point of egress.			
11. Poor structural condition of access ladders etc.			
12. Poor communication with man above ground.			
13. Danger of contact with live Electrical Conductors.			
14. High Temperatures.			
15. Asbestos.			
16. Excessive Noise.			
17. Manual Handling.			
18. Other			

2. Control Measures

	YES	NO	Comments
1. Work to be done without entry.			
2. Confined Spaces Permit to Work.	**YES**	**-**	Requires a Permit to Work

3. Other persons affect by works informed			
4. Services to be isolated.			
5. Gas monitoring equip. to be carried.			
6. Escape BA to be carried by all.			
7. Additional ventilation required.			
8. Limited working time for any persons within the space.			
9. Additional supervision required.			
10. Staff Training required.			
11. Restricted access barriers / warning notices required.			
12. Access/entry point arrangements to be confirmed			
13. Other			

Signature of Assessor(s): _____ Date: _____

Person Issuing Permit to enter:_____

APPENDIX 5

SAFE SYSTEM OF WORK FORM

Permit No……..

INTRODUCTION

Date:

Persons Involved in Entry:

Decription of the work:

PROCEDURE TO BE ADOPTED

- Open duct vent for 5 – 10 mins then take readings.
- Enter duct wearing confined space equipment and PPE
- 2 persons in duct to be within straight line communicating distance
- Exit the duct and leave in a safe and secure manner then report to supervisor

SIGNATURES

Signatures of all persons agreeing to be bound by this procedure described above: (this shall be all persons involved in the confined spaces works)

APPENDIX 6

PERMIT TO ENTER A CONFINED SPACE

PERMIT No.:	**OTHER RELEVANT PERMIT No.'s:**
Site Location	

THIS PERMIT IS VALID FROM hrs Date TO hrs Date

PRECAUTIONS	Yes / No	COMMENT	SIGNED
Operatives Confined Spaces Trained	Y	Staff entering space to have been trained	
Safe System of Work Attached			
Machinery Isolated			
Valve(s) Isolated			
Spade(s) Fitted			
Total Disconnection			
Drained free of liquid/sludge/dust			
Has Gas Test been Carried Out?			
Forced □ Exhaust □ Natural □ Ventilation			
Lighting used (Specify Type)			
No Naked Lights			
Outside / Top Man	Y	Always Required	
Harness □ Winch □ Lifeline □			
Fist Aid Kit	Y	Always Required	
Specific PPE to be used (specify)			
Constant Multigas monitoring H_2S □ CH_4 □ O_2 □ CO □ other □			
Work at Height			
Fire Fighting Equipment Available			
Further Special Precautions			

1. STANDYBY PERSON: I have been instructed and fully understand what is expected of me in carrying out this task.

Name Time Date Signature

2. ISSUER: I HEREBY DECLARE that it is safe to work / enter the above confined space and that the safety measures above have been carried out.

Name Date Signature being authorised to issue permits

3. RECIPIENT: I HEREBY DECLARE that I accept responsibility for carrying out work / entry in the confined space, detailed above.

Name Date Signature competent person in charge of work

4. TIME EXTENSION: Subject to the following further precautions (mark N/A if none required)

The expiry time of this permit is extended from hrs Date to hrs Date

Signature (Issuer) Signature (Recipient)

CLEARANCE / CANCELLATION CERTIFICATE

I HEREBY DECLARE that the work for which the permit was issued is now: SUSPENDED ☐ CANCELLED ☐ COMPLETE ☐

and that **ALL PERSONS** involved have been **WITHDRAWN** and **WARNED** that it is **NO LONGER SAFE** to work/enter the confined space detailed above. **TOOLS** and **EQUIPMENT** have been **REMOVED** and accounted for. **ALL COVERS** have been **REPLACED** and keys returned.

Time Date Signature (Issuer of permit)

Time Date Signature (Recipient of permit)

INITIAL ATMOSPHERIC GAS TEST		STATUS MENTOR – PDG2 PERSET ALARM LEVELS		
	RESULT	**Maximum Exposure Limit**	**Occupational Exposure Limit**	**Alarm**
O2 - OXYGEN	**% Vol**	**/**	**/**	**19% low 23% high**
CO – CARBON MONOXIDE	**ppm**	**30 ppm**	**200 ppm**	**400 ppm**
CH4 – METHANE	**%LEL**	**/**	**/**	**20% LEL**
HYDROGEN SULPHIDE		**5**	**10**	**15**

* **NOTE**: Parts 1,2,3 and 4 **MUST** only be signed in order, the INCORRECT ORDER will INVALIDATE this permit.

