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## 1.0 Introduction and Background

In 2004, Water UK asked Energy & Utility Skills (EU Skills) to develop a web enabled skills registration database, with the aim of facilitating the recording and checking of employee competence, knowledge and awareness in areas such as; water mains construction, water hygiene and entry into confined spaces.

The number of fatalities and injuries that occur in industry while people are working in confined spaces led to the enactment of specific legislation: The Confined Spaces Regulations 1997. These became law in 1998. Water Companies have, for many decades, recognised the special hazards and risks associated with confined space working. A range of reliable and robust Policies Procedures and Arrangement (PPA's) have been developed within the water companies, designed to ensure that confined spaces work is carried out safely, in accordance with the regulations and with proper controls in place.

Originally most of this confined space entry work was undertaken by the water companies Direct Labour Organisations (DLO). More recently, increasing use of indirect labour has resulted in adaptations of the PPA's by some individual water companies to include specific instructions to contractors. The result was a diverse and inconsistent specification of skills, training and equipment being required of contractors before they could work in each water company's confined spaces.

It is important to acknowledge that this diversity in PPA's is not in itself an issue for any one water company or its DLO. Nor was it, for very many years a significant issue for contractors, many of whom were small local undertakings often only working with one client water company. Today's contracting world is very different, with an increasing number of organisations able to provide labour across water company boundaries and often able to provide national coverage. The need, therefore, was to significantly reduce the potential risk of confusion amongst peripatetic/multi-client contractors.

To compensate for the previous diversity of PPA's some water companies required contractors to purchase training covering their own specific procedures, but this added to the potential for confusion. The diversity of detailed PPA's also resulted in a contractor's staff being trained, and then retrained, to meet each separate client's requirements. In addition to the burden of cost, it is considered that the resultant over exposure to the diversity of confined spaces training led to a devaluation of its intended purpose.

Water UK's member companies' specialist health and safety advisors were aware of these issues and agreed a solution to diversification of confined space entry requirements for contractors should be found.

The Confined Spaces Rationalisation Project was confirmed as a "specific agreed action" in Water UK's 10 year Occupational Health & Safety Strategy Business Plan – Water Ahead - A Joint Water/HSC Strategic Business Plan for Occupational Health and Safety for the Water Industry.

Working jointly with the Health and Safety Executive (HSE), Water UK Confined Spaces Management Group (WUKCSMG) has delivered an approach centred upon four standardised national classifications for confined space entries. A key concern throughout the development of the solution was to assure the continued protection of the DLO. WUKCSMG has engineered a solution that avoids any compulsory changes to water companies currently adopted PPA's for DLO's, yet provides a single national standard when specifying to contractors. WUKCSMG was also tasked to resolve the previous lack of consistency in training standards.

EU Skills took on the role of developing the National Occupational Standards (NOS) for entry into confined spaces with Water UK being closely involved in the development. The water industry produced the Occasional Guidance Note (OGN) to record a number of risk assessment and control measures, including those to support the use of these competency standards.

Registration on the Confined Entry Scheme, one of a number managed by EU Skills as part of the Energy & Utility Skills Register (EUSR), denotes a level of technical competence and skilled expertise. It is an evidence based skills Scheme that provides a record of the level of competence achieved.

The Scheme covers all industrial staff working on water infrastructure sites and now categorises some aspects in line with recent changes to industry engineering instructions.

The role of EU Skills is to:

- Manage the scheme
- Provide support for continuous improvement of the scheme
- Operate the Quality Assurance System

## **2.0 Purpose of the Scheme**

To provide a comprehensive register of people with the skills, knowledge and understanding to perform entry into confined spaces.

Once employees have successfully completed all three elements of the course, they will be registered on the Confined Space Entry Scheme on the EUSR ([www.eusr.co.uk](http://www.eusr.co.uk)), and issued with a EUSR card showing the Confined Spaces endorsement. This will be valid for 3 years.

The database enables asset owners and employers to validate registration details on-line.

### **3.0 Scope of the Scheme**

The Scheme covers the full range of roles and activities for those requiring entry to Confined Spaces, or overseeing Entry into Confined Spaces. This range extends from:

- Working in low risk confined spaces
- Working in medium risk confined spaces
- Working in high risk confined spaces
- Overseeing work in confined spaces
- Emergency rescue and recovery of casualties from confined spaces

Registration on the Confined Space Entry Scheme with EU Skills leads to the issue of a card that provides on site evidence of the individual's registration against a range of categories. The card includes a photograph of the holder and a unique registration number. The "Confined Spaces" endorsement and the date of expiry will be printed on the reverse of the card.

