



HOT WORKING 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 Paul Quigley – SLT (Commercial Director) email: p.quigley@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 ldobe.trustee@ipschool.co.uk
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Introduction

This chapter sets out the procedures and guidance for the health and safety management of hot working activities undertaken.

For the purposes of this chapter, 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.

Over the years hot working has resulted in many major fires and explosions which have caused a number of fatalities and serious injuries as well as property/asset losses. Where reasonably practicable, the need for hot working should be eliminated by the use of other processes that do not involve the application or generation of heat or sparks.

Flammable liquids and vapours such as petrol, diesel, fuel oil, paints, solvents, glue etc. are found in many places of work and under certain conditions (i.e. hot working), can explode violently. Just a teaspoon of petrol in a drum can be enough to cause an explosion when heated and turned into a vapour.

Within the School environment, any such work is subject to appropriate risk assessments being in place and relevant health and safety procedures being followed.

Roles and Responsibilities

It is the responsibility of the Commercial Director to ensure that suitable systems are in place and that adequate resources are made available for hot work to be conducted in accordance with appropriate safe systems of work.

School personnel are permitted to carry out work on school premises that require a Hot Work Permit (HWP) provided that all appropriate risk assessments are in place and up to date.

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 firefighting 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 raised and communicated to all relevant personnel. The Commercial Director should ensure that all control measures have been implemented prior to commencement of the work. The information that should be contained in a HWP for hot working will depend on each activity but will normally include:

- the location and nature of the work;
- the proposed time and duration of the work;
- the limits of time for which the HWP is valid;
- the precautions to be taken before the work starts, during the work (if deemed necessary appointing of a competent and trained firewatcher), and on completion of the work (this may need to be monitored for several hours after the work is completed);
- the requirement for authorisation, acceptance, completion and cancellation signatures;
- The person in direct control of the work.

The Commercial Director is responsible for ensuring hot working is only 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 Personnel

All contractors engaged in hot working must comply with the required controls defined in the safe system of work/permit to work and cooperate with the Island Project management by undertaking appropriate instruction and completing HWP documents.

Retention of Records

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

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	<input type="text"/>	Date	<input type="text"/>
Competent Person	<input type="text"/>	Time	<input type="text"/>

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

Authorized Person Time