WORK IN CONFINED SPACES

STFC Safety Code No 11

Rev. 1.6, Issued April, 2019

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<table>
<thead>
<tr>
<th>Revision</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Initial Launch</td>
<td>November 2007</td>
</tr>
<tr>
<td>1.1</td>
<td>Minor changes</td>
<td>May 2011</td>
</tr>
<tr>
<td>1.2</td>
<td>Amendments to training and audit sections</td>
<td>May 2013</td>
</tr>
<tr>
<td>1.3</td>
<td>Document Retention Policy Added</td>
<td>August 2014</td>
</tr>
<tr>
<td>1.4</td>
<td>Minor addition to definition of ‘confined space’</td>
<td>April 2015</td>
</tr>
<tr>
<td>1.5</td>
<td>Minor changes to reflect the launch of SHE Assure</td>
<td>October 2018</td>
</tr>
<tr>
<td>1.6</td>
<td>Added HSE flow chart as Appendix</td>
<td>April 2019</td>
</tr>
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</table>
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STFC

CONFINED SPACES CODE

1 Purpose

On average 15 people a year are killed in the UK during work in confined spaces and more are seriously injured. The fatalities are not just confined to complex plant, work in simple storage vessels is just as hazardous. Those killed also include people who try to rescue trapped personnel without proper training and equipment.

The Confined Spaces Regulations 1997 are in place to protect staff and others against risks to their health while working in a confined space.

This policy outlines the steps to be taken by STFC to ensure that staff or others do not work in confined spaces where it can be avoided. Where this is not possible a written suitable and sufficient risk assessment must be undertaken and a safe system of work developed.

2 Scope

This policy is applicable to all staff, users, contractors and tenants working in confined spaces within STFC.

The regulations do not apply to “any place below ground in a mine”. However this code should be adhered to within any STFC facility housed in any mine or underground, for example CERN or Boulby Mine.

3 Definitions

Confined Space: means any place such as ducts, vessels, culverts, tunnels, boreholes, manholes, excavations, sumps, inspection pits, experimental hutchies, tanks, building voids or other similar space in which, by virtue of its enclosed nature there is a reasonably foreseeable risk of:

- serious injury from fire or explosion;
- loss of consciousness arising from increased body temperature;
- loss of consciousness or asphyxiation arising from gas, fume, vapour or lack of oxygen;
- drowning arising from increased levels of liquid; or
- asphyxiation from a free flowing solid.

Confined spaces are not defined by the physical dimensions of a space but by the hazards that may arise in the space. Well established examples of confined spaces include sewers; chemical storage/reaction tanks; silos; fuel tanks; pressure vessels. Examples of confined spaces in the STFC could include large experimental vessels; hot roof voids; underground tunnels. See Appendix 1 for a ‘confined space’ decision tree.
4 Responsibilities

4.1 Line Managers and Supervisors shall:

4.1.1 Ensure that every effort is made to avoid entry into a confined space. Where entry into any confined space cannot be avoided, a suitable and sufficient assessment of the risks to health must be carried out in accordance with STFC SHE Code No 6 ‘Risk Management’, see Appendix 1. See Appendix 2 and 3 for guidance on carrying out such assessments and for a completed example.

4.1.2 Ensure that, prior to entry into a confined space, a written safe system of work, including emergency procedures, has been developed (see Appendix 4 for an example safe system of work) and a confined space permit to work issued by an authorised confined space permit to work issuer, see Appendix 5 and 7.

4.1.3 Ensure that all staff involved in entry into confined spaces are aware of this code, understand its content and comply with local procedures and safe systems of work.

4.1.4 Ensure all staff who will enter a confined space are fit to do so.

4.1.5 Ensure that all staff who enter confined spaces and those who issue permits to work, have appropriate information, instruction, training and supervision in confined spaces working (see Appendix 5).

4.2 Confined space permit to work issuers shall:

4.2.1 Only issue confined space permits where they are competent to do so having successfully completed training defined in Appendix 5. They shall not issue permits for work they are going to carry out themselves unless this has been countersigned by another confined space permit to work issuer.

4.2.2 Assess all associated risks involved in the entry into a confined space, develop a safe system of work and issue a confined space permit, ensuring all necessary precautions, including emergency procedures, are taken, see Appendix 2, 3, 4 & 7.