## **4.0 How the Scheme Works**

The standards and qualifications for Confined Space Entry have been developed by representatives from the water industry including training providers. The five qualifications which are available have been developed by Awarding Bodies and incorporate the Occasional Guidance Note (OGN) to underpin the conditions placed upon those organisations that will be carrying out assessment against those standards.

The National Occupational Standards (NOS) are expressed as statements of competence and people will be assessed against these. The Scheme relies upon the presentation of evidence to demonstrate that the registrant has the skills, knowledge and understanding to enter a specified confined space. The National Classification System (NC), established by Water UK for confined space entries made by contractors to water companies, identifies four entry categories designated NC1, NC2, NC3 and NC4.

This manual should be read in conjunction with the OGN and the NOS.

On receipt of the necessary evidence (original certificates are required as photocopies are not accepted as valid evidence) together with the relevant fee, EU Skills will register the applicant in the appropriate category or categories.

Occasionally, it is necessary to seek confirmation of work activity and/ or employment from the applicant's last employer (this is usually because an individual cannot produce historic certificates or has been out of the country for some time). The objective is always to ensure that there is a satisfactory audit trail through the evidence on which a registration is based.

EU Skills reserve the right to refuse any registration where satisfactory objective evidence cannot be produced.

The five Confined Space registration endorsements are as follows:

### **4.1 Working in Low Risk Confined Spaces**

- Training and assessment on Working in Low Risk Confined Space VQ
- Permits entry into low risk confined spaces (NC1 & NC2)

### **4.2 Working in Medium Risk Confined Spaces**

- Training and Assessment on Working in Medium Risk Confined Space VQ
- Permits entry into low & medium risk confined spaces (NC1, NC2 & NC3)

### **4.3 Working in High Risk Confined Spaces**

- Working in High Risk Confined Space VQ
- Permits entry into low, medium and high risk confined spaces (NC1, NC2, NC3, & NC4)

### **4.4 Overseeing Work in Confined Spaces**

- Training and Assessment on Completion of Overseeing Work in Confined Space VQ
- Permits duties of safety attendant (top man/woman) but not entry into confined space at any risk level.

#### **4.5 Emergency Rescue and Recovery of casualties from confined spaces**

- Training and assessment on Working in High Risk Confined Space VQ
- Training and Assessment on Completion of Emergency Rescue and Recovery of Casualties from Confined Spaces
- Permits entry into low, medium and high risk confined spaces (NC1, NC2, NC3, & NC4)
- Permits member of Rescue and Recovery Team

#### **4.6 Registration Application**

Following successful completion of training and assessment the Training Provider will apply for registration on EUSR on behalf of the trainee. The Trainer must send the completed application to EU Skills identifying the relevant Confined Space endorsement(s).

Registration is valid for three years. Employers and employees may interrogate the EUSR register at [www.eusr.co.uk](http://www.eusr.co.uk) to check valid registration of an individual at any time.

Prior to expiry of a registration, registrants will need to meet the appropriate re-registration criteria, as it applies at the time, to obtain a further three year registration. More information on the specific re-registration requirements may be obtained from EU Skills.

Attachment A1 provides details of the criteria and evidence required for new applicants, and the job titles that are to be adopted for the purposes of registering against the EUSR. It also details the qualifications and supporting documentation.

## **5.0 Benefits of the Scheme**

The Confined Spaces Scheme offers a number of benefits:

### **5.1 The Benefits of the Scheme to the Employer**

- Provides employers the means of ensuring that all people undertaking entry into confined spaces have an appropriate level of relevant skills, knowledge and understanding to carry out their required task safely.
- Common standard that applies across all companies provides an assurance mechanism for the industry as a whole.
- Occupational standards and qualifications used as the benchmarks for registration have all been developed through dialogue and consultation with the industry employers and are therefore considered appropriate for the purpose.
- Employers have the facility to interrogate the EUSR at all times to ensure that their own employees have valid registration.

### **5.2 The Benefits of the Scheme to the Individual**

- Evidence that they have been trained to carry out their job competently.
- Standardised training allows individuals to move between companies without re-training.
- No duplication of training for individuals who move between different utility industries.

## 6.0 Fee Structure and Methods of Payment

In common with all EUSR Schemes, the registration fee payable depends upon two factors:

- Whether the employer is a member company of EU Skills, **and**
- Whether the person being registered on this Scheme is already registered with EU Skills on another Scheme (e.g. National Water Hygiene)

The table below shows the current fee structure for the Confined Entry Scheme (these fees apply to all EUSR schemes).

<b>EU Skills Member</b>	<b>First EUSR Registration</b>	<b>Fee</b>	<b>Re-registrations (at expiry)</b>	<b>Replacements (for lost cards)</b>
Yes	Yes	£25	£10	£10
Yes	No	£10	£10	£10
No	Yes	£30	£15	£15
No	No	£15	£15	£15

All prices are excluding VAT.

