

Confined space entry permit

Blank permit for entry into one confined space. Use it with the risk assessment and safe system of work for the job.

A confined space is an enclosed place, such as a tank, chamber, pit, trench, sewer or well, where being enclosed creates a reasonably foreseeable risk from fire or explosion, overheating, gas, fume, vapour or lack of oxygen, rising liquid, or free-flowing solids.

Only enter if it is not reasonably practicable to do the work without entering. If entry is needed, work to a safe system of work, and have rescue arrangements ready before anyone goes in.

A permit is usually needed where there is a reasonably foreseeable risk of serious injury in entering or working in the space. It records the checks and authorisations. It does not make the job safe by itself.

The space and the work

Permit number

Site address

Confined space and location

Work to be done

Risk assessment reference

Other permits in force

Supervisor

Maximum time per entry

Valid from (date and time)

Valid until (date and time)

Hazards identified

☐ Lack of oxygen

☐ Toxic gas, fume or vapour

☐ Flammable atmosphere

☐ Heat

☐ Rising liquid

☐ Free-flowing solid

☐ Other

Precautions before entry

Tick each precaution that is in place, or N/A where it is not needed. Nobody enters until every precaution needed is in place.

Precaution	In place	N/A	Checked by
Isolated from gases, liquids and other flowing materials			
Mechanical and electrical equipment isolated and locked off			
Residues removed, and the space cleaned or purged			
Ventilation in place			
Atmosphere tested before entry (results below)			
Communication agreed between people inside and outside, including how to raise the alarm			
Safe way in and out			
Suitable equipment, lighting, PPE and RPE			
Fire prevention, including no smoking			
Everyone entering trained and competent for this work			

Precaution	In place	N/A	Checked by
Rescue arrangements and equipment ready (see below)			

Atmosphere tests

Test the atmosphere before entry. Retest or monitor it during the work where the risk assessment says so. Record the results.

Date and time	Where tested	Oxygen (%)	Flammable (% LEL)	Toxic gas and reading	Tested by

Emergency and rescue

Rescue arrangements must be in place before anyone enters, with the equipment and trained people to carry them out. Do not rely on the emergency services. Never go in to help someone who has collapsed unless you are protected from the same danger.

Rescue method _____

Rescuers (names) _____

How the alarm is raised _____

Rescue equipment at the entry point _____

Resuscitation and first aid equipment _____

Site address for the emergency services _____

Entry log

Record everyone going in and out of the space.

Name	Company	Time in	Time out	Time in	Time out

Issue and acceptance

The issuer signs to confirm the precautions are in place. The person in charge of the work signs to accept the permit, and explains the work, the hazards and the precautions to everyone working under it.

	Name	Signature	Date and time
Issued by			
Accepted by (person in charge of the work)			

Extension or shift handover

Before the permit is extended or handed to a new person in charge, check the area is still safe to work in, brief the new person and set a new end time.

Date and time	New end time	Handed over by	Accepted by

Hand-back and cancellation

When the work is finished, the person in charge of it signs to hand the permit back. The issuer checks the area and cancels the permit.

	Name	Signature	Date and time
Work finished and area left safe			
Permit cancelled by issuer			

Based on: The Confined Spaces Regulations 1997, regulations 1, 4 and 5; L101, Safe work in confined spaces (third edition), the Approved Code of Practice and guidance on those Regulations, paragraphs 82 to 98 and 134 to 149; HSE guidance HSG250 on permit-to-work systems.

- Confined Spaces Regulations 1997, regulation 1: <https://www.legislation.gov.uk/ukxi/1997/1713/regulation/1>
- Confined Spaces Regulations 1997, regulation 4: <https://www.legislation.gov.uk/ukxi/1997/1713/regulation/4>
- Confined Spaces Regulations 1997, regulation 5: <https://www.legislation.gov.uk/ukxi/1997/1713/regulation/5>
- HSE, Safe work in confined spaces (L101): <https://www.hse.gov.uk/pubns/books/l101.htm>
- HSE, Guidance on permit-to-work systems (HSG250): <https://www.hse.gov.uk/pubns/books/hsg250.htm>

Blank template from The Site Book, October 2026. Fill it in for the actual job and site.