**Working in Confined Spaces**

**Definition**

This is the standard operating procedure for working in confined spaces.

**Standard operating procedure**

No person can be allowed to work in a confined space unless it is absolutely necessary. Where such work is necessary the General Manager should ensure:

         A risk assessment is carried out to identify the risks involved in working in a confined space and that steps are taken to eliminate or control the risks

         All necessary equipment is provided to allow safe access and egress form the workplace is provided and used

         Regular inspections are carried out of all equipment required for working in confined spaces

# Working in Confined Spaces

## Definition

This is the guideline for working in confined spaces.

## Guideline

### Definition of confined spaces

It is recognized that hazards may occur during operations carried out in confined spaces, defined as:

  Any chamber, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space which, because it is enclosed or substantially enclosed creates a 'specified risk'

  Some are not so obvious, for example: ducts, vessels, tunnels, boreholes, manholes, shafts, excavations, sumps, inspection pits and enclosed rooms (Plant rooms)

The Company recognizes that the following specified risks exist in confined spaces:

  Serious injury from fire or explosion

  Loss of consciousness due to increase in body temperature

  Asphyxiation

  Drowning

No person should be allowed to enter a confined space to carry out work unless suitable and adequate arrangements exist for their rescue. Hotels should consider:

  Rescue and resuscitation equipment

  Raising the alarm

  Safeguarding the rescuers

  Fire safety

  Control of plant

  First aid

  Public emergency services

  Training

The following elements should be considered when designing a 'safe system of work':

  Supervision

  Communications

  Testing/monitoring the atmosphere

  Gas purging

  Ventilation

  Removal of residues

  Isolation from gases, liquids

  Isolation from mechanical/electrical equipment

  Selection and use of suitable equipment – examination certification

  Selection and use of suitable personal/respiratory protective equipment

  Portable gas cylinders

  Access and egress

  Fire prevention

  Lighting

  Static electricity

  Smoking

  Instruction and training of people employed to undertake work

The safe system of work for each activity should be written down and agreed with the employer/contractor and kept by the General Manager at the hotel. This written document should form an integral part of the permit to work system.