

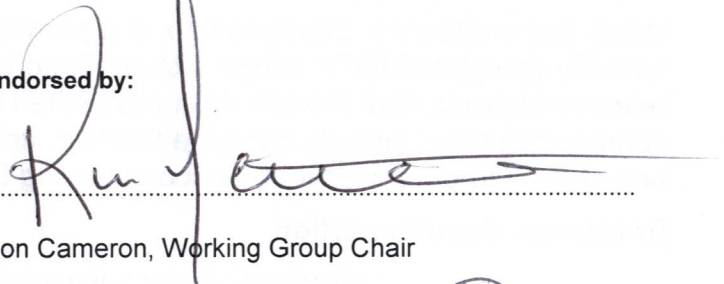
Ref:	NR/L3/MTC/SE0115
Issue:	2
Date:	1 June 2008
Compliance date:	26 August 2008

Level 3

Confined spaces working and entry procedure

Endorsement and Authorisation

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Issue record

Issue	Date	Comments
1	December 2006	First Issue
2	June 2008	Re-formatted into latest NR template. Amended roles and responsibilities for 2A re-organisation

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 26th August 2008.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 4 to continue to comply with the Issue of any relevant Network Rail Standards current when GRIP Stage 4 was reached and not to comply with requirements contained herein, unless the designated Standard Owner has stipulated otherwise in the accompanying Briefing Note.

Reference documentation

	<i>Confined Spaces Regulations 1997</i>
L1101	<i>Safe Work in Confined Spaces code of Practice, Regulations and Guidance</i>
	<i>Management of Health and Safety at Work Regulations 1999</i>
	<i>Health and Safety at Work etc. Act 1974</i>
SMF/SE/0210	<i>Initial assessment and permit to enter confined spaces</i>

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1 Purpose

This procedure defines the actions and controls to be applied before entering any Confined Space, to ensure the work can be carried out safely and without risk of injury or death.

2 Scope

This procedure will apply to all persons responsible for the planning and supervision of all operations involving access into or work within Confined Spaces

A confined space is a place where there is inadequate ventilation. Such spaces are hazardous in that they may have oxygen deficient, toxic or explosive atmospheres.

Examples of types of work which might necessitate entry into a Confined Space include:

- Trenching
- Entry to sewers and underground pits
- Tunnel ventilation system maintenance
- Pumping station maintenance

SMP applies to:	Infrastructure Maintenance	Operational Property	Overhead Line Condition Renewals	Contractors
	✓	✓	✓	

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3 Roles and responsibilities

RACI DETAILS	KEY CONTROL ACTIVITY	Resources					
		JD ref					
		Local Manager	Responsible Person	Authorised Person	Staff	Contractors	
Process Task							
5.1.1		A/R					
5.1.2			A/R				
5.1.3				R	R	A/R	
5.2.1	X	A/R					
5.2.2	X	A	R				
5.3			A/R	I	I	I	
5.4		A	R	I	I	I	
5.5	X	A	R				
5.6		A	R	I	I	I	
5.7		A/R	R				
5.8			A/R	R	R	R	
5.9	X		A/R	R	R	R	
5.10.1		A/R	I	I	I	I	
5.10.2		A/R	I	I	I	I	
5.10.3		R	I	I	I	I	
5.10.4		A/R	I	I	I	I	
5.10.5		A	R				
5.10.6			A/R				
5.10.7			A/R				
5.10.8			A/R	I	I	I	
5.10.9			A/R				
5.10.10	X			A/R	I	I	
5.10.11				R	I	I	
5.10.12				A/R	I	I	
5.10.13				A/R	I	I	
5.10.14				R	I	I	
5.10.15				A/R	I	I	
5.10.16				A/R	I	I	
end RACI							

RACI is a means of linking process steps to roles as follows:

- R – Responsible: the individual(s) who perform an activity – responsible for action/implementation – although usually only one, Rs can be shared
- A – Accountable: the individual who is ultimately accountable including yes/no decision and power of veto – only one 'A' can be assigned
- C – Consulted: the individual(s) to be consulted prior to a final decision being made or action taken – two-way communication.
- I – Informed: the individual(s) who need to be informed after a decision is made or action is taken – one-way communication.