

TOOLBOX TALK — CONFINED SPACES — WHAT COUNTS

TOOLBOX TALK

Five to ten minutes at the workplace, spoken by the supervisor, recorded below — and two-way, or it is not a talk

KD-TBT-CS-039 Rev A0

WHY THIS TALK: The manhole, the tank, the roof void and the plant room can all be confined spaces, and the people who die in them are very often the rescuers who went in after the first casualty. The first skill is recognising the space before you are in it.

1 THE SESSION

SITE / PROJECT

DELIVERED BY

DATE

TIME

2 THE POINTS TO MAKE — TICK AS COVERED, IN YOUR OWN WORDS

- ☐ A confined space is any enclosed place with a foreseeable risk of fire or explosion, bad air or lack of oxygen, overheating, drowning or engulfment — the size does not matter
- ☐ Names that fool people: excavations, chambers, ducts, ceiling voids, silos, tanks, deep drains, unventilated basements, rooms where a product is being applied
- ☐ First question is always whether the job can be done from outside — camera, tools on a pole, drain-jet — and only then how to go in
- ☐ Going in means: a permit, a competent entrant and top person, gas testing before and during, ventilation, escape sets where the RAMS says, and a rescue plan that does not rely on 999
- ☐ Bad air gives no warning: you cannot smell low oxygen or carbon monoxide — the monitor is the only sense that works
- ☐ Someone collapses inside: DO NOT GO IN — raise the alarm and start the rescue plan; a second body in the hole doubles the funeral
- ☐ Trained means trained for confined spaces with the practical — the awareness card does not put anyone in a manhole

MADE SPECIFIC TO THIS SITE

3 ASK THE CREW — AND WRITE DOWN WHAT COMES BACK

- Which spaces on this site would you now call confined that you had not thought of?
- What is the rescue plan for the chamber the drainage gang works in — who, and what kit?
- When was the gas monitor last calibrated and bump-tested, and who checked?

WHAT THE CREW RAISED, AND WHAT HAPPENS ABOUT IT

4 WHO WAS THERE

NAME	COMPANY	SIGNATURE

RECORD COMPLETED BY

SIGNATURE

DATE

FILED WHERE

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TOOLBOX TALK

continued

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R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.