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Author / Title: Luke Oldland, Engineering Manager		Responsibility: Estates Operational Services	
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Which Principles of the NHS Constitution Apply? Please list from principles 1-7 which apply 3, 6, 7		Which Staff Pledges of the NHS Constitution Apply? Please list from staff pledges 1-7 which apply 1, 2, 3, 4, 6, 7	
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BEHAVIOURAL STANDARDS FRAMEWORK

To help create a great place to work and a great place to be cared for, it is essential that our Trust policies, procedures and processes support our values and behaviours. This document, when used effectively, can help promote a workplace culture that values the contribution of everyone, shows support for staff as well as patients, recognises and celebrates the diversity of our staff, shows respect for everyone and ensures all our actions contribute to safe care and a safe working environment - all of which are principles of our Behavioural Standards Framework.

Behavioural Standards Framework – Expectations ‘at a glance’

Introduce yourself with #hello my name is... 	Value the contribution of everyone	Share learning with others
Be friendly and welcoming	Team working across all areas	Recognise diversity and celebrate this
Respect shown to everyone	Seek out and act on feedback	Ensure all our actions contribute to safe care and a safe working environment
Put patients at the centre of all we do	Be open and honest	For those who supervise / manage teams: ensure consistency and fairness in your approach
Show support to both staff and patients	Communicate effectively: listen to others and seek clarity when needed	Be proud of the role you do and how this contributes to patient care

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1. SUMMARY

In accordance with the University Hospitals of Morecambe Bay NHS Foundation Trust, the following confined space policy has been designed to provide the appropriate health and safety requirements that are to be followed when entering, exiting, and working in our confined spaces. The statements contained herein describe the reasonable and necessary policies and procedures for any and all facilities, departments and individuals who are associated with confined space entry operations conducted at the University Hospitals of Morecambe Bay NHS Foundation Trust.

Work in a confined space is governed by legislation, most particularly the Confined Spaces Regulations¹. 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.

Authoritative guidance on methods by which compliance with the Confined Spaces Regulations¹ 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)² - Safe working in confined spaces. In the absence of a HTM, UHMBT have chosen to adopt the Ministry of Defence joint service publication (MOD JSP) 375³ Pt.2 Vol 3 Chapter 6 method for managing safe working in confined spaces. Therefore this policy should be read in conjunction with both of the above.

2. PURPOSE

This document provides a system for:

- a) controlling work in a confined space at facilities for which UHMBT 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.

3. SCOPE

This policy is mainly for the use of Estates Maintenance Services, Estates Corporate Services, Estates Contractors and I3 Service but the procedure of no access without a permit needs to be understood by all staff.

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4. PROCEDURE

4.1 Policy

Compliance with this policy is mandatory throughout all establishments for which UHMBT 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.

UHMBT's Authorising Engineer (Confined Spaces) must approve, in writing, any deviations from these safety rules and procedures that might be considered for a specific UHMBT Establishment.

This Policy mandates 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.

4.2 Limitations

This policy and procedures are only designed for use on UHMBT establishments.

These safety rules and procedures do not apply to:

Any confined space that contains or has contained a petroleum product

4.3 Roles and Duties

4.3.1 Trust Board

The Trust Board delegates the overall accountability for the performance of the Trust in respect of Estates Management with the Chief Executive.

4.3.2 Chief Executive

The Chief Executive is responsible for ensuring the implementation of all relevant Legislation & Guidance in all premises owned or occupied by the Trust.

4.3.3 Associate Director of Estates and Facilities

The Associate Director of Estates and Facilities has overall responsibility for the implementation of this policy and will appoint a Responsible person

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4.3.4 Responsible Person (Confined Spaces)

The Responsible person Confined Spaces is assigned to the Lead Estates Manager

The Responsible Person (RP) has responsibility for the appointment of a suitably qualified and competent Authorising Engineer (AE)

The RP has responsibility for the selection of, the suitability and the competence of appointed Authorised Persons (AP)

The RP is responsible for the scrutiny and oversight of the safe system of work (SSOW)

The RP is responsible for the reporting of non-compliances to the Associate Director of Estates and Facilities

4.3.5 Authorising Engineering (Confined Spaces)

The role of the AE (CS) is to implement, administer, monitor and audit the adoption of these safety rules and procedures. The AE (CS) will always be an independent body.