## **7.0 Quality Control Processes**

EU Skills manages the schemes on EUSR to support employers within the sector it represents. It is the aim of EU Skills to ensure the quality of all registration schemes.

### **7.1 Scheme Audit**

An annual audit is undertaken to help in monitoring the impact and perceived benefits of the scheme. The audit involves the following elements:

#### **Registration Sampling**

Checks are made on a random sample of registrations to ensure that the evidence provided to support the application made is correctly filed and matches that on the database.

#### **Administration Audit**

Verification checks are made on a regular basis to ensure that the agreed process is being followed by monitoring applications and meeting with training providers

## **8.0 Scheme Obligations**

### **EU Skills Obligations are to:**

- Manage the scheme
- Maintain the registration database
- Administer the Scheme
- Issue cards endorsed for Confined Spaces
- Operate the quality assurance system

### **Employer Obligations are to:**

- Support the Scheme within their working environment
- Comply with the Scheme rules
- Provide support for on-going development of the scheme

### **Training Provider Obligations are to:**

- Provide first rate training which enables candidates to become competent
- Design, develop and promote innovative and cost effective training solutions for their clients in an unrestricted commercial market

## 9.0 Other Information

More information about all the schemes operated by EU Skills may be found on the EUSR website [www.eusr.co.uk](http://www.eusr.co.uk).

To raise any issues with regard to the Scheme structure, content or delivery specification etc. or for any other enquiries regarding this scheme, please email [eusr@euskills.co.uk](mailto:eusr@euskills.co.uk) or telephone 0845 077 99 22.

For information on the VQ's, please contact the Awarding Bodies CABWI [www.cabwi.co.uk](http://www.cabwi.co.uk) and City & Guilds [www.city-and-guilds.co.uk](http://www.city-and-guilds.co.uk)

## 10.0 Registration Forms

The forms overleaf should be used for registration on the Confined Space Entry Scheme.

Registration applications should be sent to:

**Registration Schemes  
Energy & Utility Skills  
Friars Gate Two  
1011 Stratford Road  
Shirley  
Solihull  
B90 4BN**

If you wish to send your application electronically, it must be scanned into a pdf file in the following format: Initial and surname National Insurance Number. pdf - i.e. **J Smith JE123456A.pdf** and email to [eusr@euskills.co.uk](mailto:eusr@euskills.co.uk). You should also use the “**Subject:**” box to indicate the Registration type i.e. Confined Spaces, and date of application.

**Confined Spaces Entry - Registration Form**

<b>Are you already EUSR Registered Y/N</b>		<b>If Yes EUSR No.</b>	
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Please tick one of the following:

<b>Initial Registration</b>		<b>Registration Renewal</b>		<b>Endorsement</b>	
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**Applicant Details - to be completed in full**

<b>Title</b> <i>Mr, Mrs, Ms, Miss or Other</i>		<b>Sex</b> <i>M/F</i>	
<b>Forename and Surname</b>			
<b>Home Address</b>			
<b>Postcode</b>			
<b>Home Telephone No.</b>		<b>Mobile No.</b>	
<b>Email Address</b>			
<b>National Insurance No.</b>			
<b>Date of Birth</b>			
<b>Company/Employer Name</b>			
<b>Company Address</b>			
<b>Postcode</b>			
<b>Company Telephone No.</b>			
<b>City &amp; Guilds /CABWI Registration Number:</b>			

<b>Training Provider / Assessor's Name</b>	
<b>Training / Assessment Centre Address</b>	
<b>Postcode</b>	

<b>Registration for</b> <i>please tick</i>	<b>Working in Low Risk Confined Space</b>	
	<b>Working in Medium Risk Confined Spaces</b>	
	<b>Working in High Risk Confined Spaces</b>	
	<b>Overseeing Work in Confined Spaces</b>	
	<b>Emergency Rescue and Recovery of Casualties from Confined Spaces</b>	

I certify that the named individual has undertaken training / assessment and qualifies for registration. I confirm that I have provided all evidence required in accordance with the registration Scheme handbook which is available on [www.eusr.co.uk](http://www.eusr.co.uk)

**Trainer/Assessor Signature:** ..... **Print Name:** .....

**Date:** \_\_\_ / \_\_\_ / \_\_\_

## Registration Photograph Guidance Notes

As part of the requirements for successful registration, you must provide Energy & Utility Skills (EU Skills) with a photograph (passport style). This can be done in one of two ways:

- In the post, by sending **two** passport style photographs and your registration form. If you send your registration by post, you **must** clearly write your name and National Insurance number on the back of each photograph. You should then attach them (using a paperclip) to your registration form.
- Electronically, by email, to [eusr@euskills.co.uk](mailto:eusr@euskills.co.uk). If you chose this way, please name the photograph in the following format: Initial and surname National Insurance Number. **.jpg** - i.e. **J Smith JE123456A.jpg**. You should also use the “**Subject:**” box to indicate the Registration type i.e. Confined Spaces and date of application.