APPENDIX 7

ISSUING OFFICERS

The officers authorised to issue and cancel Permits to Enter Confined Spaces are:

1. Mr Paul Shoulder Estates Officer
2. Mr Keith Legg Estates Officer
3. Mr. Brian Jarvis Estates Officer
4. Mr Graham Nellis Estates Officer
5. Mr David Turner Associate Director Estates
6. Mr Colin Richardson Engineering Supervisor
7. Mr Callum Dawson Engineering Supervisor
8. Mr Paul Taylor Engineering Supervisor
9. Mr John Coad Building Supervisor
10. Mr George Watson Estates Officer

APPENDIX 8

ATMOSPHERIC RECORD FORM

Date: _____

Location:_____

Top Man:_____

Entry Team:_____

Time	Comment	O2 Oxygen	CO2 Carbon Dioxide	CH4 Methane	H2S Hydrogen Sulphide	CO Crbon Monoxide

Signature of top man:_____

The elapsed time between contact from the top man with the works team shall not extend 5 minutes, readings shall be recorded at every contact on this form.

EMERGENCY PROCEDURE

TOP MAN

1. Dial **999** on Mobile Phone
   (Fire & Rescure and Ambulance Service)

2. Contact Estates Department on
   0191 333 6222

Confirm caller
State Location (Site and building)
State Nature of Incident

GENERAL OFFICE

1. Dial **9999**
   (Fire & Rescure and Ambulance Service)

2. Call Confirm Rescue Service onway with
   Top Man on Mobile No. **07810881384**

3. Contact the: Associate Director of Estates
   Director of Estates and Facilities

9 Document control

Date of approval:	01 February 2017	
Next review date:	31 October 2024	
This document replaces:	CORP-0036-v3	
Lead:	Name	Title
	Dave Turner	Associate Director of Estates
Members of working party:	Name	Title
	George Watson	Estates Officer
This document has been agreed and accepted by: (Director)	Name	Title
	Rob Cowell	Director of Operations EFM
This document was approved by:	Name of committee/group	Date
	Health Safety Security and Fire Group	February 2017
An equality analysis was completed on this document on:	February 2017	

Change record

Version	Date	Amendment details	Status
1.0	09 Sep 2009	New document	Withdrawn
2.0	28 Jul 2011	Reviewed and revised	Withdrawn
3.0	01 Feb 2014	Reviewed and updated onto new template	Withdrawn
4.0	01 Feb 2017	Reviewed and minor updates including page 40 Issuing Officer	Published
4.0	21 April 2020	Extended review date from 01 Feb 2020 to 01 Aug 2020	Published
4.0	12 April 2021	Review date extended to 12 November 2023	Published
4.0	12 March 2024	Review date extended to 31 May 2024	Published
4.0	May 2024	Review date extended to 31 October 2024	Published

Appendix 1 - Equality Analysis Screening Form

Please note; The Equality Analysis Policy and Equality Analysis Guidance can be found on InTouch on the policies page

Name of Service area, Directorate/Department i.e. substance misuse, corporate, finance etc.	Estates and Facilities Management					
Name of responsible person and job title	Dave Turner, Associate Director of Estates					
Name of working party, to include any other individuals, agencies or groups involved in this analysis	George Watson					
Policy (document/service) name	Confined Spaces Entry and Working Procedure					
Is the area being assessed a;	Policy/Strategy		Service/Business plan		Project	
	Procedure/Guidance			X	Code of practice	
	Other – Please state					
Geographical area	Trust Wide					
Aims and objectives	This procedure defines the requirement for entry and safe working in confined spaces.					
Start date of Equality Analysis Screening (This is the date you are asked to write or review the document/service etc.)	01/02/2017					
End date of Equality Analysis Screening (This is when you have completed the analysis and it is ready to go to EMT to be approved)	01/02/2017					

You must contact the EDHR team as soon as possible where you identify a negative impact. Please ring Sarah Jay on 0191 3336267/3542

1. Who does the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan benefit?

Patients, Staff, Visitors and FM Provider

2. Will the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan impact negatively on any of the protected characteristic groups below?