4.2.3 Oversee the issue of any permit and its cancellation and check safety at each stage of the work.

4.3 Employees, users, contractors and tenants shall:

4.3.1 Assist with the assessment of risks and comply with any safe system of work developed through risk assessment and comply with any requirements of a confined space permit to work.

4.3.2 Inform line management of any known health issues that may preclude them from working in a confined space.
4.3.3 Inform their managers if they suspect that the system of work in place, or planned, could be ineffective or inadequate. Report all incidents, including near misses, procedural failures or equipment defects, in accordance with SHE Code 5 “Incident Reporting and Investigation” using the STFC incident reporting system (SHE Assure).

4.4 Directors shall:

4.4.1 Ensure that only competent persons are authorised as “confined space permit to work issuers”; see Appendix 5 for training requirements. Appointment of “confined space permit to work issuers” should be documented and a copy of the appointment letter should be sent to the authorised person and entered into the SHE Directory.

4.5 SHE Group shall:

4.5.1 Maintain and make available to staff a list of authorised persons competent to issue confined space permits.
Appendix 1 Confined spaces flow charts

1.1 Is the space a ‘confined space’?

- Is the space substantially or totally enclosed?
  - No: This space is not a ‘confined space’ under the Regulations
  - Yes: Is there a risk of one or more of the following?
    - Serious injury due to fire or explosion
    - Loss of consciousness arising from increased body temperature
    - Loss of consciousness or asphyxiation arising from gas, fume, vapour, or lack of oxygen
    - Drowning from an increase in the level of a liquid
    - Asphyxiation arising from a free-flowing solid or being unable to reach a respirable environment due to being trapped by such a free-flowing solid
    - Yes: This space is a ‘confined space’ under the Regulations
    - No: Will the work to be done in the space introduce one or more of those risks?
      - No: This space is NOT a confined space under the Regulations
      - Yes: This space is a ‘confined space’ and subject to the Regulations as long as this work is being carried out and any residual risk remains, e.g. until produced fumes have been fully ventilated.
1.2 Process flow chart

Can the work be carried out from the outside?

YES → Carry out work

NO → Consider all foreseeable hazards and risks

Is there a significant risk to health?

NO → Carry out work

YES → Develop safe system of work including emergency arrangements

Issue permit to work

Carry out work

Close permit to work

Note - This document may have been superseded by a more recent version. Please check on the SHE website for the most up-to-date version of this document.
Appendix 2 Confined Space Risk Assessment Procedure

In the event that entry into a confined space cannot be avoided, a suitable and sufficient risk assessment must be carried out and a written safe system of work developed including the provision of emergency procedures.

2.1 Assessing the risks from entry

When assessing the risks, use must be made of all the information available about the confined space. All foreseeable hazards and risks must be considered in advance and the following issues may need consideration:-

Confined Spaces can include:

- some places which may only become confined spaces occasionally, such as rooms during fumigation;
- areas which may have open tops such as water tanks

The Assessment should include consideration of:

- The task;
- The environment;
- Communications;
- Mechanical and electrical isolation of equipment;
- Ventilation and purging;
- Materials, tools and lighting to be used;
- Competency of staff involved;
- Arrangements for rescue.

Associated Hazards may include:

- Previous contents, residues and contamination;
- Flammable substances or oxygen enrichment;
- Toxic gases, fumes or vapour;
- Oxygen deficiency;
- Physical dimensions;
- Ingress or presence of liquids;
- Solid materials which can flow;
- Presence of excessive heat;
- Electricity or static electricity;
- Cleaning chemicals;
- Work out of hours.

Any written risk assessment required by this code must be recorded in the SHE Assure safety management system. Staff involved must be made aware of the results of any such assessment.
In gathering information for an assessment, managers may need expert advice. Information on confined spaces is available from the HSE website at http://www.hse.gov.uk/confinedspace/ or from the SHE Group.

2.2 Developing a Safe System of Work

In the development of a written safe system of work, the information gathered during the risk assessment will be used to construct a document that will give information and instruction to the employees who are to carry out the work including safe means of access and egress.

This will include all of the risk control measures and the reasons for their application. e.g. the need for forced air ventilation to ensure oxygen levels are maintained and a comfortable working temperature.

It will also detail the means for preventing unauthorised access when there is no need for anybody to access the confined space, and the means of emergency evacuation will also be documented.

