



UHSP-30: Confined Spaces



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1. Objective

The University of Leicester will take all steps necessary to ensure the risks associated with entry into confined spaces are eliminated or reduced to as low as is reasonably practicable, complying with:

- Confined Spaces Regulations 1997
- The Management of Health and Safety at Work Regulations 1999

2. Scope

This policy applies to all University premises and to sites under its control. It is applicable to any work carried out by employees, students or contractors.

When a space is identified as a confined space, the Confined Space Regulations will apply in full, even where the specified risk is controlled and where the status of a space may change, depending on circumstances or risks (see Appendix I for confined space definition).

Diving operations, sea-going activities and below ground mining fall outside the scope of this University policy and are dealt with by specific legislation.

3. Definitions

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.

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.

Specified risk: A risk of serious injury to any person at work arising from:

- fire or explosion
- loss of consciousness of any person at work arising from an increase in body temperature
- loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour or the lack of oxygen
- drowning of any person at work arising from an increase in the level of liquid
- 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

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Person in control of works (including project manager, asset manager, reactive maintenance supervisor, departmental staff): The person in control of works will be the University’s principal point of contact with a contractor.

Authorising persons: Relating to confined space entry - competent persons possessing the skills, knowledge, experience and authority to authorise a permit to work on behalf of the University.

Contractor: An individual, company or organisation engaged directly by the University or by a company operating from University premises to provide labour and / or services.

Risk assessments / method statements / construction phase plans: Written documents which detail hazards associated with work activities and identify measures to eliminate or control risks arising (including the provision of suitable and sufficient safety equipment).

4. Responsibilities

Executive Board

Responsible for providing appropriate safety leadership and support to ensure that these procedures are followed, including provision of adequate resources.

Heads of Schools, Departments or Corporate Service Divisions

Demonstrate safety leadership and ensure the implementation of these procedures in their areas of responsibility.

Health and Safety Business Partners

Health and safety business partners will provide competent advice on the implementation of this procedure and will communicate with persons in control of works and Authorising Persons as necessary to monitor compliance and ensure that this process is followed. The EDS Business Partner will also authorise permits where appropriate.

Line managers/supervisory staff

Line managers/supervisory staff in control of areas that contain a confined space must be aware of the confined space’s presence and ensure that unauthorised access is prevented.

Person in control of works

The person in control of works is responsible for ensuring that the works undertaken in confined spaces are properly managed in accordance with this procedure and where a permit to work is needed, the specific requirements of the confined space entry permit.

Authorising Persons (EDS)/Building and Asbestos Asset Manager

The Authorising Persons are responsible for authorising confined space entry permits to work.

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Contractors

Contractors requiring a permit-to-work shall provide the following to the person in control of works as part of the permit to work request:

- A suitable and sufficient assessment of the risks inherent with the work together with associated control measures;
- A method statement for the works to be undertaken (including construction phase plan where required);
- COSHH information where applicable.

5. Procedure

Identify confined spaces and control access

Line managers/supervisory staff in control of areas that contain a confined space must be aware of the confined space’s presence and ensure that unauthorised access is prevented.

Ensure work is properly planned

Where work is to be undertaken in a confined space, this work must be robustly planned, undertaken by competent people and subject to a suitable and sufficient risk assessment and a defined emergency plan.

Before a permit is issued, the Authorising Person must ensure:

- Safety documentation (safe system of work, risk assessments, method statement, construction phase plan, COSHH) are suitable and sufficient
- Training records are suitable and sufficient for the persons carrying out the work
- Provision has been made for a suitable and sufficient emergency rescue plan
- Occupational health risks have been properly considered before any person is allowed to enter a confined space There is a risk that existing health issues may increase the risk of working in confined spaces (i.e. asthma, diabetes, epilepsy, mobility problems), and to ensure their safety, occupational health must be informed and an occupational health appointment carried out before any University staff member is asked to enter a confined space.

NB. Permits to work are not required for all confined space work, e.g. work in some laboratories where other control measures are sufficient.