Please see below the guidelines that must be adhered to so that your application can be successfully processed:

- **45 x 35 millimetres in size (passport style)**
- **Sharp in focus & clear**
- **Have strong definition between the face and the background**
- **On your own (no other people visible)**
- **No shadows**
- **Eyes open and clearly visible (no sunglasses or heavily tinted glasses)**
- **Full face uncovered with neutral expressions with mouth closed**
- **Full head, without any head covering, unless worn for religious purposes**

Poor quality photographs, or missing information, may result in failure to process the application and possibly delay the receipt of your EU Skills registration card.

### **Data Protection Act 1998**

*The information you provide will be stored either on a computer or in the form of manual records. It will be used solely by Energy & Utility Skills for the purpose of the Registration Scheme. It will not be used for any other purpose or disclosed to any other organisation except in pursuance of our statutory obligations.*

## **Attachments**

### **A1 Applicant Route to Registration**

<b>Applicant Route to Registration – Confined Space Entry</b>				
<b>Registration</b>	<b>Criteria</b>	<b>Evidence</b>	<b>Permissions</b>	<b>Valid</b>
Working in Low Risk Confined Spaces	Complete Working in Low Risk Confined Spaces VQ	<ul style="list-style-type: none"> <li>• Copy of certificate and Registration number from CABWI or C &amp; G</li> <li>• Photograph</li> <li>• Purchase Order/Cheque</li> </ul>	Permits card holder to entry in low risk confined spaces (NC1 & NC2)	3 years
Working in Medium Risk Confined Spaces	Complete Working in Medium Risk Confined spaces VQ	<ul style="list-style-type: none"> <li>• Copy of certificate and Registration number from CABWI or C &amp; G</li> <li>• Photograph</li> <li>• Purchase Order/Cheque</li> </ul>	Permits card holder to entry in low risk confined spaces (NC1 & NC2) and medium risk (NC3)	3 years
Working in High Risk Confined Spaces	Complete Working in High Risk Confined Spaces VQ	<ul style="list-style-type: none"> <li>• Copy of certificate and Registration number from CABWI or C &amp; G</li> <li>• Photograph</li> <li>• Purchase Order/Cheque</li> </ul>	Permits card holder to entry in low risk confined spaces (NC1 & NC2) , medium risk (NC3) and high risk (NC4)	3 years
Overseeing Work in Confined Spaces	Complete Overseeing Work in Confined Spaces VQ	<ul style="list-style-type: none"> <li>• Copy of certificate and Registration number from CABWI or C &amp; G</li> <li>• Photograph</li> <li>• Purchase Order/Cheque</li> </ul>	Permits card holder to perform the duties of a safety attendant (top-man/woman) which does not require entries into confined spaces. It is about controlling the pre-entry procedures and entry into and out of the confined space, maintaining communications, and initiating and controlling emergency procedures.	3 years
Emergency Rescue and Recovery of Casualties from Confined Spaces	Complete Emergency Rescue and Recovery of Casualties from Confined Spaces VQ and Working in High Risk Confined Spaces VQ	<ul style="list-style-type: none"> <li>• Copy of certificate and Registration number from CABWI or C &amp; G</li> <li>• Photograph</li> <li>• Purchase Order/Cheque</li> </ul>	Permits the cardholder to be a member of a team for rescue and recovery of casualties should an emergency arise.	3 years

Energy & Utility Skills is the Sector Skills Council for the electricity, gas, waste management and water industries. Employer-led, our purpose is to identify employers' skills needs and provide effective solutions to improve business performance.

The government's national skills strategy aims to ensure that employers of all sizes have people with the right skills and qualifications to support the success of their businesses.

Of equal importance is ensuring that individual employees have the skills and qualifications that they need to be both employable and personally fulfilled.

Central to the government's skills strategy is the idea that the employer's voice should be significant in choosing the provision of training and skills development, and the related systems of qualifications. Energy & Utility Skills is actively seeking to establish itself as a focal point for industry

and government working together, and would welcome your input and support, whatever the size of your business.

To help shape the future of your industry visit our website at [www.euskills.co.uk](http://www.euskills.co.uk) or contact: Energy & Utility Skills on 0845 077 99 22.



The Sector Skills Council for electricity, gas, waste management and water.

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