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Hot Work Permits

Hot work is defined as work using flame cutting apparatus, oxyacetylene welding apparatus, electric welding apparatus, blow torches, grinding equipment, bitumen boilers or any other equipment producing flame, intense heat or sparks. The use of these types of equipment can introduce significant fire hazards into school buildings.

The hot work permit system is intended to ensure that the individuals involved in the use of such equipment, whether in construction, renovation, repairs and maintenance of school facilities or any other activity, are aware of the hazards associated with hot work and that they implement control measures to help mitigate them. The hot work permit is the means by which the school will be able to keep track of activities that involve hot work, and that these activities are being conducted safely.

The hot work permit should be issued by the Head Teacher or their delegated representative following discussion with the contractor about the proposed work, the risk assessment and the associated safe system of work/method statement. Any additional controls or considerations should be agreed and added to the permit prior to the permit being issued. Consideration should be given to:

- The equipment and materials being used for the work, and how they may generate or accelerate a fire. This may include, for example:
 - The proximity of the hot works to flammable or combustible materials in the school and whether they are to be removed or protected.
 - Potential heat transference through the metal structure of the building or metal pipes to other parts of the building and how this may be mitigated.
 - The potential for sparks to ignite combustible materials in or near the location of the hot works and how the likelihood of this occurring will be minimised.
- How the overall fire risk is to be minimised and managed.
- Whether existing heat or smoke detectors in close proximity to the hot works will need to be isolated, and if so, who will be responsible for arranging this and ensuring they are put back into operation following the works;
- How the work area and all adjacent areas to which sparks and heat might spread (including floors above and below and on the other side of walls, where applicable) will be monitored during the works, and periodically, for a minimum of one hour, after the completion of the works;
- What fire fighting equipment will be required, where it will be located, and which contractor staff have been trained in its use. Where fire extinguishers are to be used, the school should check to ensure the seal is intact and that the gauge is the green;
- How the alarm will be raised in the event of a fire caused by the hot works and what emergency procedures will be in place;
- If the work is to continue for more than one day, how and where equipment and materials will be safely and securely stored;
- How hot works waste materials will be removed, stored and disposed of.

The permit allows for the school to stipulate a number of control measures by ticking which are to be put into place and including them as a condition of the permit being issued. There is also a space for additional controls to be added by the school.

The hot work permit should be issued for a maximum of one day at a time and state the start and finish times. Sufficient time must be allowed so that the work area and any adjacent areas to which heat and sparks can spread can be periodically checked to ensure there are no signs of heat or fire, for up to a minimum of one hour, following the completion of the hot works or at the end of each working day.

Once the work has been completed, or at the end of each working day, the permit must be signed off by the contractor to state whether the work has or has not been completed, that the work has been checked for a minimum of one hour after the hot work had ceased and there are no signs of heat or fire, and that the site has been left in a safe condition. If any heat/smoke detectors were disabled before the works began, these must be rendered operable, and the permit must be signed by the person who checked this to ensure it has occurred. The permit can then be formally signed off by the Head Teacher or their designated representative. If the work will carry over for longer than one day, the permit should be formally extended each day by completing the permit extension authorisation section on the reverse of the hot work permit, or by completing a new hot work permit.

Hot Work Permit

Procedure for Hot Work Permits

The completed form should be returned to the issuer and retained for future reference.

The hot work permit system should be regularly audited to ensure compliance with procedures.

A copy to be displayed in the work area and another in the issuing office.

PERMIT NUMBER		OTHER RELEVANT PERMIT DETAILS	
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SECTION A - PROPOSAL (to be completed by the Permit Issuer).

COMPANY NAME & SITE ADDRESS			
EXACT LOCATION OF PROPOSED WORK			
NATURE OF WORK TO BE UNDERTAKEN/TYPE OF HOT WORK/ITEMS WORKED ON			
NAME OF HOT WORK OPERATOR & COMPANY			
NAME OF PERSON SUPERVISING THE WORKS (PRINT NAME)			
PERMIT VALID ON DATE		START TIME EXPIRY TIME	
NAME OF FIRE WATCHER(S) (PRINT NAME(S))			
ANTICIPATED EARLIEST TIME OF FINAL FIRE WATCH CHECK	CONTINUOUS FIRE WATCH		INTERMITTENT FIRE WATCH

SECTION B - ISOLATIONS & IMPAIRMENTS

DETAILS OF SYSTEMS AND AREA(S) ISOLATED			
NAME & POSITION OF PERSON COMPLETING ISOLATION/REINSTATEME NT			
DATE & TIME OF ISOLATION		DATE & TIME OF REINSTATEMENT	

SECTION C - ISSUE

I confirm the work area and other areas that may be impacted by the works have been inspected and checked for the presence of combustible materials. I have reviewed and completed the attached checklist and I am satisfied that all appropriate precautions and risk controls are in place.

PRINT NAME	
SIGNATURE OF PERMIT ISSUER	
DATE & TIME	

SECTION D - ACCEPTANCE

I understand the scope of work and precautions to be taken and will adhere to the safe method of work and report any problems or difficulties to the Permit Issuer, in safely completing the works.

