



Property, Development & Retail Management

Confined Spaces - Restricted Areas

Mandatory - February 2014



Landsec
One Best
Way



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Essential information about our
Health & Safety Standards.

Property, Development & Retail Management

Confined Spaces - Restricted Areas

Overview

Given the nature of work at our sites there are occasions when working in confined or restricted spaces are required, this document aims to assist in choosing the most appropriate control methodologies and provide guidance on what should be considered.



Confined space versus restricted space

Know your space

Confined Space means a restricted space, which may become hazardous to a worker entering it because of:

- An atmosphere that is or may be injurious by reason of oxygen deficiency or enrichment, flammability, explosivity, or toxicity,
- A condition or changing set of circumstances within the space that presents a potential for injury or illness, or
- The potential or inherent characteristics of an activity which can produce adverse or harmful consequences within the space.

Confined spaces include, but are not limited, to:

- Storage tanks, silos and reaction vessels
- Enclosed drains
- Sewers
- Open-topped chambers
- Vats
- Combustion chambers in furnaces etc.
- Ductwork
- Unventilated/poorly ventilated rooms

Restricted space means an enclosed or partially enclosed space, not designed or intended for continuous human occupancy that has a restricted, limited or impeded means of entry or exit because of its construction. Entry requirements may be less stringent than the requirements for a “confined space”.

Restricted spaces include, but are not limited, to:

Examples include:

- A small loft and under floor spaces
- Basements or under crofts with low ceilings and difficult escape routes
- Plant Rooms
- Substations

Before entering either type of space two factors should be considered:

- Can the work be undertaken using other safer methods if this is reasonably practicable, or if this option is not available, then
- Any work involving entry into a confined or restricted space must be undertaken in accordance with all applicable requirements, site-specific rules and a relevant confined space permit to work. Minor tasks of short duration or limited entry are not exempt from these requirements.



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Duties of Landsec Centre/ Property Management

Operations Managers, Technical Service Manager and other managers ensure that:

- All confined/restricted spaces under their control are identified initially in the Property Hazard Log then communicated to the MEBF service provider to enable them to develop Safe Systems Work (SSOW) and manage them accordingly.
- All confined and restricted access spaces are secured against unauthorised access;
- Where entry is required, there is the correct equipment to permit safe access and egress in both normal and emergency conditions;
- All colleagues, service providers and contractors who need to enter confined/restricted spaces must be trained to do so;
- All confined spaces have a formal site specific risk assessment that covers normal and emergency conditions - a generic Risk Assessment template (Knowledge Library) can be used to prepare the;

- A SSOW for confined/restricted spaces is formally agreed with relevant centre or property management including where tenant demises are shared – in this instance i.e. shared demises Landsec will retain jurisdiction and lead/manage work. The SSOW will be accompanied by a permit to work and not used as a replacement for it.
- All confined spaces and restricted access must have adequate signage indicating the hazard, the responsible manager and contact telephone details;

Entry to restricted access spaces

All restricted access areas must:

- Be clearly signed to indicate restricted access/authorised access only;
- Where appropriate, have additional signage to warn people of the hazard e.g. low/high voltage electricity, asbestos, fragile ceiling etc.
- Be kept locked when not occupied;
- Have a system for identifying when someone is in the space;
- Have appropriate lone working procedures so that if anyone gets into difficulty in the space, this is recognised and immediate assistance can be provided.

Requirements for working in confined spaces

Before any area is designated as a confined space an assessment of the risks and measures available to reduce them must be undertaken.

For example, issues found in and around the confined space in normal and emergency conditions including:

- Excessive heat and cold;
- Oxygen deficiency;
- Toxic gases;
- Static electricity;
- The presence of liquids or flooding;
- Solid materials that can flow such as sand, grain or powders;
- Flammable substances including any substances that may have been brought in to do work in the confined space i.e. welding gases;
- Sources of toxic gas such as carbon monoxide from the exhaust fumes of plant and machines operating in the general vicinity of the confined space, or from the decay of organic matter in soil
- The presence of chemical residues or scale, rust or sludge.



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Control measures

All work in a confined space must be planned. The risk assessment for the work should help to define a SSOW. The procedures to be followed must:

- Be approved and agreed by all involved;
- Be subject to review if any of the circumstances change;
- Include arrangements for emergency response.

Safe System of Work (SSOW)

The SSOW should aim to reduce the risk to the lowest level, after any engineering and design controls have been implemented.

The SSOW will cover:

- Who is in control of the confined space;
- The primary hazard and how it is to be handled i.e. the substance/conditions that could make the space dangerous;
- The work to be undertaken, including the physical effort of doing that work in a confined space;

- Time taken to do the work (work in a confined space will always take longer than non-confined area);
- Any added hazards that are brought into the space e.g. cleaning chemicals;
- The skill set of the staff undertaking the task;
- Any preconditions that need to be in place i.e. ventilation of the space for X number of hours before entry;

Signage and security

All confined spaces must be secured against unauthorised entry, with signs stating who has control and any warning signs relating to the specific hazard. The signage should indicate if any work is being undertaken, and what to do if an observer sees anything wrong for example emergency contact number.

Emergency procedures

There must be no entry into a confined space unless there is an emergency procedure in place that is known to all involved. All emergency procedures should be suitable and sufficient for the hazards identified in the risk assessment.

Account needs to be taken not only of accidents arising from a specified risk, but also any other accident in which a person needs to be recovered from a confined space, for example, incapacitation following a fall.

Arrangements for emergency rescue will depend on the nature of the confined space, the risks identified and the likely nature of an emergency rescue.

Emergency procedures must include:

- How to raise the alarm;
- First aid and/or resuscitation if appropriate;
- The provision of suitable rescue equipment, which must be fitted and in place every time someone enters the confined space;
- Training in the use of the communication system and rescue techniques

Emergency procedures **MUST NOT** assume the emergency services i.e. fire will form part of a response team. There must be sufficient staff to ensure that at least one member of the team is outside at all times. The role of that person is to raise the alarm and summon help, not to attempt a solo rescue.

Action to be taken

Status:

Mandatory

Further help and contacts:

If you need any further information or guidance please contact any member of the Health, Safety & Security Team.

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