Confined Space Entry Permit Procedure

1. Purpose

The purpose of this Confined Spaces Permit procedure is to provide a formal system for controlling and authorising work in confined spaces, ensuring that risks are identified and adequately controlled before anyone enters.

2. Scope

Applies to all works which involve a person or people entering a confined space, where the definition of a confined space is as follows:
'A work area, which is considered dangerous or potentially dangerous that, has a restricted opening for entry and exit. Any place, including any chamber, tank, vat, silo, pit, pipe, sewer, flue, well or other similar space, in which, by virtue of its enclosed nature, there is a foreseeable risk'.

LLAOL issued confined space permits can only be issued for a maximum of a **12 working hours.**

3. Responsibilities

3.1. Contractor

- Apply for permits in accordance with the scope of works, this can be raised as many times as required on the weekly basis of the project attached to the original work authorisation.

- Provide sufficient supporting documentation. Including but not limited to:
- Risk assessments
- Method statements
- Emergency/rescue plans
- Evidence of competency
- Equipment documentation/certification

The person in charge on concerto and site must be the one answering the questions to the permit issuer for the permit to be open issued.

3.2. Control of Contractors Office (COCO)

- Undertake an initial review of the contractor's permit submission to ensure times, dates and locations are correct and existence of all required supporting documentation.

3.3. Technical Approvers (Field Experts)

- Review the high-risk permit, including but not limited to:
  - Method statement/safe system of work
  - Risk assessment(s)
  - Emergency/rescue plans
  - Competency evidence
  - Equipment documentation/certification

The Technical approver will give a desktop authorisation of the high-risk permit.

3.4. LLA Point of Work Issuers

• Issue permits at the point of works, undertaking a set of questions that is set on the orchestrate application or concerto webpage, this is for opening an issuing the permit and for closing and completing.

3.5. Compliance and H&S

Manage the systems that support these works and audit periodically against works being conducted, alongside the pre validation checklist answered daily by the person in charge on the high-risk permit.

4. General Requirement for Confined Space Entry

All those who require a CSE Permit for their works will need to hold relevant and in date competencies for these tasks.

Through the risk assessment process, the Contractor and LLAOL Representative must consider any confined space work, which may be necessary.

When excavating in contaminated ground or working in the vicinity of drainage systems, underground service ducts or subways there is the danger of a build-up of toxic and/or flammable gases or fumes in the excavations. This could result in explosion or asphyxiation and steps to avoid these risks shall be taken.

Contractors are responsible for the supply of all safety equipment including all portable gas detection devices, escape breathing apparatus, harnesses, and other escape equipment, which must be within calibration date for the type of equipment.

Contractors must be familiar with the process or risk assessment as applied to working within confined spaces and in this way be able to identify a written safe system of work to be communicated and followed by their operatives, Contractors to confirm type of confined space classification as per the Water UK NC guidelines and the required safety equipment for entry level.
Contractors staff who enter a confined space must be formally trained to standards recognised by LLAOL and hold an up-to-date certificate of competence.

5. Assurance

LLAOL will conduct Continuous Improvement Tours periodically on works being conducted at LLAOL, with more scrutiny being given to High-Risk activities, such as Confined Space works.