Ensure work is properly managed

Work shall proceed according to the agreed plan and under the agreed supervision regime. The person supervising the works must ensure that the control measures outlined in the planning are followed and if a permit to work is required, that it is in place

Ensure work is properly shut down or finished

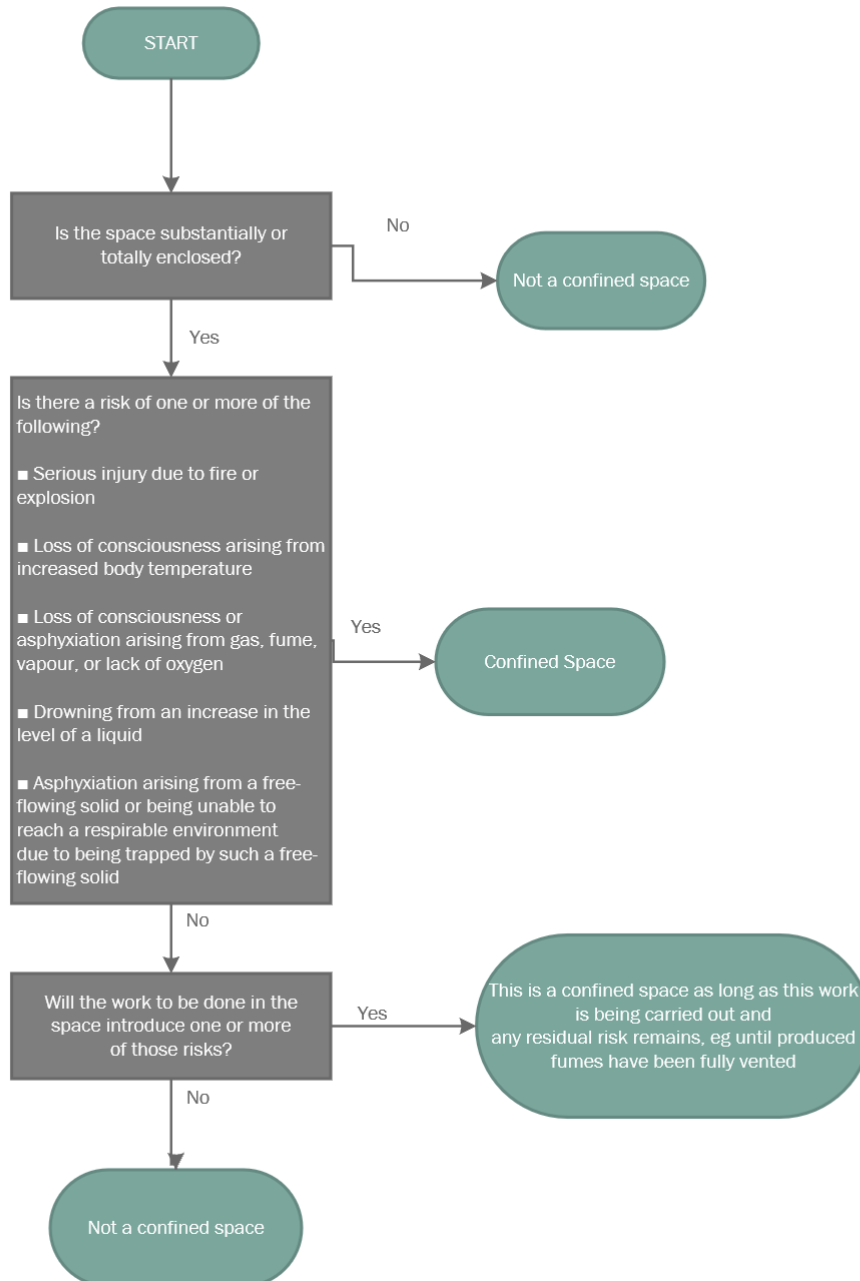
When work is complete or at the end of the working day, the person supervising the works must ensure that the area is left safe. What this will entail will be detailed in the pre work planning document and any related permits to work.