Race (including Gypsy and Traveller)	~~Yes~~/No	**Disability** (includes physical, learning, mental health, sensory and medical disabilities)	~~Yes~~/No	**Gender** (Men, women and gender neutral etc.)	~~Yes~~/No
Gender reassignment (Transgender and gender identity)	~~Yes~~/No	**Sexual Orientation** (Lesbian, Gay, Bisexual and Heterosexual etc.)	~~Yes~~/No	**Age** (includes, young people, older people – people of all ages)	~~Yes~~/No
Religion or Belief (includes faith groups, atheism and philosophical belief's)	~~Yes~~/No	**Pregnancy and Maternity** (includes pregnancy, women who are breastfeeding and women on maternity leave)	~~Yes~~/No	**Marriage and Civil Partnership** (includes opposite and same sex couples who are married or civil partners)	~~Yes~~/No

Yes – Please describe anticipated negative impact/s

No – Please describe positive impacts/s

By Implementing of this procedure will ensure a suitable and sufficient process is to be followed for all relevant parties working within a confined space.

3. Have you considered other sources of information such as; legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.? **If 'No', why not?**	**Yes**	X	**No**	

Sources of Information may include: • Feedback from equality bodies, Care Quality Commission, Equality and Human Rights Commission, etc. • Investigation findings • Trust Strategic Direction • Data collection/analysis • National Guidance/Reports		• Staff grievances • Media • Community Consultation/Consultation Groups • Internal Consultation • Research • Other (Please state below)

4. Have you engaged or consulted with service users, carers, staff and other stakeholders including people from the following protected groups?: Race, Disability, Gender, Gender reassignment (Trans), Sexual Orientation (LGB), Religion or Belief, Age, Pregnancy and Maternity or Marriage and Civil Partnership

Yes – Please describe the engagement and involvement that has taken place

No – Please describe future plans that you may have to engage and involve people from different groups

5. As part of this equality analysis have any training needs/service needs been identified?					
Yes/~~No~~	Please describe the identified training needs/service needs below Only suitably trained staff will be allowed to enter into a confined space.				
A training need has been identified for;					
Trust staff	Yes/~~No~~	Service users	~~Yes~~/No	Contractors or other outside agencies	Yes/~~No~~
Make sure that you have checked the information and that you are comfortable that additional evidence can provided if you are required to do so					
The completed EA has been signed off by: You the Policy owner/manager: Type name: DAVE TURNER					Date: 01/02/2017
Your reporting (line) manager: Type name: ROB COWELL					Date: 01/02/2017
If you need further advice or information on equality analysis, the EDHR team host surgeries to support you in this process, to book on and find out more please call: 0191 3336267/6542 or email: sarahjay@nhs.net					

Appendix 2 – Approval checklist

To be completed by lead and attached to any document which guides practice when submitted to the appropriate committee/group for consideration and approval.

	Title of document being reviewed:	Yes/No/ Unsure	Comments
1.	**Title**		
	Is the title clear and unambiguous?	YES	
	Is it clear whether the document is a guideline, policy, protocol or standard?	YES	
2.	**Rationale**		
	Are reasons for development of the document stated?	YES	
3.	**Development Process**		
	Are people involved in the development identified?	YES	
	Has relevant expertise has been sought/used?	YES	
	Is there evidence of consultation with stakeholders and users?	YES	
	Have any related documents or documents that are impacted by this change been identified and updated?	YES	
4.	**Content**		
	Is the objective of the document clear?	YES	
	Is the target population clear and unambiguous?	YES	
	Are the intended outcomes described?	YES	
	Are the statements clear and unambiguous?	YES	
5.	**Evidence Base**		
	Is the type of evidence to support the document identified explicitly?	YES	
	Are key references cited?	YES	
	Are supporting documents referenced?	YES	
6.	**Training**		
	Have training needs been considered?	YES	
	Are training needs included in the document?	YES	
7.	**Implementation and monitoring**		
	Does the document identify how it will be	YES	

	Title of document being reviewed:	Yes/No/ Unsure	Comments
	implemented and monitored?		
8.	**Equality analysis**		
	Has an equality analysis been completed for the document?	YES	
	Have Equality and Diversity reviewed and approved the equality analysis?	YES	
9.	**Approval**		
	Does the document identify which committee/group will approve it?	YES	
Signature:		Dave Turner	