



Health & Safety Policy

School Details :	The Island Project School DofE Registration Number : 334/6010 Company Registration Number : 5924196 Registered Charity Number : 1119034 Telephone Number : 01675 442588
Designated Safeguarding Lead :	Sarah Gallagher – School Principal Mobile : 07971 543 832 Email : s.gallagher@ipschool.co.uk
Deputy Designated Safeguarding Lead :	Nicole Sheehan – SLT (Head of School) mobile: 07971 543 755 email : n.sheehan@ipschool.co.uk Melanie Collett – SLT (Head of Further Education) Mobile : 07971 543 753 Email : m.collett@ipschool.co.uk Nial Al-Zanki – Head of Post 16 email : n.al-zanki@ipschool.co.uk telephone : 01675 466 682
Designated Trustees For Child Protection:	Jacqui Walters-Hutton Email : jwaltershutton.trustee@ipschool.co.uk
Senior Leadership Team :	Sarah Gallagher – SLT (School Principal) Carol Howe – SLT (Curriculum Director) email : c.howe@ipschool.co.uk Nicole Sheehan – SLT (Head of School) Melanie Collett – SLT (Head of Further Education)
Trustees :	Gordon Booth gbooth.trustee@ipschool.co.uk Jacqueline Walters-Hutton Claire Browning cbrowning.trustee@ipschool.co.uk Lucy Doble ldoble.trustee@ipschool.co.uk
Date Last Reviewed :	Reviewed and reissued : 3 rd August 2018
To be reviewed by :	3 rd August 2020

1. AIMS

The use of the word “School” includes the school site at Diddington Hall and the College Site at Birmingham Road.

The School aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. LEGISLATION

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users’ entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The School follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our articles of association.

3. ROLES AND RESPONSIBILITIES

3.1 The Trustees

The Trustees have ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the School Principal

The Trustees have a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The School, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The Trustee who oversees health and safety is Gordon Booth

3.2 School Principal

The School Principal is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the School Principal's absence, the Head of School assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is Sarah Gallagher, the deputy is Nicole Sheehan.

3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so. Staff will:

- All staff employed at the School have a responsibility to take reasonable care for the health and safety of themselves and others whilst at work.
- Check the teaching spaces and work areas are safe
- Whilst all electrical appliances should be PAT tested all staff should do a basic check of equipment to ensure that it is safe before use. Staff should not bring in electrical appliances from home unless with prior agreement and only then if the item can be PAT tested before use in School.
- Newly purchased items do not require PAT testing.
- Staff to ensure that electrical sockets are not overloaded. Any member of staff requiring an extension cable should contact the office to arrange.

- Ensure safe working procedures are followed.
- Participating in health and safety inspections where appropriate.
- Staff must not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Staff to report immediately any serious or immediate danger a member of the management team or school office or other designated member of staff.
- Staff to report to the School Principal or another member of the senior leadership team any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use.
- Food is not to be eaten in teaching areas unless this is part of a planned social activity with pupils, teaching staff to use staff rooms or other approved areas
- Hot drinks are not permitted in any of our teaching areas unless made by pupils as part of lessons around preparing for adulthood. Hot drinks are to be drunk in the staff rooms, drinks are to be kept away from computers.
- All teaching staff must adhere to the School Dress Code which is set out in the Uniform Policy

3.5 Pupils and parents

Pupils and parents are responsible for following the School's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

4. SITE SECURITY

The School Principal is responsible for the security of the school site in and out of school hours, she is responsible for the delegates of visual inspections of both sites, and for the intruder and fire alarm systems.

Melanie Collett (Head of FE), Sarah Gallagher (School Principal), Nicole Sheehan (Head of School) and Carol Howe (Curriculum Director) are key holders and will respond to an emergency.

There is a separate Security Policy in Place

5. FIRE

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once every half term.

Fire alarm testing will take place once a week.

Separate Fire Evacuation Policies are in place for each of the sites.

6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes

- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

The School restricts the use of any hazardous substances due to the nature of pupils, some of which are immune suppressed. In addition, the site at Diddington Hall has anaerobic digesters and it is not permitted to put any hazardous substances in to drains or toilets.

Therefore the use of chemicals and hazardous substances is severely restricted.

A file containing details of any hazardous substances are retained by the School Principal and Head of Further Education. Staff will also be provided with protective equipment, where necessary.

