

Confined Space Entry Permit Template

Permit no.: []

Confined space (location / ID): []

Valid from (time): [HH:MM]

Entry supervisor: []

RAMS / safe system of work ref.: []

Site: []

Date: [DD/MM/YYYY]

Valid until (time): [HH:MM]

Top person / attendant: []

Linked permits (hot work, isolation): []

Part A. Why entry is needed

The Confined Spaces Regulations 1997 require you to avoid entry where it is reasonably practicable to do the work another way. Record the work and why it cannot be done from outside.

Part B. Hazards identified

- ☐ Lack of oxygen, or too much oxygen
- ☐ Toxic gas, fume or vapour
- ☐ Flammable or explosive atmosphere
- ☐ Flooding with liquid or free-flowing solids
- ☐ Excessive heat
- ☐ Dust
- ☐ Entrapment, moving parts or difficult access

Part C. Isolations

Isolation (pipework, power, mechanical)	Method (blank, valve locked, disconnected)	Isolated by	Proved by

Part D. Atmosphere testing

Test with a calibrated gas monitor before entry and at the intervals your safe system of work sets. Record the acceptable limits from your safe system of work in the first row.

Time	Oxygen %	Flammable % LEL	H2S ppm	CO ppm	Other	Tested by

Part E. Controls and rescue

- ☐ Ventilation in place (natural or forced)
- ☐ Entrants trained and fit for the work
- ☐ Top person in place for the whole entry, with no other duties
- ☐ Communication method agreed and tested
- ☐ Rescue plan written and rescue team available
- ☐ Rescue equipment at the entrance (tripod and winch, harnesses, breathing apparatus as required)
- ☐ First aid and resuscitation equipment available
- ☐ How to call the emergency services, and the site address, known

Rescue plan summary

Part F. Issue and acceptance

Issued by (authorised person)

Name

Signature

Date

Accepted by (entry supervisor)

Name

Signature

Date

Part G. Entry log

No.	Name	Time in	Time out	Signature
1				
2				
3				
4				
5				
6				
7				
8				

Part H. Hand-back and cancellation

- ☐ Everyone out and accounted for
- ☐ Tools and equipment removed
- ☐ Space closed and secured; isolations ready to remove

Handed back by (entry supervisor)

Name

Signature

Date

Permit cancelled by (issuer)

Name

Signature

Date

Read HSE's Approved Code of Practice L101, Safe work in confined spaces (hse.gov.uk/pubns/books/l101.htm), before planning entry. This blank template is not legal advice and does not replace a competent person's assessment.