

Title	Guidance on the Provision of Accommodation on Offshore Installations		
Publication Date	28 August 2017	Document Identification	Operations Notice 82 (Revised)
Review Date	28 August 2020	Master Reference	2017/164442
Target Audience	All Stakeholders	Document Owner	ED3.6
		Open Government Status	Fully Open

1.0 INTRODUCTION

- 1.1 This Operations Notice provides guidance on the provision of accommodation on offshore installations to comply with the requirements of Regulation 12 and Schedule 1 of the Offshore Installations and Wells (Design and Construction, etc.) Regulations 1996 (DCR)¹.
- 1.2 It clarifies the terms “bed”, “sufficient beds”, “overcrowded”, “adequate space” and “reasonable privacy and comfort”.
- 1.3 This revision further clarifies the term “overcrowded”, and replaces ON82 issued October 2016 which is now withdrawn.

2.0 BACKGROUND

- 2.1 DCR Regulation 12 and Schedule 1 paragraphs 59-66 contain requirements for accommodation standards offshore. These specify that sleeping accommodation must contain sufficient beds; must not be overcrowded; must contain adequate storage space and allow reasonable privacy and comfort.
- 2.2 The requirement to inform HSE of changes to accommodation arrangements was removed on 14 April 2014. When making any changes to accommodation, especially if this increases the number of persons on board (POB), operators must continue to comply with all relevant legal requirements. In particular:
 - *The Offshore Installations (Safety Case) Regulations 2005² or The Offshore Installations (Offshore Safety Directive) (Safety Case etc.) Regulations 2015³*, as appropriate, Duty holders will need to keep the Safety Case up to date to reflect the change in Persons on Board. Where the changes make a material change to the Safety Case, then the Safety Case with the proposed revisions must be sent to HSE for assessment and the Safety Case must be accepted by HSE before the changes are brought into effect.
 - *The Offshore Installations (Prevention of Fire and Explosions, and Emergency Response) Regulations 1995 (PFEER)⁴*, Duty holders should ensure appropriate arrangements are in place for evacuation, escape and rescue, eg that there are sufficient lifeboats, life rafts and survival PPE sets, that muster points and temporary refuges are large enough and that there is sufficient emergency helicopter capacity
 - *The Offshore Installations and Wells (Design and Construction, etc.) Regulations 1996 and The Offshore Installations and Pipeline Works (Management and Administration) Regulations 1995 (MAR)⁵*. Duty holders should ensure adequate welfare arrangements including the provision of adequate galley facilities, access to drinking water, sufficient lockers, rest rooms and recreational facilities for everyone.

- *The Offshore Installations (Safety Representatives and Safety Committee) Regulations 1989*⁶, Duty holders should consult with their workforce and Safety Representatives and take account of the results before implementing any changes to accommodation.

3.0 PROVISION OF ACCOMMODATION OFFSHORE

Bed design

- 3.1 Sleeping cabins should be provided with a platform bed (a mattress resting on a solid, flat raised surface, either free-standing or part of the structure of the sleeping cabin). Beds can be arranged side by side or tiered with the lower bed in a tier at least 300 mm above the deck. Head clearance above each bed should be at least 610 mm and preferably, 810 mm. Beds should be provided with individually operated privacy curtains. Bed mattress sizes should be at least 1900 mm by 900 mm. These dimensions are consistent with established standards such as the ABS Guide for Crew Habitability on Offshore Installations 2012⁷ and Norwegian NORSOK Standard C-001⁸

Sufficient beds

- 3.2 There should be sufficient beds or bunks for the number of people expected to sleep on the installation. No person should be required to share a bed (hot bunking). Changing the mattress and/or bedding to allow two people to share a bed or bunk is considered as 'hot bunking'.

Overcrowded

- 3.3 Overcrowding can mean restricted access to facilities, lack of privacy, difficulty in maintaining hygiene or disturbance of rest and sleep. Overcrowding can also restrict the ability of the occupants to respond properly in the event of an alarm or emergency.
- 3.4 The minimum floor area in a sleeping cabin (exclusive of bathroom unit) should be 4.5 square metres for a single occupant and 9.0 square metres for two/three occupants. The height of a cabin should be at least 2.3 metres.
- 3.5 Minimum area per occupant is derived from the established standard in the 4th Edition Guidance Note⁹ and is consistent with other established standards such as the Norwegian NORSOK Standard C-001 (single cabin, inclusive bathroom unit: 6 m², double cabin, inclusive bathroom unit: 12 m²) and the ABS Guide for Crew Habitability on Offshore Installations 2012 (single cabin: 7.0–8.5 m², double cabin: 8.0–10.0 m²).
- 3.6 Each person should have adequate lockable storage space.

Privacy and comfort

- 3.7 On exploration and production installations, where cabin design permits (dimensions and layout), reasonable privacy and comfort will be provided when a cabin is allocated to a maximum of three people, based on two people working days, with the third person working nights.
- 3.8 On flotels and other accommodation support vessels, reasonable privacy and comfort will be provided when a cabin is allocated to a maximum of two persons during a 24 hour work/rest period.

4.0 SLEEPING CABINS FOR MEN AND WOMAN

- 4.1 Operations Notice 77¹⁰ explains HSE's policy and role in the inspection and enforcement of the requirement for separate cabins for men and women on offshore installations.

5.0 PROVISION OF ACCOMMODATION ON NORMALLY UNATTENDED INSTALLATIONS (NUIS)

- 5.1 For NUIs where no overnight stays are planned, there should be adequate welfare facilities for the number of workers likely to be present. Sufficient emergency accommodation should also be provided to account for the rare occasion when planned departure from the installation cannot be achieved. Temporary beds are acceptable for unplanned stays on NUIs.
- 5.2 Where planned overnight stays are required; accommodation arrangements in line with those required for permanently attended installations should be provided.

6.0 ENFORCEMENT APPROACH

- 6.1 In applying DCR, complaints or matters of evident concern relating to accommodation will be investigated in accordance with HSE procedures.

7.0 REFERENCES

1. Offshore Installations and Wells (Design and Construction, etc.) Regulations 1996 SI 1996/913 <http://www.legislation.gov.uk/ukSI/1996/913/contents/made>
2. Offshore Installations (Safety Case) Regulations 2005 SI 2005/3117 <http://www.legislation.gov.uk/ukSI/2005/3117/contents/made>
3. Offshore Installations (Offshore Safety Directive) (Safety Case etc.) Regulations 2015 SI 2015/398 <http://www.legislation.gov.uk/ukSI/2015/398/contents/made>
4. Offshore Installations (Prevention of Fire and Explosion, and Emergency Response) Regulations 1995 SI 1995/743 <http://www.legislation.gov.uk/ukSI/1995/743/contents/made>
5. Offshore Installation and Pipeline Works (Management and Administration) Regulations 1995 SI 1995/738 <http://www.legislation.gov.uk/ukSI/1995/738/contents/made>
6. Offshore Installations (Safety Representatives and Safety Committee) Regulations 1989 SI 1989/971 <http://www.legislation.gov.uk/ukSI/1989/971/contents/made>
7. American Bureau of Shipping: Crew Habitability on Offshore Installations 2012
8. NORSOK Standard C-001 Living Quarters Area (3 May 2006)
9. Offshore installations: guidance on design, construction and certification (fourth edition) HMSO 1990 (withdrawn)
10. [Operations Notice 77 Offshore accommodation standards - men and women sharing cabins HSE August 2017](#)

This guidance is issued by the Offshore Safety Directive Regulator (OSDR). Following the guidance is not compulsory and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Inspectors seek to secure compliance with the law and may refer to this guidance as illustrating good practice.