Stagg use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

7. GAS SAFETY

- Neither Site has any gas installations, All cookers are electrical cookers
- The heating on the College site is powered by electricity, and the heating at the School Site is oil powered.
- Regular inspections of the boilers are undertaken

8. LEGIONELLA

- Water risk assessments were completed on 24 May 2018 by Acquiesce Environmental Compliance Limited.
- The School Principal is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book and may delegate this responsibility to others within the School.
- This risk assessment will be reviewed every year and/or when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following:
 - The appointment of a competent firm to carry out appropriate monitoring
 - Hot water cylinder heater temperature monitoring flow temperature & return, and flow temperatures of any <15 litre water heater
 - testing of Sentinel nearest & furthest outlets from all hot water cylinders
 - Temperature monitoring of 10% of outlets other than sentinels, so that 100% of outlets are tested
 - within a 12 month period
 - 4 x quarterly visit to replace all shower heads and hoses on both sites
 - 1 x annual visit for cold water tank inspection of all tanks and electric water heaters

- 1 x annual visit for hot water cylinder internal inspection and/or blowdown
- All monitoring data is to be held on an electronic log book,
- Additional risk assessments are in place around use of hosepipes and flushing of low flow areas of systems.

9. ASBESTOS

- Signage indicates the location of any asbestos in the School and staff are aware that they must not undertake any action which may disturb this
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- A record is kept of the location of asbestos that has been found on the School sites. This will be made available to all contractors undertaking work on the sites and they will be required to complete and sign the Asbestos Log set out in Annexure 3.

10. EQUIPMENT

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

11. ELECTRICAL EQUIPMENT

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to a member of the senior leadership team or the school office immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

12. PE EQUIPMENT

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of PE equipment or play equipment must be reported to a member of the senior leadership team or the School Office

13. OCCUPATIONAL THERAPY SUITE

- All equipment in the occupational therapy suite is monitored by the Occupational Therapists.
- The Occupational Therapy Suite is kept locked when not in use, and keyholders are restricted
- The equipment may only be used under the direct supervision of a suitably qualified Occupational Therapist
- Under no circumstances are pupils to be taken into the Occupational Therapy Suite unless a qualified Occupational Therapist is present

14. DISPLAY SCREEN EQUIPMENT

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

15. LONE WORKING

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

16. WORKING AT HEIGHT

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

17. MANUAL HANDLING

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask

for assistance.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Training on Manual Handling is made available for all staff on request

18. HOT WORKING POLICY

Hot working means any activity or process that generates flame, heat or an incendive spark and introduces (or presents) a foreseeable risk of fire or explosion through a source of ignition by means of tools or equipment either:

- intentionally arising from working methods (with or without the use of a naked flame) such as welding, flame-cutting, soldering, brazing; or
- the unintentional generation of heat or sparks, by the use of power/hand tools e.g. grinding and the use of disc-cutters.

School personnel are not permitted to carry out work on school premises that require a Hot Work Permit (HWP)

A method statement and risk assessment should be obtained from all contractors carrying out work on school premises for hot work.

The risk assessment should consider:

- isolating/shielding plant/equipment from the effects of heat;
- the transference of heat to the surrounding work environment;
- the environment in which the activity is to be carried out (including what is above, below and in the immediate vicinity) and the possibility of explosive atmospheres;
- all other task related hazards (non-heat related).
- work equipment selected is suitable for the activity, is properly maintained and where appropriate, adequately secured;
- ensure equipment is visually inspected and is safe to use before commencing the work;
- all fixed services that may be affected by the activity (oil, gas, electricity, etc.) are located and protected (isolated, locked, vented, etc.);
- the need for all combustible/flammable material to be removed/protected;
- actions required to minimise the possibility of explosive atmospheres;
- area secured (access control, etc.);
- the need for appropriate fire prevention measures and fire fighting equipment;
- monitoring the work area to ensure that a fire does not start after the activity is complete;
- area adequately ventilated and/or personal and respiratory protective equipment (PPE & RPE) issued/used;
- precautions have been taken to minimise the release of sparks, hazardous emissions, etc;
- additional emergency procedures;

- there is no doubt as to who has overall control of the work.

Where the risk assessment has identified a significant risk a HWP should be completed (see Annexure 4)

Hot working must only be carried out by competent persons. They should monitor the hot work activity to ensure the work is carried out in line with guideline and on completion of the work the area has been left in a safe condition. Steps to ensure that an area is left safe following a hot working activity may include:

- the use of fire watchers (monitoring an area for a defined period of time for signs of smouldering materials or the onset of fire);
- accelerated cooling/damping down of the area/equipment; all safety systems reinstated (smoke detector covers removed etc);
- area is cleared of equipment/debris.

