


<b>ESTATES OPERATIONAL PROCEDURE</b>			 <b>UNIVERSITY OF LINCOLN</b>
<b>Subject:</b>  CONFINED SPACES	EOP16	Rev. 8	
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	Owner: Chris Harrison		

**TO BE READ IN CONJUNCTION WITH EOP21 PERMIT TO WORK  
AND EOP23 AUTHORIZING PERSONS PROCEDURES**

## **1.0    PURPOSE**

This document provides guidance on already identified ‘confined spaces’ within the University campus. This is not an exhaustive list, only guidance as to what has already been identified there will be occasions when areas not already listed will become a temporary ‘confined space’ for that reason the legislative definitions for a confined space are repeated below to aid you to decide yourself whether it constitutes a confined space and the regulations apply.

## **2.0    GENERAL**

All potential confined spaces have been categorized as either a red or an amber zone.

The Amber zone meets the following criteria; as defined by the HSE

“any place, including any chamber, tank, vat silo, pit, trench, pipe, sewer, flue, well or other similar space which, by virtue of its enclosed nature creates a specified risk” examples on the campus would include a lift shaft or a plant room.

The Red zones also meet the second part of the criteria which is that it does constitute a specified risk, meaning that it could cause:

- Serious injury to anyone at work arising from a fire or explosion;
- The loss of consciousness of anyone at work arising from an increase in body temperature;
- The loss of consciousness or asphyxiation of anyone at work arising from gas, fume, vapour or the lack of oxygen;
- The drowning of anyone at work arising from an increase in the level of a liquid;
- The asphyxiation of anyone at work arising from a free flowing solid or the inability to reach a breathable environment due to entrapment by a free flowing solid.

“Free flowing solid” means 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.

The red zones are the area that this procedure will concentrate on as they fully meet the standards specified in the confined space regulations 1997.

**THE ONLY CONFIRMED RED ZONES (CONFINED SPACES) ARE THE DEEP SEWER WELLS ON CAMPUS WAY THE SERVICE TUNNELS IN THE JOSEPH BANKS LABORATORY, AND THE EFFLUENT SILO AT RISEHOLME FARM AND CURRENTLY THE ROOF SPACE PLANT ROOM IN THE NCFM AT HOLBEACH, ALL THESE AREAS REQUIRE A CONFINED SPACE PERMIT TO WORK IN THEM.**

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### **3.0    PROCEDURE**

If it is amber then it is only a confined or restricted space that it may be necessary for a person to enter for their work but no realistic further hazard has been identified that would cause a person any harm, an example would be an air handling unit.

3.1    Confer with Estates (suggested try the Compliance Officer first) for their clarification as to whether the space is actually a true confined space at that time for that activity (this can change because of outside influences such as the weather or flooding.

If however it has been decided that it is a true confined space (colour coded Red in the plans) or you believe because of the area should now be categorised as a red zone then the following procedure must be followed:

3.2    Apply to Estates for a permit to work as per their documented procedure EOP21 available via the University Portal.

3.3    Working in a true confined space (as defined in this procedure) requires specialist training and equipment as such the University would normally employ specialist contractors to work in these areas.

3.4    The permit to work in a confined space will only be issued after the risk assessment and method statements and training for the Contractor have been CHECKED as it may be there is no need to access the confined space in the first place.

3.5    Also required via the Contractor is a prepared rescue plan (they are not allowed to rely on the fire and rescue services), also be aware that as a true confined space you need two operatives, one on safety watch from outside the confined space then one to actually carry out the work in the confined space.