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 UHMBT and a party other than the Estates Department, advise the Responsible Person 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 Responsible Person
- i. ensuring that any accident or Dangerous Occurrence connected with confined space working are immediately notified to the Responsible Person, and the Health and Safety Department
- 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 Responsible Person that all personnel responsible for issuing or managing work tasks should have suitable confined spaces awareness training.

4.3.6 Authorised Person (Confined Spaces)

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.

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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.

4.3.7 Persons in Charge (Confined Spaces)

The role of the PiC (Confined Spaces) is to directly control the entry into a confined space but not enter the space.

The duties of the PiC (Confined Spaces) 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 with the Safety Rule Book 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

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

4.3.8 The Work Team

Members of the Work Team are to:

- a. work to the PiC 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.

4.4 Defining Features of a Confined Space

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.

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) –
 - o the loss of consciousness of any person at work arising from an increase in body temperature;
 - o 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 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.

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 this policy and procedures are not therefore required. However, a safe method of working is required.

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.

4.5 Categorisation – Confined Spaces

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.

The following are considered to be examples of a confined space:

- a. all foul and storm water sewerage systems

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- 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. reduced oxygen (hypoxic) environments
- f. solid fuel storage areas (i.e. wood pellets, coal, etc.)
- g. areas where an automated specified risk can occur (i.e. facilities with fire deluge systems)
- h. 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.

4.6 Safe Working Procedures

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 L101², “Safe work in confined spaces”.

4.7 Management Arrangements

Guidance on the management arrangements to be adopted when working within a confined space is given in JSP 375³ Pt.2 Vol3 section 6.4

4.8 Confined Space Entry Procedures

Guidance on the confined space entry procedures to be adopted by UHMBT is given in JSP 375³ Pt.2 Vol3 section 6.5

There are no provisions for emergency access, in the event of urgent access being required to a confined space this policy must be adhered to.

4.9 Training

4.9.1 Person in Charge and Work Team Training Standards

Guidance on the confined space training requirements for the person in charge and work team be adopted by UHMBT is given in JSP 375³ Pt.2 Vol3 section 6.6.4 and illustrated on table 6.6.2

4.9.2 Authorising Engineer – Confined Spaces

Guidance on the confined space training requirements for the person in charge and work team be adopted by UHMBT is given in JSP 375³ Pt.2 Vol3 section 6.5.6.7

4.9.3 Authorising Person Confined Spaces

Guidance on the confined space training requirements for the person in charge and work team be adopted by UHMBT is given in JSP 375³ Pt.2 Vol3 section 6.5.6.7 and 6.6.5.1

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4.9.4 All other Trust Staff

All trust staff need to be aware that there should be no access to confined spaces under any circumstances, this will be decimated via policy on a page and using the trust wide Health and Safety group.

4.10 Health Requirements

Guidance on the health requirements of confined space entrants to be adopted by UHMBT is given in JSP 375³ Pt.2 Vol3 section 6.7

5. ATTACHMENTS	
Number	Title
1	Structure
2	Areas of Risk
3	Equality & Diversity Impact Assessment Tool

6. OTHER RELEVANT / ASSOCIATED DOCUMENTS	
Unique Identifier	Title and web links from the document library

7. SUPPORTING REFERENCES / EVIDENCE BASED DOCUMENTS	
References in full	
Number	References
1	The Stationery Office (TSO) (1997) (SI 1997 No. 1713) The Confined Spaces Regulations 1997 (accessed 3.10.16)
2	Health and Safety Executive (HSE) (3 rd Edition 2014) Safe work in confined spaces. Confined Spaces Regulations 1997. Approved Code of Practice and guidance (accessed 3.10.16)
3	Ministry of Defence and Defence Safety Authority (2013) Management of health and safety in defence (JSP 375) (accessed 3.10.16)