All records should be retained and filed in the Fire Log folder

19. OFF-SITE VISITS

When taking pupils off the school premises, we will ensure that:

- Any member of staff who is transporting pupils to or from various trips or activities needs to be aware of their obligations
- Risk assessments have been completed in relation to pupils and activities in accordance with our Risk Assessment Policy
- All off-site visits are appropriately staffed in accordance with individual pupil risk assessments
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- Any member of staff who drives pupils must have given to the School Office photocopies of their Car Insurance documents, MOT certificate (if vehicle qualifies) and Driving Licence
- All vehicle occupants must wear suitable seatbelts at all times.
- Where a child refuses to wear a seat belt, then under no circumstance must that child be transported.
- Under no circumstances must a child be allowed to gain access to the vehicle's keys.
- Under no circumstances must a member of staff ever smoke in the vehicle whilst transporting a pupil.
- Pupils must be seated in the rear of the vehicle and not behind the driver or be allowed to distract the driver
- For further guidance please refer to each pupil's individual Risk Assessment for travel.

20. LETTINGS

The School does not sub-let any of its property.

21. VIOLENCE AT WORK

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/School Principal immediately. This applies to violence from parents, visitors or other staff.

22. SMOKING

Smoking is only permitted in designated smoking areas. The School reserves the right to prohibit smoking on the school premises.

23. INFECTION PREVENTION AND CONTROL

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

23.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

23.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues

23.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Use the correct personal protective equipment when handling cleaning chemicals

23.4 Cleaning of the environment

- Clean the environment, including toys and equipment frequently and thoroughly

23.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges or other bodily fluids immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Separate colour coded mops are used for cleaning general areas (blue) and toilet areas (red).

23.6 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

23.7 Pupils vulnerable to infection

Some of our pupils are immune suppressed or have medical conditions which may make them vulnerable to infections that would rarely be serious in most children.

Staff working with these pupils will be aware of susceptible pupils. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought.

23.8 Exclusion periods for infectious diseases

The School will follow recommended exclusion periods detailed in the Pupil Attendance, Absence and Sickness Policy

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

24. OCCUPATIONAL STRESS

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Further details can be found in the Emotional Health and Wellbeing Policy.

25. ACCIDENT REPORTING

25.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. Accident Books are retained in the School Office at Diddington Hall, and in the Head of FE's office at Birmingham Road.
- As much detail as possible will be supplied when reporting an accident
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979.
- Additional reporting may be necessary under the Incident Procedure

25.2 Reporting to the Health and Safety Executive

The School Principal will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The School Principal will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment

- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- *The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](#)

25.3 Notifying parents

The Unit Head, School Manager or Head of FE will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

25.4 Reporting to Ofsted and child protection agencies

The School Principal will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The School Principal will also notify the relevant child protection agency in the local authority responsible for the placement of a pupil of any serious accident or injury to, or the death of, a pupil while in the school's care.

26. TRAINING

Our staff are provided with basic health and safety training as part of their induction process.

27. MONITORING

This policy will be reviewed by the School Principal every two years.

28. LINKS WITH OTHER POLICIES

This health and safety policy links to the following policies:

- Risk assessment Policy
- Supporting pupils with medical conditions

- Accessibility policy and plan
- Child Protection Policy and Procedures
- Fire Evacuation Policies
- First Aid Policy
- Incident Procedures
- Pupil Attendance, Absence and Sickness Policy
- Security Policy
- Emotional Health and Wellbeing Policy

Appendix 1 : Asbestos record School Site

Diddington Hall, Diddington Lane, Meriden, CV7 7HQ

Original Report compiled by AIB Solutions on 28th July 2006

Updated Report compiled by Qube Environmental Limited on 22nd June 2018

Location	Product	Approx extent m ²	Condition	Ease of access	Asbestos type	Comment
Boilers pre dating year 2000	Gasket / Electrical insulators	2	Good	Sealed	Presumed Chrysotile	Labelled and highlighted when work to be undertaken
Main Office / Reception	Office Fire place flue behind ply wood panel	1	Good	Encapsulated	Presumed Amosite	Label, monitor and do not disturb
Main Office / Reception	Office Fire Place side panels	1	Good	Paint sealed and encapsulated	Presumed Amosite	Label, monitor and do not disturb
Fire Place in room adjacent to Main Office opposite arched doorway	Fireplace heard board (AIB)	1	Medium Damage	Sealed	Amosite	Sealed following issue of report. Monitor, label and do not disturb
Fire Place in room adjacent to Main Office opposite arched doorway	Flue behind plywood panel	1	Good	Paint sealed and encapsulated	Presumed Amosite	Label, monitor and do not disturb
	Roofing felts, undercrofts, fascia boards, culverts, voided spaces, electrical operation cupboards, drains and culverts		Not tested	Good condition	Unknown	Contractors to be aware