2.3 References and further reading

<table>
<thead>
<tr>
<th>Reference</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>STFC Safety Code No 6</td>
<td>Risk Management</td>
</tr>
<tr>
<td>Health and Safety Commission</td>
<td>Safe work in confined spaces (Confined Spaces Regulations 1997) Approved code of practice and guidance L101</td>
</tr>
<tr>
<td>Health and Safety Executive</td>
<td>Safe work in confined spaces</td>
</tr>
<tr>
<td>Health and Safety Commission</td>
<td>Management of health and safety at work (Management of Health and Safety at Work Regulations 1999) Approved code of practice and guidance. L21</td>
</tr>
<tr>
<td>Health and Safety Executive</td>
<td>Personal protective equipment at work (Personal Protective Equipment at Work Regulations 1992) Guidance on regulations L25</td>
</tr>
<tr>
<td>Health and Safety Executive</td>
<td>Control of substances hazardous to health (Fifth edition) The Control of</td>
</tr>
</tbody>
</table>

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Substances Hazardous to Health Regulations 2002 (as amended)
Approved code of practice and guidance L5
## SAMPLE RISK ASSESSMENT FOR FUEL OIL VESSEL ENTRY

**Title:**
Entry into a vessel for the purposes of inspection. The vessel has been used for the storage of heavy fuel oil.

**Assessed By:** J Bloggs  
**Date of Assessment:** 1/4/7/07

<table>
<thead>
<tr>
<th>Hazard/Task or Situation</th>
<th>Action by whom</th>
<th>By when</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vessel will contain flammable gas</td>
<td>Staff who will prepare the vessel and the staff who will carry out the examination. Also others in proximity to the work location may be affected. The hazards exist during the preparation of the vessel for entry and during the subsequent examination.</td>
<td>Tests are carried out to ensure the vessel is properly earthed to discharge any static electricity. The inside of the vessel is force ventilated with air from a portable air blower. Any flammable gas is vented to atmosphere away from any sources of ignition or incendiive sparking.</td>
<td>Staff carrying out the examination and on standby are trained in confined space entry.</td>
</tr>
<tr>
<td>Residue left after the vessel has been drained may contain pockets of toxic gas</td>
<td>—ditto—</td>
<td>Oxygen level and toxic/flammable gas levels are measured prior to entry, from the outside using a calibrated instrument. (Identify instrument and gases being tested for, i.e. oxygen deficiency.</td>
<td></td>
</tr>
</tbody>
</table>
Combustible gas or toxic gas

The operative entering the vessel carries a calibrated portable gas detector.

Electrical heaters are located in the vessel. There is no natural lighting inside the vessel.

Pipelines, incoming and outgoing are isolated by means of spectacle blinds. Power to the electrical heaters is isolated and the switchgear locked off. The padlock key is held with the vessel entry permit to work.

All temporary lighting is of a low voltage approved type.

Air flow is restricted

The inside of the vessel is force ventilated with air from a portable air blower. Any flammable gas is vented to atmosphere away from any sources of ignition or incendive sparking.

Height is restricted

Skin can be contaminated by the hydrocarbon residue

The drain valve is opened, the vessel drained of any remaining contents, and any residue disposed of appropriately.

The inside of the vessel is washed down from the outside using a high-pressure water jet and detergent.

Personal protective equipment is worn.

Entry manhole is restricted in width and situated one and a half metres above ground level

A platform is erected to afford easy access to the manhole.

Rescue would be

A standby man is always at

Arrangements are in place for...
difficult.

- the entry to the vessel
- Two way communication is maintained by means of radio contacting Emergency Services. (The telephone number of the emergency services is programmed into a mobile telephone held by the standby man)

<table>
<thead>
<tr>
<th>How will the findings of this assessment be communicated to staff involved in task?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operatives have been involved in the risk assessment process and in the identification of risk control measures to develop the safe system of work.</td>
</tr>
<tr>
<td>Work will be carried out under a “confined space permit”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If the risk is significant, has it been entered into the SHE Assure database?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ✅ No ❌ SHE Assure Ref No:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 5 Review Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Review your assessment to make sure you are still improving, or at least not sliding back.</td>
</tr>
<tr>
<td>- If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it.</td>
</tr>
</tbody>
</table>
Appendix 4

SAMPLE SAFE SYSTEM OF WORK FOR FUEL OIL VESSEL ENTRY

Consideration has been given to work being carried out from outside the confined space and has been considered not to be feasible. The following safe system of work must be adhered to as it has been developed from the risk assessment carried out.

