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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? |  |
| 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? |  |
| 3. Ventilation | * is the confined space clean (residues removed)? * is natural ventilation adequate or is forced ventilation required? |  |
| 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? |  |
| 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? |  |
| 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?) |  |
| 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). |  |
| 9. Competency | * are all staff involved in the work appropriately trained? * do all staff fully understand their role and responsibilities? |  |
| 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? |  |