Appendix 2 : Asbestos record College Site

114-116 Birmingham Road, Nether Whitacre, B46 2EP

Original Report compiled by Enviro-Safe Ltd on 26th April 2014

Location	Product	Approx extent m ²	Condition	Ease of access	Asbestos type	Comment
Workshop	Roofing sheet debris to wall top wall and localised area – asbbestos cement	3	Low damage	Unsealed	Chrysotile	Very low risk and non-notifiable. Reassess every 12 months for any additional damage

Appendix 3 : Permission to Work

A copy to be retained in the Estate Folder

Call Asbestos Helpline if necessary : 0808 223 0726

<https://www.nationalasbestos.co.uk/>

Date	Work to be undertaken	Is Asbestos Present? See Asbestos Reports held in Estate Folder	If yes, will the asbestos be affected by the work?	Name of Company	Signature of person carrying out works	Authorised?	Permission to work given by

Appendix 4. Hot Work Permit

Hot Work Permit

Contract Title Permit Number

Applicable to all operations involving flame, sparks, hot air or arc welding and cutting equipment, brazing and soldering equipment, blow lamps, bitumen boilers and other equipment producing heat or having naked flames.

Section 1 – Details of Operation

Exact location of work

Specific details of work

Date work
to
commence

Time

Date work to be
completed

Time

Special precautions
/Comments

General Precautions

- Hot works should only be undertaken where a safer method of working is not available.
- Wherever possible, items to be subjected to hot work should be removed to a safe area designated for that purpose.
- A trained person, not directly involved with the work, should provide a continuous fire watch during, and for at least 1 hour following the hot work, including a final check 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 or flames.

2. Checklist Before Hot Work Commences

(Tick once check is complete)

- a. At least 2 suitable portable fire extinguishers should be available for immediate use within the area of hot work operations and all persons involved and undertaking fire watch duties be trained in their use. Any sprinkler protection should remain fully operational. Any automatic fire detection systems should be isolated only in the area where hot works is undertaken and only for the period of the work.
- b. Inspections should be made and combustible materials and flammable liquids should be removed from:
 - i. an area within 10 metres of the hot work
 - ii. floors above and below, and areas on the other sides of walls, screens or partitions which may be in danger of ignition either directly or from conducted heat
- c. If there are any:
 - i. combustible materials that cannot be removed
 - ii. holes or gaps in walls, floors or ceilings where sparks could pass through they should be covered by incombustible material.

- d. Floors of combustible material in the designated area should be covered with sheets of incombustible protective material or wetted and covered with sand.
- e. Where work is carried out on building panels, an assessment should be made of insulating or other materials behind or forming the core of the panels.
- f. Allow adequate ventilation, and ensure enclosed equipment such as tanks, vessels, etc, are emptied and tested to ensure that they are free of flammable or other dangerous materials.
- g. Identify any gas pipes or other services adjacent to or below the area of hot work. and isolate and protect them.
- h. All persons carrying out the hot work and undertaking the fire watch should know how to raise the fire alarm and be aware of any emergency procedures.
- i. Confirm all other contractors/operators on site are aware that hot work is being undertaken, and that there is no application of paints or flammable solvent based chemicals.

Section 2 – Acceptance of receipt of copy by Competent Person

I acknowledge receipt of this permit and understand the precautions/comments described in section one. Neither I nor the persons under my control will work on any other activity or location other than those specified in section one.

Signed		Date	
Competent Person		Time	

Section 3 - Clearance

Following completion of Hot Work ✓(Tick once check is complete)

- 1. All hot waste materials should be removed and disposed of safely
- 2. All equipment, including gas cylinders, should be removed
- 3. Blow lamps and gas cylinders should only be fitted/changed in the open

Final Check

Maintain Fire Watch and regular inspections for a period of 60 minutes after completion □

of the Hot Work as specified under “General Precautions” in Section One.

I hereby declare that the work described in Section One is complete and the precautions noted above have been complied with. The area has been inspected and is free of fire risk and all tools/gear have been withdrawn.

Signed

Date

Competent Person

Time

Section 4 – Cancellation

I hereby declare this permit cancelled. I have received the copies of the permit back from the Competent Person and the area has been inspected and is free of risk.

Signed

Date

Authorised Person

Time