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| Topic | Safety Points | Remarks |
| 1. Pre-planning | * is entry absolutely necessary?
* has a risk assessment been carried out?
* have all hazards and sources of danger been identified?
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| 2. Isolation and emptying arrangements | * is the confined space securely isolated from all sources of danger? (e.g. liquids, solids, gases, steam, mechanical and electrical)
* is the confined space empty of product?
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| 3. Ventilation | * is the confined space clean (residues removed)?
* is natural ventilation adequate or is forced ventilation required?
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| 4. Atmosphere monitoring | * what are the requirements for atmosphere monitoring? (e.g. flammable gases, toxic gases, oxygen deficiency).
* are the arrangements for monitoring (initial and on-going) satisfactory?
* will a COSHH assessment be required?
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| 5. PPE (Personal protective equipment)  | * have all PPE needs been identified?
* is sufficient and appropriate PPE available?
* are staff fully conversant with the correct method of use?
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| 6. Access arrangements | * have satisfactory arrangements been made for safe access and egress (e.g. ladder provision)?
* is a trained attendant on site to keep watch?
* have satisfactory arrangements been made for lowering/raising tools and equipment?
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| 7. Permit-to-work | * are “permits-to-work” required?
* does the permit identify the safe area of work and clearly state all measures taken to achieve safety (e.g. points of isolation and ongoing monitoring requirements?)
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| 8. Tools and equipment | * are all tools and equipment in good condition and safe to use?
* have satisfactory precautions been taken to ensure safe use of portable electric tools? (e.g. use of 110Vsystems).
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| 9. Competency | * are all staff involved in the work appropriately trained?
* do all staff fully understand their role and responsibilities?
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| 10. Emergency procedures | * is there a plan for dealing with emergencies, e.g. an emergency rescue procedure?
* is all necessary emergency equipment available at site and in good working order?
* are all staff familiar with the rescue procedures?
* has a simulated rescue been completed?
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