

## Chapter 28 – Assurance Checklist

### Amendment record

This Annex has been reviewed by Directorate of Defence Safety (DDS) together with relevant subject matter experts and key safety stakeholders. Any suggestions for amendments to this chapter should in the first instance be directed to the Defence organisation's [Safety Centre/Team Group Mailbox](#) and with their approval, sent to DDS at: [People-DDS-GroupMailbox@mod.gov.uk](mailto:People-DDS-GroupMailbox@mod.gov.uk).

Version No	Date of publication	Text Affected	Authority
1.0	19 Dec 25	New Annex to assist in this Chapter assurance	DDS

Unit / Establishment / Site / Platform Name		Accountable Person	
Date		Assessor	
Policy Expectation	Observation	Action Plan	
Policy Statement 1 (Accountable Person)			
1. Are all confined spaces on the unit, establishment, site or platform identified and recorded in a suitable register that is accessible to all interested parties?			
2. Is the confined spaces register maintained and reviewed regularly?			
3. Are identified confined spaces included in relevant Area Hazard Registers?			
4. Is there evidence that all confined spaces are subject to controlled access, with only authorised, competent personnel allowed to enter them?			

5. Where applicable, is there evidence that Permit to Work (PTW) systems are in place?		
6. Is there evidence that all procedures relating to the identification, registering and access of confined spaces are being regularly audited?		
7. Is there evidence that effective physical and procedural access to confined spaces, and areas that could reasonably become confined spaces, is in place?		
8. Are access control requirements for areas that could reasonably become confined spaces, reasonably practicable?		
<b>Overall</b>	<b>Rating</b>	<b>Observations</b>
<b>Policy Statement 1 Overall Rating</b>	Choose...	

  

<b>Policy Statement 2 (Accountable Person)</b>	<b>Observation</b>	<b>Action Plan</b>
1. Are effective arrangements for raising the alarm and carrying out rescue operations developed, implemented, communicated, tested and reviewed?		
2. Is there evidence that emergency arrangements for confined spaces consider the factors as detailed in Policy Statement 2 of Chapter 28 (Confined Spaces) of JSP 375, Volume 1?		

3. Do all confined spaces (and where reasonable, areas that could become a confined space) have emergency arrangements fully in place, tested and working before any activities take place within them?		
4. Is there evidence that emergency arrangements and plans are completed in accordance with <a href="#">Chapter 1</a> (Emergency and Disaster Planning) of JSP 375, Volume 1?		
<b>Overall</b>	<b>Rating</b>	<b>Observations</b>
<b>Policy Statement 2 Overall Rating</b>	Choose...	

<b>Policy Statement 3 (Commander, Manager or Accountable Person)</b>	<b>Observation</b>	<b>Action Plan</b>
1. Are suitable and sufficient risk assessments in place for working in confined spaces that include consideration of the factors listed in Policy Statement 3 of Chapter 28 (Confined Spaces) of JSP 375, Volume 1?		
2. If lifting equipment is needed (possibly due to vertical entry points), is there evidence that consideration has been given to measures in <a href="#">JSP 975: MOD Lifting Policy</a> ?		
3. Where work equipment is used, is there evidence that consideration has been given to measures within <a href="#">Chapter 22</a> (Work Equipment) of JSP 375, Volume 1 considered?		

<b>4.</b> Is all working in confined spaces dynamically risk assessed by a relevant competent person?		
<b>5.</b> Are Safe Systems of Work (SSW) established that includes consideration of the factors listed in Policy Statement 3 of Chapter 28 (Confined Spaces) of JSP 375, Volume 1?		
<b>6.</b> Where required, is there evidence that the SSW includes PTW procedures?		
<b>7.</b> Is there evidence that PTWs are in place for entering or working in confined spaces that present a reasonably foreseeable risk of serious injury?		
<b>8.</b> Is there evidence that effective communications are established between people inside and outside confined spaces to summon help in case of emergency?		
<b>9.</b> Where contractors are employed to work within confined spaces, is there evidence that <a href="#">Chapter 34</a> (4Cs) of JSP 375, Volume 1 is adhered to?		
<b>10.</b> Is the suitability of personnel entering confined spaces assessed by a competent person?		
<b>11.</b> Is there evidence that reasonable adjustments are considered and implemented for all competent individuals to enable them to work safely in confined spaces?		

12. Is <a href="#">Chapter 19</a> (Young Persons) of JSP 375, Volume 1 adhered to regarding permitting under 18's in confined spaces?		
<b>Overall</b>	<b>Rating</b>	<b>Observations</b>
<b>Policy Statement 3 Overall Rating</b>	Choose...	
<b>Policy Statement 4 (Commander, Manager or Accountable Person)</b>	<b>Observation</b>	<b>Action Plan</b>
1. Is there evidence that there are adequate control measures in place for confined spaces that follow the 'hierarchy of controls' that are set out in <a href="#">Chapter 8</a> (Safety risk assessment and safe systems of work) of JSP 375, Volume 1?		
2. Is there evidence that confined spaces control measures are being effectively implemented and followed?		
3. Is there evidence that personnel are receiving suitable and sufficient training to work in confined spaces?		
4. Is there evidence that confined space working is avoided unless there is no reasonable alternative?		
5. If remote operating vehicles are to be used in confined spaces, is there evidence that these are operated by competent persons?		