1. All pipelines to and from the vessel will be isolated by means of spectacle blinds and any internal mechanical or electrical equipment will be isolated and locked off, (see piping and instrumentation and electrical drawings for locations).
2. A check will be made to ensure that the vessel is securely earthed to ensure any static electricity is discharged safely.
3. The drain valve will be opened and facilities put in place to contain all residues washed out of the vessel. (Identify means of disposal.)
4. An entry/exit platform will be erected, to enable easy access and egress from the manhole.
5. The vessel will be opened by removing all covers and vented to atmosphere by means of an external air blower fan and supply hose. Care will be taken to ensure that the atmosphere being discharged is clear of any sources of ignition or incendive sparking. (Identify location.)
6. The external air blower fan will provide forced ventilation at all times to ensure the level of oxygen is maintained and a comfortable working temperature.
7. Care will be taken regarding the location of the blower to ensure it draws in no contaminants.
8. The interior will be washed down using high pressure washers and detergent, paying special attention to the base of the vessel where hydrocarbon sludge or residue may collect. (As for item 3.)
9. A portable gas detector will be tested in the open air to ensure it is functioning and then the atmosphere in the vessel will be tested for residual hydrocarbon gas and oxygen content. This operation will be carried out from the outside using a probe attached to the intake of the instrument. (Identify type of gas detector.)

10. Emergency escape equipment will be positioned and tested, in readiness, prior to a confined space permit to work being issued. (List types of equipment.)

11. Two trained individuals will undertake the work, they will be familiar with and understand the hazards and control measures identified by the risk assessment. They will have been suitably trained and authorised for confined space work. (Name the individuals and cross refer to the confined space permit)

12. They will be familiar with the emergency escape equipment and be wearing personal protective equipment (PPE) suitable for the work to be carried out. One will be on standby outside the vessel and the other will enter the vessel to carry out the work. (List types of PPE.)

13. The operative entering the vessel will wear a harness attached to a lifeline and hoist.

14. Suitable low voltage explosion proof lighting will be provided to illuminate the interior of the vessel while work is being carried out.

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15. The operatives will be in radio contact with each other at all times.

16. On ensuring that all conditions of the permit to work for confined spaces entry have been met.

The confined space permit will be issued by the relevant Line Manager or Supervisor who must be familiar with the conditions of work.

17. The operative entering the vessel will take the portable gas detector with him into the vessel along with the emergency breathing apparatus.

18. In the event of an audible alarm signal from the portable gas detector he will don the emergency breathing apparatus and leave the vessel.

19. In the event of the operative inside the vessel not responding to radio contact or not appearing after the alarm from the portable gas detector has sounded, a rescue attempt will be made by the standby man after the alarm has been raised using the pre-programmed mobile phone to summon the emergency services.

20. On completion of the work, the operative will leave the vessel.

21. The work completion section of the confined spaces permit to work will be filled in and the permit handed back to the supervisor for cancellation.

22. The drain will be closed, the entry manhole closed and all isolations removed ready for the vessel to be put on line.

NB In the event that the work is not completed within the time identified by the confined space permit to work, the operative will leave the vessel and the means of access/egress will be secured to prevent any unauthorised entry until a new confined space permit has been issued.
### Appendix 5 Training Requirements

<table>
<thead>
<tr>
<th>Role</th>
<th>Initial Training</th>
<th>Refresher</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff entering Confined Space</strong></td>
<td>2 day</td>
<td>1 Day</td>
<td>3 Years</td>
</tr>
<tr>
<td>“Entry into Confined Space” - Phoenix Safety Services Ltd; CSTS Warrington Ltd; Total Access (UK) Ltd</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Supervisors/Line Managers</strong></td>
<td>1 day</td>
<td>1 day</td>
<td>3 Years</td>
</tr>
<tr>
<td>“Awareness for Supervisors” - Phoenix Safety Services Ltd; CSTS Warrington Ltd; Total Access (UK) Ltd</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CS Permit Issuers</strong></td>
<td>1 day</td>
<td>1 day</td>
<td>3 Years</td>
</tr>
<tr>
<td>“Managing Confined Space Entry” - Phoenix Safety Services Ltd; Total Access (UK) Ltd</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Appendix 6 Audit Checklist

