



FIRE PRECAUTIONS – WORKING IN COUNTY COUNCIL PROPERTIES

HOT WORK PERMIT TO WORK PROCEDURE

Where any work is to be carried out that requires **HOT WORK** to be undertaken the following Permit to Work System shall be followed.

(Applicable to all operations involving flame, hot air, arc welding, cutting equipment, brazing, soldering, blowlamps, bitumen boilers, grinding or any other equipment producing heat or having a naked flame).

A Hot Work Permit authorised by the Premise Responsible Person or their nominated representative and the Contractor/Person in control of the Hot Work will be required.

You should use this Hot Work Permit when maintenance work is being undertaken, and you are the individual authorised to issue Hot Work Permits.

Procedure

1. Before a Hot Work Permit may be issued, the Checklist needs to be completed by the Hot Work Operative.
2. Hot Work Operative completes section A. Premise Responsible Person completes section B and makes available to the Hot Work Operative to retain for the duration of the works.
3. When the Hot Works have been completed and the area inspected the Hot Work Operative completes sections C and returns to Premise Responsible Person.
4. Premise Responsible person confirms the specified actions have been taken and completes section D.

Note: This Hot Work Permit may be printed out if a hard copy is required. Alternatively this PDF may be retained as a digital record in which case signature fields should be completed with the relevant person's initials.

Issuing Person:	Permit No:
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A - PROPOSAL (to be completed by the person responsible for carrying out the work)	
Building	
Exact Location of Proposed Work	
Nature of Work to be Undertaken	
I have completed and submitted the checklist and understand the scope of work and precautions to be taken	
Signed:	Print Name:
Date:	Position:
Contractor Company	

B - AGREEMENT (to be completed by the Premise Responsible Person – Permit issuer)	
This Hot Work Permit is issued subject to the following conditions	
Issue of Permit	Date: Time:
Expiry of Permit	Time:
* It is not desirable to issue permits for protracted periods. Fresh permits should be issued where, for example, work extends from morning to afternoon.	
A FINAL CHECK OF THE WORK AREA SHALL BE MADE NOT BEFORE (120 mins after Hot Work complete)	Time:
Additional conditions required	
<p>The above location has been examined and the precautions checklist that accompanies this form has been complied with. The contractor has provided a risk assessment that considers that there is no reasonably practicable alternative to doing the job using hot work and I have been provided with evidence of appropriate Public Liability Insurance*.</p> <p>* Evidence is not required where DCC Corporate Property are undertaking the Hot Works as appropriate Public Liability Cover exists under the Councils insurance provision.</p>	
Signed:	Print Name:
Date:	Position:

C - FOLLOWING COMPLETION OF WORK (to be completed by the contractor responsible for the work. The permit should then be returned to the issuer)	
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 smouldering materials and flames.	<input type="checkbox"/>
Stub ends of welding rods and other hot waste materials have been removed and disposed of safely.	<input type="checkbox"/>
Any isolated automatic fire detectors or detection zones have been reinstated.	<input type="checkbox"/>
All equipment, including gas cylinders, has been removed to a safe area.	<input type="checkbox"/>
TIME INSPECTION COMPLETED: (this must be at least 60 minutes after work has been completed followed by further checks being made at regular intervals, of no more than 20 minutes, up to 120 minutes after cessation of hot work)	
Signed:	Print Name:
Date:	Position:

D - SIGN OFF BY ISSUER OF PERMIT	
The hot work has been completed. Any detector(s) or zones of the fire alarm system that were isolated have been fully reinstated.	
Signed:	Print Name:
Date:	Position:

HOT WORK PERMIT – CHECKLIST	
The following checks should be carried out by the hot work operative at the hot work site prior to commencing hot work. The person carrying out these checks should tick the appropriate boxes, and then return the Checklist to the Hot Work Permit issuer.	
Issuing Person:	Permit No:
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.	
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.)	<input type="checkbox"/>
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.	<input type="checkbox"/>
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 the work, the continuous fire watch will remain in place for at least 60 minutes after work is completed, followed by further checks being made at regular intervals, of no more than 20 minutes, up to 120 minutes after cessation of hot work, before the permit is signed off. This is to ensure that the working area and all adjacent areas, including the floors below and above, and areas on the other sides of walls, screens, partitions and above false ceilings are free of smouldering materials and flames. The fire watch periods should be extended where this has been determined necessary by a suitable and sufficient fire risk assessment.	<input type="checkbox"/>
At least two appropriate extinguishers are immediately available. The personnel undertaking the work and providing the fire watch are trained in their use.	<input type="checkbox"/>
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.	<input type="checkbox"/>
PRECAUTIONS WITHIN 10m (MINIMUM) OF THE WORK	
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.	<input type="checkbox"/>
Flammable liquids have been removed from the area.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Protection (non-combustible or purpose-made blankets, drapes or screens) has been provided for: <ul style="list-style-type: none"> • 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. 	<input type="checkbox"/> <input type="checkbox"/>
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.	<input type="checkbox"/>
Combustible materials have been moved away from the far side of walls or partitions where heat could be conducted, especially where these incorporate metal.	<input type="checkbox"/>
Enclosed equipment (tanks, containers, dust collectors etc) has been emptied and tested, or is known to be free of flammable concentrations of vapour or dust.	<input type="checkbox"/>

EQUIPMENT	
Equipment for hot work has been checked and found to be in good repair. Gas cylinders have been properly secured.	<input type="checkbox"/>
Signed:	Print Name:
Date:	Position: