

### Guidance notes and procedure

#### What is a confined space?

A confined space is where there is a risk of serious personal injury from lack of breathable air, hazardous substances or other dangerous conditions. Most of our manholes are classed as confined spaces, and we have a restricted operations policy which applies to our staff and contractors.

**Wessex Water requires all contractors and their employees to obtain a permit card prior to working in a confined space on our assets. Contractors can also apply to be included on our 'Suitable Contractors List' which is on our website. This relates only to new development, particularly sewer connections, sewer adoptions and sewer diversions.**

#### What information do I need to provide?

##### ■ Your company

You need to submit an application form. Your company must have a minimum of three certified employees for permission to work on all restricted operations.

We require a generic risk assessment & method statement (RAMS) for manhole connections that will be done by your company. These documents will be held on file and we will periodically request updates. Site specific RAMS will be required for sewer diversions, more complex or non-standard works.

Please say whether you want to be included on our 'Suitable Contractor List' published on our website. Please note that we would retain the right to subsequently remove you from that list, should your works fail to meet the expected quality or health and safety standards.

##### ■ Your employee

For every first time application or renewal, you need to provide the following information for each employee:

- Application form  
(Note - training on rescue team and diving operations is not applicable. Personal Gas Monitor (PGM) details are only required if your operative owns their own equipment, but if shared or hired then this information is not needed.)
- City & Guilds certificate - minimum of Level 2 Award in Working in Medium Risk Confined Spaces (6160-02) or Level 2 Award in Entrant and Entry Controller for Confined Spaces (Medium Risk) 6160-09.
- A passport style photo. This must be in JPEG format.

#### How much will it cost?

Wessex Water will issue permit cards free of charge, but any training or documentation needed will be at your cost.

#### What happens next?

When we have processed your application, we will send you the permit cards.

### Permit cards must be carried at all times

We will also provide a copy of our health and safety document HSG22 which describes the arrangements and additional guidance about work in confined spaces within the Wessex Water area.

#### Will my permit card be reviewed?

If we find your work does not meet Wessex Water standards then you will be removed from our list. Failure to comply with Wessex Water's confined space procedure will result in suspension of all permit cards for your company.

We will advise your company if less than three current permit cards are in date. If there is no response within a month your company will be removed from our list.

Send your application to: Sewer Connection, Developer Services,  
Wessex Water, Claverton Down, Bath BA2 7WW  
Tel 01225 526333  
Email [sewer.connection@wessexwater.co.uk](mailto:sewer.connection@wessexwater.co.uk)  
[wessexwater.co.uk](http://wessexwater.co.uk)