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Appendix 1

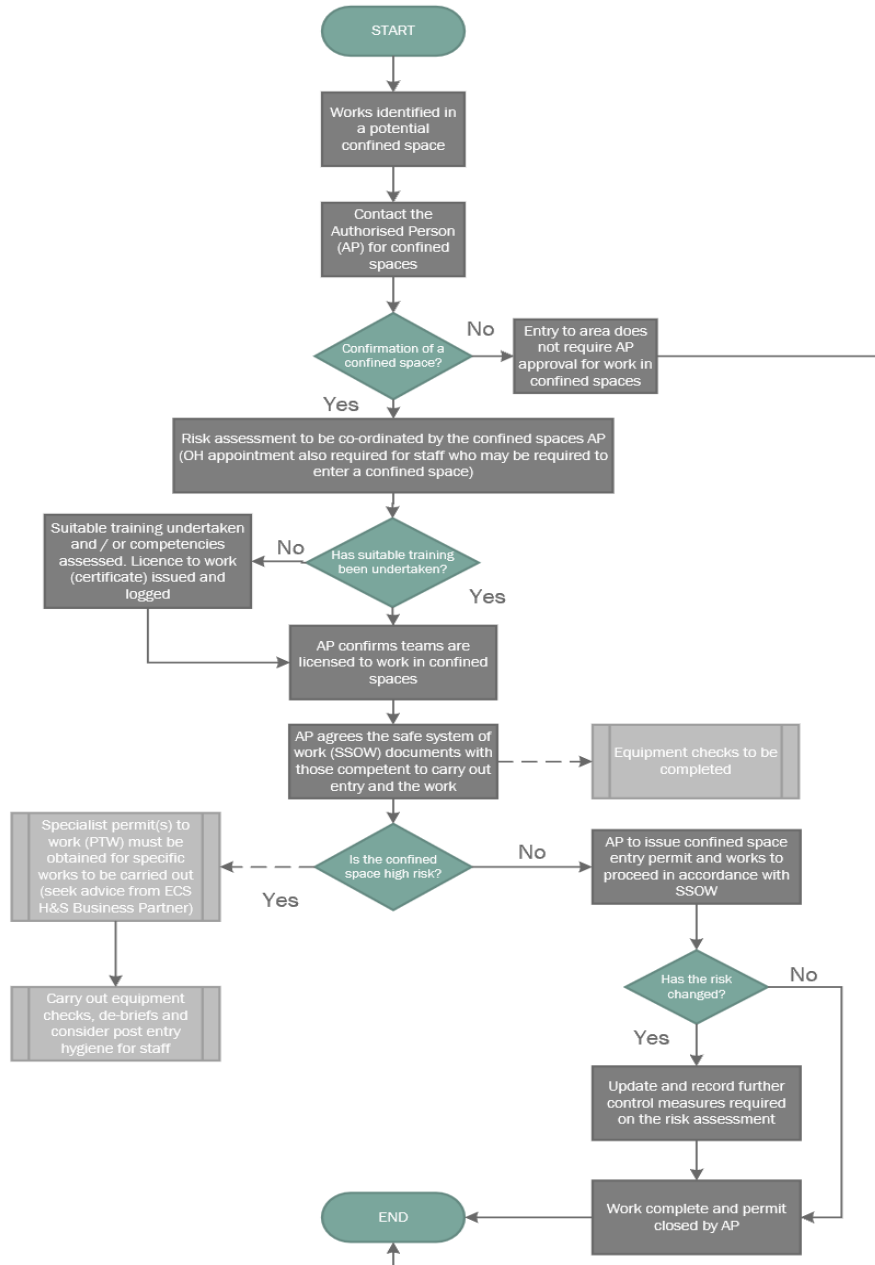
IS THE AREA A CONFINED SPACE?