	SIGNED	DATE
HOT WORK SUPERVISOR		
FIRE WATCHER		
FIRE WATCHER		

SECTION E - FOLLOWING COMPLETION OF WORK (Contractor responsible for the work must ensure this section is completed)

The work area and all adjacent areas to which sparks and heat might have spread (such as floors below and above and areas on other sides of walls) have been inspected and found to be free of smoldering materials and flames.		
Stub ends of welding rods and other hot waste materials have been removed and disposed of safely.		
All equipment, including gas cylinders, has been removed to a safe area.		
	SIGNED	DATE & TIME
HOT WORK OPERATOR		

CONTINUOUS FIRE WATCH (the permit should then be returned to the issuer)

TIME INSPECTION COMPLETED (this must be at least 60-minutes after work has been completed as determined by the fire risk assessment for the task):		
	SIGNED	DATE & TIME
FIRE WATCHER		
FIRE WATCHER		

INTERMITTENT FIRE WATCH CHECKS (should be one of the Fire Watchers)

Intermittent Checks (every 20-minutes for at least a further 1-hour)					
TIME	INITIALS	TIME	INITIALS	TIME	INITIALS

All fire protection systems are in service and operable and equipment isolated has been reinstated where safe to do so.

(Check Section B has been completed fully).

	SIGNED	DATE & TIME
PERMIT ISSUER		

SECTION F CANCELLATION (SIGN OFF BY ISSUER OF PERMIT)

I have inspected the works area and all tools, equipment and waste has been removed.

The fire watch has been completed in accordance with the risk assessment and thermal images taken of the work area and other areas that may have been affected by the works.

The area has been returned to a condition which is safe for normal/planned occupancy and operations.

SIGNED		DATE/TIME	

Hot Work Permit Checklist

The following checks should be carried out by the Permit Issuer prior to hot work commencing. The person carrying out these checks should tick the appropriate boxes and retain this with the permit.

ISSUING COMPANY		PERMIT NUMBER	
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GENERAL

Wherever practicable the use of hot work should be avoided, and a safer way employed. If you cannot comply with the following points, do not go ahead with the hot work.

Risk assessments and method statements have been provided and reviewed prior to authorisation of the works.	
Evidence of appropriate Public Liability Insurance has been provided.	
All fire protection systems are in service and operable (if not complete Section B on the permit).	
Competence of operatives have been reviewed and confirmed.	
The works area and any other areas which could be affected have been investigated for the presence of combustible materials. This includes the identification of any voids.	
Hot works will not take place on/or affecting combustible composite panels or other materials known to be combustible.	
There are no other permits to work in operation or other planned activities that will be adversely impacted by these works.	

PRECAUTIONS WITHIN 10-METRES (MINIMUM) OF THE WORK AREA:

Combustible materials have been cleared from the area. Where materials cannot be removed, protection has been provided by non-combustible or purpose-made blankets, drapes or screens.	
Flammable liquids and gas cylinders have been removed from the area.	
Floors have been swept clean. Combustible floors have been covered with overlapping sheets of non-combustible material or wetted and liberally covered with sand. All openings and gaps (combustible floors or otherwise) are adequately covered.	
Protection (non-combustible or purpose-made blankets, drapes or screens) has been provided for: - Walls, partitions and ceilings of combustible construction or surface finish; and - All holes and other openings in walls, partitions and ceilings through which sparks could pass.	
Where work is being carried out on building panels, an assessment has been made of insulating or other materials behind or forming the core of the panels which confirms they are non-combustible.	
Combustible materials have been moved away from the far side of walls or partitions where heat could be conducted, especially where these incorporate metals.	
Enclosed equipment (tanks, containers, dust collectors, etc.) has been emptied, purged and tested, or is known to be free of flammable concentrations of vapor or dust. Where there is a possibility of such, atmosphere air sample monitoring must be in place.	
Unauthorised access to the work area has been prevented.	
Equipment for hot work has been checked and found to be in good repair. Gas cylinders have been properly secured and any gas cylinders not in use have been removed at least 15-meters away from the work area.	

FIRE PROTECTION:

Where sprinklers are installed, they are operative. In sprinklered premises, hot work should not be carried out when the water supply to the sprinkler system is shut off.		
Where an automatic fire detection system has been installed, it will be kept operative. Only the zone where the hot work is being carried out will be isolated for the period whilst hot work is in progress.		
A trained person not directly involved with the work will provide a continuous fire watch during the period of hot work. Following completion of each period of work, the continuous fire watch will remain in place for at least 60-minutes, with further checks at regular intervals for at least a further 60-minutes, or a period as determined by the fire risk assessment, after completion, to ensure that the working area and all adjacent areas, including the floors below and above, and areas on the other side of walls, screens, partitions and above false ceilings, are free of smoldering materials and flames.		
At least two appropriate fire extinguishers are immediately available. The personnel undertaking the work and providing the fire watch are trained in their use.		
Personnel involved with the work and providing the fire watch are familiar with the means of escape and method of raising the alarm/calling the Fire Brigade.		
SIGNED		BLOCK CAPITALS
DATE		TIME