

Risk Management

Hot Work Permit

Hot Work Permit Number []

1. Proposal *To be completed by the person planning to undertake hot work*

Exact location of proposed hot work []

Exact details of proposed hot work []

The proposed work cannot practicably be done in a more safe location or avoiding hot work. The above location has been examined and the general precautions, checklist and any additional requirements on page 2 will be fully complied with.

Signed []

Print name []

Date []

Position []

2. Authorisation *To be completed by a nominated competent person ('the issuer')*

[tick]

Risk assessment/method statement satisfactory Work equipment suitable and in good order

Liability insurance suitable and adequate Fire extinguishers suitable and maintained

This Permit is issued subject to compliance with the general precautions, checklist and any additional requirements on page 2 and is strictly valid only between the issue and expiry times stated below.

Issue time []

Expiry time []

Signed []

Print name []

Date []

Position []

3. Completion *To be completed by the person undertaking hot work before return to the issuer*

Hot work has now been completed and all equipment and materials have been removed. I have thoroughly inspected the work area and all adjacent areas which are free of fire risk.

Time inspection completed [] *Minimum 1 hour after completion of hot work*

Signed []

Print name []

Date []

Position []

4. Cancellation *To be completed by the issuer upon receipt from the person undertaking hot work*

I have undertaken a final thorough inspection of the hot work area which is free of fire risk. Any temporary suspension or restriction of activities has been lifted and disabled fire protections have been reinstated. This Permit is now cancelled.

Time inspection completed []

Signed []

Print name []

Date []

Position []

Hot Work Permit Number

5. General precautions

Hot work must only be undertaken where a safer means of working is not available.

Where practicable items to undergo hot work must be removed to a designated safe position.

A continuous fire watch must be undertaken during hot work and for a minimum period of 1 hour after completion, following which the work area and all adjacent areas to which heat/sparks/flames could spread (including floors below and above, areas on the other sides of walls and partitions, floor and ceiling voids, etc.) must be thoroughly inspected to ensure that they are free of smouldering materials or flames. This must be undertaken by trained personnel who in the case of the fire watch are not directly involved in the hot work.

6. Checklist *To be completed by the person undertaking hot work prior to commencement* [tick]

- a. A minimum of 2 suitable fire extinguishers must be provided in the immediate area of hot work operations and all persons involved in hot work and fire watch duties trained in their use. Sprinklers and other fire suppression systems must remain fully operational. Automatic fire detection must only be isolated in the zone where hot work is undertaken and promptly reinstated after hot work is completed.
- b. Combustible materials including flammable liquids and compressed gases must be removed for a minimum distance of 10 metres around the hot work area and all adjacent areas to which heat/sparks/flames could spread.
- c. Any combustibles that cannot be removed and any holes or gaps through which heat/sparks/flames could pass must be covered by suitable heat/fire resistant materials.
- d. Combustible floors in the hot work area must be covered by suitable heat/fire resistant blankets, sand or wetted.
- e. An assessment must be undertaken to identify the composition of insulation linings and panels in walls, roofs and internal structures. Where this cannot be ascertained it must be assumed that these are combustible. Hot work must not be undertaken on or in the vicinity of combustible insulation or panels.
- f. Tanks, vessels and other enclosed spaces must be adequately ventilated and tested to ensure that they are free of flammable/explosive substances. A confined space work permit may be required, particularly where other hazards may be present.
- g. Identify any gas pipes or other services within and adjacent to the hot work area and ensure that these are suitably isolated and/or otherwise protected.
- h. All persons involved in hot work must be instructed how to raise the fire alarm, evacuate the premises and in any emergency procedures.
- i. Relevant personnel including contractors must be advised of any suspended or restricted activities (e.g. handling/use of flammable liquids/gases, etc.) during hot work.
- j. Decanting of flammable liquids and changing of gas cylinders must be done outdoors.
- k. All work equipment to be used will be suitable, in good order and 'in test'.

7. Additional requirements *To be completed by the issuer where applicable*

8. Hot Work Permit

Serious fires during construction and maintenance work often arise from carelessness and inadequate management of operations involving the use or generation of heat, sparks and/or naked flames - activities collectively described as *hot work*. Examples include the use of welding and flame cutting equipment, blow torches, bitumen boilers and grinding wheels and disc cutters.

Significantly improved standards of care and control can be achieved under a formal permit-to-work system when the issuer is competent and has the authority to ensure compliance. A strictly enforced hot work permit procedure should thus be incorporated into your wider fire precautions and health and safety systems.

A hot work permit system may be less appropriate for normal production processes where suitable and sufficient fire precautions will otherwise still be necessary.

9. Supporting documents

Prior to the issue of the permit a satisfactory risk assessment and method statement should be obtained from the person planning to undertake hot work, together with documentary evidence from contractors of suitable and adequate liability insurance covers. You should particularly ensure that any contractor's insurance provides an adequate limit of indemnity and does not contain a 'hot work away' exclusion.

Copies of your own documentation which might assist with hot work safety should be made available to relevant personnel. Examples would include any contractor's rules, emergency procedures, accident reporting/first aid arrangements and site/service/fire plan drawings. We recommend that these should be issued on a *signed receipt* basis.

10. Permit issue

Hot work permits should be issued to the person undertaking hot work - whether an employee or contractor - by a nominated competent person, prior to commencement. Permits should not be issued for extended periods and should be formally renewed for each work interval including morning and afternoon sessions.

The hot work permit, any risk assessment/method statement and supporting documents should be immediately available in the hot work area and duplicate copies kept by the issuer.

On completion the permit should be signed off by both persons and retained by the issuer for future reference.

11. Temporary disablement of fire protection systems

Where it is necessary to temporarily disable any fire protection system or part thereof this should be done in accordance with procedures agreed beforehand with the installing/maintaining company, alarm receiving centre, local fire authority and your insurance company. Downtime should be kept to a minimum and planned for periods when the fire risk is at its lowest. Systems should then be reactivated as soon as possible.

12. Contact Us

For further details of our fire and health and safety consultancy services and how these can benefit your organisation please contact us:

ISG Consulting Limited
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