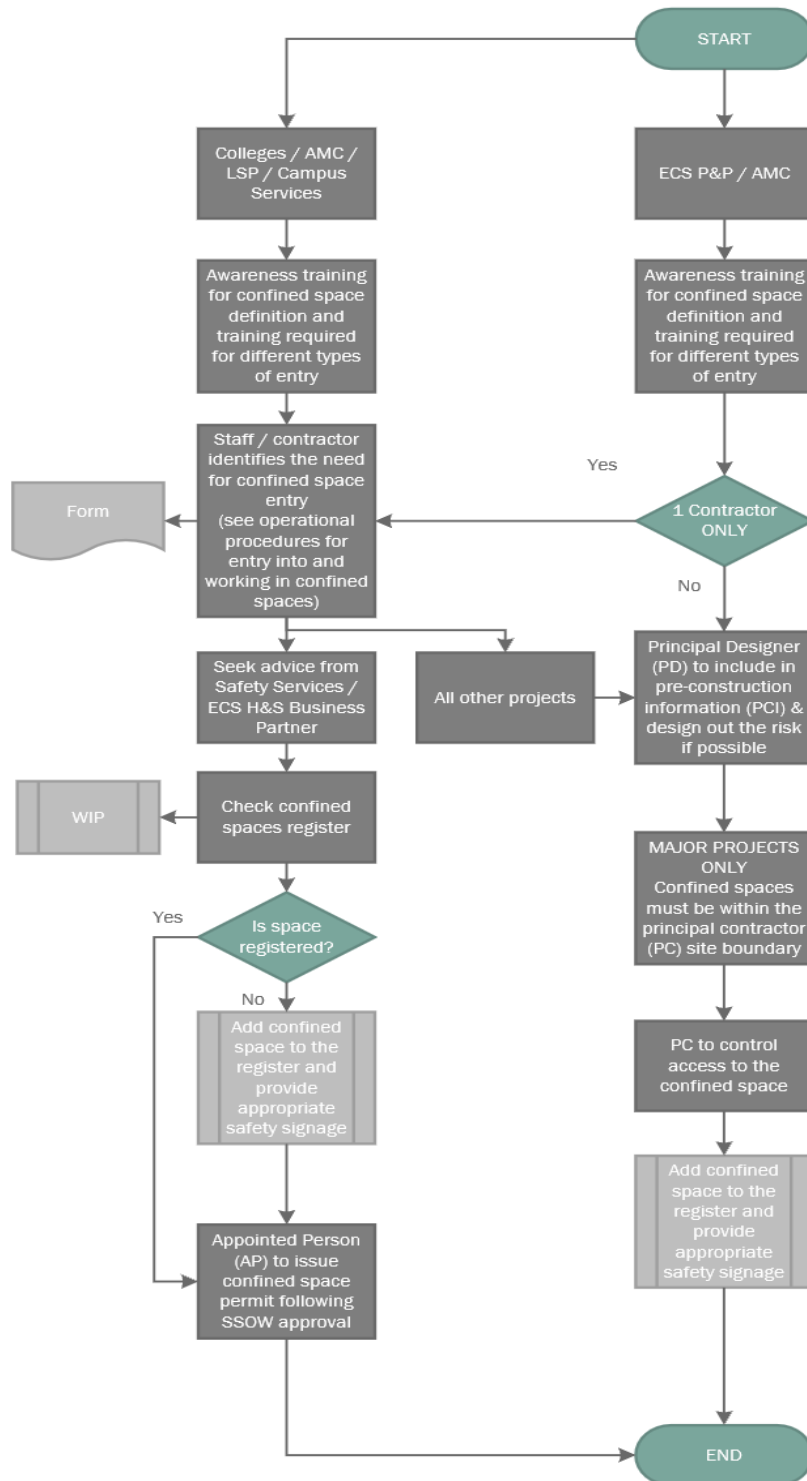
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OPERATIONAL PROCEDURE FOR ENTRY INTO AND WORKING WITHIN CONFINED SPACES



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6. Related documents

- EDS local permit to work procedure and permits
- [L101](#) Safe work in confined spaces - Confined Spaces Regulations 1997

7. Revision History

Date of Issue	Version number	Amendments Made
31/01/2020	1.0	First issue
14/12/2020	1.1	Minor (added Building and Asset Manager by Mubin Chowdhury HSBP for AMC)

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