8. DEFINITIONS / GLOSSARY OF TERMS	
Abbreviation or Term	Definition
ACoP	Approved Code of Practice
AE	Authorising Engineer
AP	Authorised Person
CS	Confined Space
HSE	Health and Safety Executive
JSP	Joint Services Publication
HTM	Health Technical Memorandum
MOD	Ministry of Defence
PIC	Person in Charge
PPE	Personal Protective Equipment
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrence Regulations
RPE	Respiratory Protective Equipment

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9. CONSULTATION WITH STAFF AND PATIENTS	
Enter the names and job titles of staff and stakeholders that have contributed to the document	
Name	Job Title
Health and Safety Committee	
Health and Safety Reps and Champions	
Rick Crew	AE (CS)

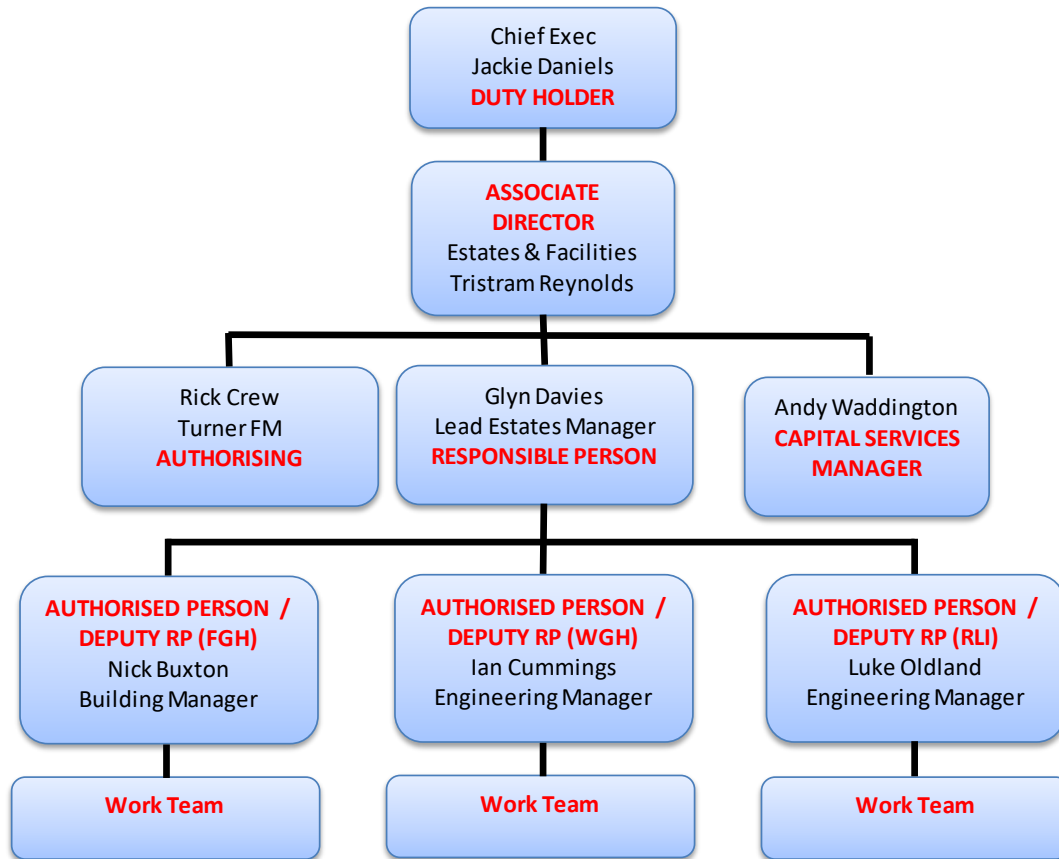
10. DISTRIBUTION PLAN	
Dissemination lead:	Glyn Davies
Previous document already being used?	Yes
If yes, in what format and where?	
Proposed action to retrieve out-of-date copies of the document:	
To be disseminated to:	
Document Library	
Proposed actions to communicate the document contents to staff:	Policy on a Page (POAP), Tool box talks. Annual awareness training Include in the UHMB Weekly News – New documents uploaded to the Document Library