<b>6.</b> Is there evidence that alternative ways of working evaluated and documented before confined space entry is authorised?		
<b>7.</b> Is there evidence that confined space medicals are undertaken for personnel before they start working in confined spaces?		
<b>8.</b> Where personnel are required to work in confined spaces regularly, is there evidence that regular confined spaces medicals are undertaken?		
<b>9.</b> If key controlled access is in place, is there evidence of the requirements detailed in Policy Statement 4 of Chapter 28 (Confined Spaces) of JSP 375, Volume 1 are being adhered to?		
<b>10.</b> Where applicable, is there evidence that repairs to damaged access points are reported in accordance with local procedures?		
<b>11.</b> Is all confined spaces working conducted with a competent person stationed outside the confined space who will remain until relieved, the work is finished or instructed by the emergency services?		
<b>12.</b> Are appropriate safety signs displayed, and where applicable in all relevant languages?		

<b>13.</b> On unoccupied units, establishments, sites or platforms, where there is foreseeable incursion potential, is there evidence that enhanced measures are taken in order to deter trespassers?		
<b>14.</b> Where PPE / RPE is used, is there evidence that it is suitable and provides the required level of protection?		
<b>15.</b> Where flammable or potentially explosive atmospheres are likely, is there evidence that non-sparking tools and specially protected lighting (intrinsically safe) has been considered and implemented?		
<b>16.</b> Is there evidence that rescue arrangements are fully in place and working?		
<b>17.</b> Where safety harnesses are used, is there evidence that the personnel wearing them are attached to an appropriate lifeline that leads to a staffed point external to the confined space?		
<b>18.</b> Is there evidence that primary and secondary means of communication are included as part of an SSW?		
<b>19.</b> Is there evidence that all control measures identified, have been effectively monitored and communicated to all persons who may be affected by work taking place in confined spaces?		
<b>20.</b> Where personnel are likely to be in confined spaces for extended periods, is there evidence that adequate breaks are considered and implemented?]		

Overall	Rating	Observations	Action Plan
<b>Policy Statement 4 Overall Rating</b>	Choose...		

  

Policy Statement 5 (All Personnel)	Observation	Action Plan	
1. Is there evidence that personnel co-operate with commanders, managers and accountable persons in respect of confined spaces?			
2. Is there evidence that personnel comply with all administrative control measures that are in place for confined spaces?			
3. Is there evidence that personnel correctly use or follow all implemented control measures including the correct use of work equipment, PPE, communication tools and so on?			
4. Is there evidence that personnel effectively report changes that could impact the confined spaces risk assessments?			
Overall	Rating	Observations	Action Plan
<b>Policy Statement 5 Overall Rating</b>	Choose...		

<b>Policy Statement 6 (Military Training, Exercises and Operations)</b>	<b>Observation</b>	<b>Action Plan</b>
<b>1.</b> Is there evidence that the appropriate training has been completed for all personnel who conduct operational confined space working?		
<b>2.</b> When conducting operational confined space training in areas not controlled by the MOD, is there evidence that those executing the training have worked with relevant competent persons to fill any gaps in knowledge, skills and experience in these areas?		
<b>3.</b> Is there evidence that all operational activities in confined spaces are conducted in accordance with the training received, the relevant risk assessments and operational safe systems of work (OSSW)?		
<b>4.</b> Where operational confined space working has to be completed without effective planning or risk assessing, is there evidence that all training received is closely followed?		
<b>5.</b> If the level of risk is higher than the commander, manager or accountable person is authorised to accept, is there evidence that the risk is elevated through the relevant risk elevation process?		
<b>6.</b> Is there evidence that consideration has been given to abnormal risk factors when risk assessing operational confined space working?		

<b>7.</b> Is there evidence that Policy Statement 6 of <a href="#">Chapter 8</a> (Safety risk assessment and safe systems of work) of JSP 375, Volume 1 is followed when risk assessing and creating OSSWs?		
<b>8.</b> Where required to do so, is there evidence that operational confined space activities taking place in the UK, but not under the control of Defence, has been proportionately planned and risk assessed?		
<b>9.</b> Is there evidence that all operational confined space working dynamically risk assessed?		
<b>10.</b> Is there evidence that nominated Persons in Charge are utilised to supervise and control the work from outside the confined space?		
<b>11.</b> Is there evidence that personnel conducting operational confined space working are effectively briefed by the nominated Person in Charge?		
<b>12.</b> If operational confined space working has to continue without pausing, stopping, applying further controls or elevating the risk, is there evidence that it is this reported at the earliest opportunity in line with the relevant Defence organisation's elevation process?		
<b>13.</b> Is there evidence that a suitable and sufficient med plan, in accordance with Chapter 43 (Force Health Protection Aspects of Medical Planning) of JSP 375, Volume 1 is completed?		

14. When on deployed operations overseas, is there evidence that areas that have been confirmed or suspected to be a confined space, but have a lower mission priority, identified, recorded and suitably cordoned off with relevant signage to make the confined space, with personnel informed and access restricted?			
Overall	Rating	Observations	Action Plan
Policy Statement 6 Overall Rating	Choose...		

	<b>Rating</b>	<b>Observations</b>	<b>Action Plan</b>
<b>Overall Rating</b>	Choose...		