<table>
<thead>
<tr>
<th>Ref.</th>
<th>Item</th>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(Section 3.1) (Section 4.1.2) (Appendix 2) Have new starters completed their mandatory SHE induction training?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>(Section 4.1.7) Have established staff completed relevant refresher training?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>(Section 4.1.5) (Appendix 3) Have Line Managers and Supervisors undertaken training needs assessments for their staff, existing and new starters?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>(Section 4.1.4) (Section 4.1.7) Have new starters completed training identified through their training needs assessment?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>(Section 4.1.7) Are records available for On the job training identified as part of a training needs assessment? Do records include name?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>(Section 4.2.1) Have the training records or contractors working on behalf of a manager or supervisor been reviewed in assessing their competence to undertake a specific task?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>(Section 4.4.1) Have exemptions to hazard defined training been established for specific staff? Has such exemption been documented?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Appendix 7 Sample Confined Space Permit to Work

Permit to Work in Confined Spaces or Dangerous Atmospheres

Site/Building/Area.......................................................... Exact location: .................................................................

Job Details: ..........................................................................................................................................................

This permit is only valid when all sections are complete. If you are in doubt or don’t understand, then please ask. Please ensure that you sign this permit to work. Do not proceed with your work until your permit has been authorised by the relevant member of staff.

By accepting this permit you agree to the requirements of the STFC Confined Spaces Code.

<table>
<thead>
<tr>
<th>HAZARDS TO BE AWARE OF AND PRECAUTIONS TO BE TAKEN</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you qualified/trained to undertake this work?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The confined space has been isolated from all connected pipework</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The confined space has been purged with steam/water/air</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The confined space is electrically isolated and locked out</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The confined space is mechanically isolated and locked off</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The confined space is below 30°C on full cooling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the entrance big enough to allow access and egress in an emergency?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supply of respirable air assured/ventilation required?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Means of access to and escape from the confined space is acceptable?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is breathing apparatus at hand and in good working order?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the safety line/tripod/harness and any other back up equipment to hand?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there adequate emergency arrangements in place?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trained standby person at point of entry?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ATMOSPHERE TEST REQUIRED

<table>
<thead>
<tr>
<th>TIME OF TEST:</th>
<th>Acceptable conditions</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oxygen</td>
<td>%</td>
<td>&gt;19.5% &amp; &lt;23.5% Pass/Fail</td>
</tr>
<tr>
<td>Carbon Monoxide</td>
<td>%</td>
<td>&lt;30ppm Pass/Fail</td>
</tr>
<tr>
<td>Carbon Dioxide</td>
<td>%</td>
<td>&lt;5000ppm Pass/Fail</td>
</tr>
<tr>
<td>Flammability</td>
<td>%</td>
<td>&lt;10% of LEL Pass/Fail</td>
</tr>
<tr>
<td>Other (specify)</td>
<td>%</td>
<td>See EH40 for WELs Pass/Fail</td>
</tr>
</tbody>
</table>

Other precautions required:

Other safety equipment required:

Type of power tools and lighting permitted:

PREPARATION COMPLETE. ACCEPTANCE AND AUTHORISATION

I verify the above location has been examined, the precautions on the checklist have been taken, and that permission is authorised for this work. I also accept responsibility for the work to be carried out.

Person responsible for work: ........................................... Signed: .............................................

Authorised Permit Issuer: .................................................. Signed: .............................................

Date and Time: .............................................................. Time of Expiry: .................................
<table>
<thead>
<tr>
<th>Permit extended to:</th>
<th>Signature of Authorised Permit issuer</th>
<th>Any additional precautions to be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**HAND BACK AND CANCELLATION PROCEDURES**

I confirm that the work has been completed/partially completed, checked by myself and the area left in a safe and tidy condition. (Please delete accordingly)

Person responsible for work: ............................................. Date and Time: .....................................

I have inspected the finished work and hereby cancel this permit.

Authorised Permit Issuer: ............................................. Date and Time: .....................................
### Appendix 8  Document Retention Policy

<table>
<thead>
<tr>
<th>Records Established</th>
<th>Minimum Retention Period</th>
<th>Responsible Record Keeper</th>
<th>Location of Records</th>
<th>Comments / Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confined Space Permits</td>
<td>Current + 5 years</td>
<td>Line management</td>
<td>Local records systems</td>
<td></td>
</tr>
</tbody>
</table>

### Appointments:

<table>
<thead>
<tr>
<th>Confined Space Permit Issuer</th>
<th>Most Recent</th>
<th>Director</th>
<th>SHE Directory</th>
</tr>
</thead>
</table>

Note - This document may have been superseded by a more recent version. Please check on the SHE website for the most up-to-date version of this document.