11. TRAINING		
Is training required to be given due to the introduction of this policy? *Yes / No * Please delete as required		
Action by	Action required	Implementation Date
Nick Buxton	Staff Awareness Training	Nov 16
Like Oldland	Staff Awareness Training	Nov 16
Ian Cummings	Staff Awareness Training	Nov 16

12. AMENDMENT HISTORY –				
Revision No.	Date of Issue	Page/Selection Changed	Description of Change	Review Date
2	April 2013	All document	Reformatted whole document and made minor changes	April 2016
2.1	April 2016		Review date changed	May 2016
2.2	Oct 2016	Page 1	Review date extended to 01/12/2016	01/12/2016
3	Mar 2016	All document	Changes made	01/03/2019
3.1	Mar 2016	Page 12	Appendix 2 added	01/03/2019
3.2	01/11/2017	Page 3	BSF page added	01/03/2019

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Appendix 1 – Structure



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Appendix 2: Areas of Risk

SCHEDULE A – CONFINED SPACES ¹			Establishment: FGH				
CS Ref No	Building No. / Location	General Description	Identified Confined Space Hazards ²	Other Hazards / Remarks	Access Key No.	Controlling Authority ³	Plan Reference
01	Plant Room A CWS tank 1	Cold Water Tank	Ox, Drown	Fall from height (access ladder). Slips, trips, and falls. Cold temperature in winter.	CS01	FGH Estates	CSP-12
02	Plant Room A CWS tank 2	Cold Water Tank	Ox, Drown	Fall from height (access ladder). Slips, trips, and falls. Cold temperature in winter.			
03	Plant Room J SWS tank 1	Cold Water Tank	Ox, Drown, Heat	Fall from height (access ladder). Slips, trips, and falls. Cold temperature in winter, hot in summer.			
04	Plant Room J CWS tank 2	Cold Water Tank	Ox, Drown, Heat	Fall from height (access ladder). Slips, trips, and falls. Cold temperature in winter, hot in summer.			
05	Transformer Room (Level 2)	Room with fire suppression	Ox, Heat	Electrical safety.			
06	Plant Room R (Under Hydro Pool)	Plant Room	Tox, Ox, Heat	Manual handling. Bump injuries from overhead plant.			
07	Boiler House Underground Duct	Service Duct	EX, Ox, Heat	Fall from Height (access ladder)			
08	LV 4	Room with fire suppression	Ox	Electrical safety.			
09	Boiler House Coal Storage Pit	Coal Pit	Ex, Tox, Ox	Fall from height (access ladder). Coal dust.			

Notes:

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

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SCHEDULE A – CONFINED SPACES ¹			Establishment: RLI			
CS Ref No	Building No. / Location	General Description	Identified Confined Space Hazard ²	Other Hazards / Remarks	Access Key No.	Controlling Authority ³
CW1-10	MATERNITY 'B'ROOF	Cold Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates
CW1-11	MATERNITY 'B'ROOF	Cold Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates
CW1-12	MATERNITY 'B'ROOF	Cold Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates
CW1-13	MATERNITY 'B'ROOF	Cold Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates
CW1-14	MATERNITY 'B'ROOF	Cold Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates
CW1-20	MEDICAL UNIT 2	Cold Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates
CW1-22	MEDICAL UNIT 2	Cold Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates
CW1-22	MEDICAL UNIT 2	Cold Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates
CWT NP-1	CENTENARY NORTH	Cold Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates
CWT NP-1	CENTENARY NORTH	Cold Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates
HWT NP-1	CENTENARY NORTH	Hot Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates
HWT NP-2	CENTENARY NORTH	Hot Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates
CWT SP-1	CENTENARY SOUTH	Cold Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates
CWT SP-2	CENTENARY SOUTH	Cold Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates
HWT SP-1	CENTENARY SOUTH	Hot Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates
HWT SP-2	CENTENARY SOUTH	Hot Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates

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CWT-1	CENTENARY BASEMENT	Cold Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates
CWT-2	CENTENARY BASEMENT	Cold Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates
CWT-OS	OUTSIDE CENTENARY OPP HELIPAD	Cold Water Storage Tank	Ox, Drown, Heat			Estates
						Estates
D1	Duct 1	Service Duct	Ex, Ox, Heat			Estates
D2	Duct 2	Service Duct	Ex, Ox, Heat			Estates
D3	Duct 3	Service Duct	Ex, Ox, Heat			Estates
D4	Duct 4	Service Duct	Ex, Ox, Heat			Estates
D5	Duct 5	Service Duct	Ex, Ox, Heat			Estates
D6	Duct 6	Service Duct	Ex, Ox, Heat			Estates
D7	Duct 7	Service Duct	Ex, Ox, Heat			Estates
D8	Duct 8	Service Duct	Ex, Ox, Heat			Estates
D9	Duct 9	Service Duct	Ex, Ox, Heat			Estates
D10	Duct 10	Service Duct	Ex, Ox, Heat			Estates
D11	Duct 11	Service Duct	Ex, Ox, Heat			Estates
D12	Duct 12	Service Duct	Ex, Ox, Heat			Estates
D13	Duct 13	Service Duct	Ex, Ox, Heat			Estates
D14	Duct 14	Service Duct	Ex, Ox, Heat			Estates
D15	Duct 15	Service Duct	Ex, Ox, Heat			Estates
D16	Duct 16	Service Duct	Ex, Ox, Heat			Estates
D17	Duct 17	Service Duct	Ex, Ox, Heat			Estates
D18	Duct 18	Service Duct	Ex, Ox, Heat			Estates
D19	Duct 19	Service Duct	Ex, Ox, Heat			Estates
D20	Duct 20	Service Duct	Ex, Ox, Heat			Estates
D21	Duct 21	Service Duct	Ex, Ox, Heat			Estates
D22	Duct 22	Service Duct	Ex, Ox, Heat			Estates
D23	Duct 23	Service Duct	Ex, Ox, Heat			Estates
D24	Duct 24	Service Duct	Ex, Ox, Heat			Estates
D25	Duct 25	Service Duct	Ex, Ox, Heat			Estates
D26	Duct 26	Service Duct	Ex, Ox, Heat			Estates
D27	Duct 27	Service Duct	Ex, Ox, Heat			Estates
D28	Duct 28	Service Duct	Ex, Ox, Heat			Estates

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D29	Duct 29	Service Duct	Ex, Ox, Heat			Estates
D30	Duct 30	Service Duct	Ex, Ox, Heat			Estates
D31	Duct 31	Service Duct	Ex, Ox, Heat			Estates
D32	Duct 32	Service Duct	Ex, Ox, Heat			Estates
D33	Duct 33	Service Duct	Ex, Ox, Heat			Estates
D34	Duct 34	Service Duct	Ex, Ox, Heat			Estates
D35	Duct 35	Service Duct	Ex, Ox, Heat			Estates
D36	Duct 36	Service Duct	Ex, Ox, Heat			Estates
D37	Duct 37	Service Duct	Ex, Ox, Heat			Estates
D38	Duct 38	Service Duct	Ex, Ox, Heat			Estates
D39	Duct 39	Service Duct	Ex, Ox, Heat			Estates
D40	Duct 40	Service Duct	Ex, Ox, Heat			Estates
OT01	Oil Tank Bund 01	Oil Tank Bund	Ex, Drown, Ox			Estates

Notes:

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. DE Scotland Regional Prime IPT; DE South West Regional Prime IPT; Project Vanguard (Defence Training Estate); Project Aquatrine IPT

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SCHEDULE A – CONFINED SPACES ¹			ESTABLISHMENT: WGH			
CS Ref No	Building No / Location	General Description	Identified Confined Space Hazards ²	Other Hazards / Remarks	Access Key No.	Controlling Authority ³
CSWGH 01	EXTERNAL TANK	Cold Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates
CSWGH 02	EXTERNAL TANK	Cold Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates
CSWGH 03	EXTERNAL TANK	Cold Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates
CSWGH 04	PLANTROOM M8	Cold Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates
CSWGH 05	PLANTROOM M8	Cold Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates
CSWGH 06	PLANTROOM M8	Cold Water Storage Tank	Ox, Drown, Heat	Access to tank		Estates
CSWGH 07	PLANTROOM m10 FLOOR VOID	Void to contain AHU ductwork	Ox, Drown, Heat	Access to ductwork		Estates
CSWGH 08	CATERING / KITCHEN DUCT	Half height service duct	Ox, Drown, Heat, Ex, Solid	Access to services		Estates
CSWGH 09	PATH LAB SWITCHROOM CABLE DUCT	Mid height service duct for LV cables	Ox, Drown, Heat	Access to services		Estates
CSWGH 10	THEATRE 1 CEILING VOID	Full height ceiling void containing AHU ductwork	Ox, Heat	Access to Services		Estates

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
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Equality Impact Assessment Form

Department/Function	Estates			
Lead Assessor	L Oldland			
What is being assessed?	Safe Working in Confined Spaces			
Date of assessment	29/09/16			
What groups have you consulted with? Include details of involvement in the Equality Impact Assessment process.	Equality of Access to Health Group	<input type="checkbox"/>	Staff Side Colleagues	<input checked="" type="checkbox"/>
	Service Users	<input checked="" type="checkbox"/>	Staff Inclusion Network/s	<input type="checkbox"/>
	Personal Fair Diverse Champions	<input type="checkbox"/>	Other (Inc. external orgs)	<input type="checkbox"/>
	Please give details:			

1) What is the impact on the following equality groups?		
Positive:	Negative:	Neutral:
<ul style="list-style-type: none"> ➤ Advance Equality of opportunity ➤ Foster good relations between different groups ➤ Address explicit needs of Equality target groups 	<ul style="list-style-type: none"> ➤ Unlawful discrimination, harassment and victimisation ➤ Failure to address explicit needs of Equality target groups 	<ul style="list-style-type: none"> ➤ It is quite acceptable for the assessment to come out as Neutral Impact. ➤ Be sure you can justify this decision with clear reasons and evidence if you are challenged
Equality Groups	Impact (Positive / Negative / Neutral)	Comments
Race (All ethnic groups)	Neutral	<ul style="list-style-type: none"> ➤ Provide brief description of the positive / negative impact identified benefits to the equality group. ➤ Is any impact identified intended or legal?
Disability (Including physical and mental impairments)	Neutral	
Sex	Neutral	
Gender reassignment	Neutral	
Religion or Belief	Neutral	
Sexual orientation	Neutral	
Age	Neutral	
Marriage and Civil Partnership	Neutral	
Pregnancy and maternity	Neutral	
Other (e.g. caring, human rights)	Neutral	

2) In what ways does any impact	
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identified contribute to or hinder promoting equality and diversity across the organisation?	
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3) If your assessment identifies a negative impact on Equality Groups you must develop an action plan **to avoid discrimination and ensure opportunities for promoting equality diversity and inclusion are maximised.**

- This should include where it has been identified that further work will be undertaken to further explore the impact on equality groups
- This should be reviewed annually.

Action Plan Summary

Action	Lead	Timescale

This form will be automatically submitted for review for Policies and Procedures once approved by Policy Group. For all other assessments, please return an electronic copy to EIA.forms@mbht.nhs.uk once completed.

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