

Health and Safety Policy Annex N: Hot Work Permit

A copy of the completed permit is to be retained for auditing purposes.

Proposal

To be completed by person responsible for carrying out the work.

Building	
Exact location of proposed work	
Nature of work to be undertaken	
I understand the scope of work and precautions to be taken.	
Signed	
Name in block capitals	
Position	
Date	
Contractor company details	

Agreement

To be completed by the person responsible for issuing the permit.

This Hot Work Permit is issued with the following conditions.

Issue of permit: Date	
Issue of permit: Time	
Expiry of permit: Date Permits are issued on a daily basis only	
Expiry of permit: Time	
A final check of the work area shall be made 60 minutes after the completion of the work.	
Additional conditions required: The above location has been examined and the precautions checklist that accompanies this form has been complied with. I have carried out a risk assessment and consider that there is no reasonably practicable alternative to doing	

the job using hot work, I have been provided with evidence of appropriate public liability insurance coverage.	
Signed	
Name in block capitals	
Position	
Date	

Following completion of work

To be completed by contractors member of staff responsible for the work. The permit is to be returned to the person responsible for issuing the permit.

<p>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.</p> <p>Stub ends of welding rods and other hot waste materials have been removed and disposed of safely. <input type="checkbox"/></p> <p>Any isolated automatic fire detectors or detection zones have been reinstated. <input type="checkbox"/></p> <p>All equipment, including gas cylinders, has been removed to a safe area. <input type="checkbox"/></p>	
Time inspections completed (this must be at least 60 minutes after the hot work has been completed)	
Signed	
Name in block capitals	
Position	
Date	

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	
Name in block capitals	
Date	

Hot Work Permit checklist

The following checks should be carried out prior to commencing hot work. The person carrying out these checks should tick the appropriate boxes in the table below.

Check	Tick if complied with
<p>General</p> <p>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 works.</p>	
<p>Where sprinklers are installed, they are operative. (If sprinklered premises, hot work should not be carried out until the water supply to the sprinkler system is shut off.)</p>	
<p>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 that hot work is in progress.</p>	
<p>A trained person not directly involved with the work will provide 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 30 minutes (normally at least 60 minutes) with further checks at regular intervals, up to 60 minutes after completion, to ensure that the working areas and adjacent areas, including the floors above and below, areas on the other sides of walls, screens, partitions and above false ceilings, are free of smouldering materials and flames.</p>	
<p>At least two appropriate fire extinguishers are immediately available, with records showing that they have been maintained in the past 12 months. The personnel undertaking the work and providing the fire watch are trained.</p>	
<p>Personnel undertaking the work and providing the fire watch are familiar with the means of escape and methods of raising the alarm and calling the Fire Service.</p>	
<p>Precautions within 10 metres (minimum) of the work</p>	
<p>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.</p>	
<p>Flammable liquids have been removed from the area.</p>	
<p>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.</p>	

<p>Protection (non-combustible or purpose-made blankets, drapes or screens) has been provided for:</p> <ul style="list-style-type: none"> walls, partitions and ceilings of combustible construction or surface finish all holes and other openings in walls, partitions and ceilings through which sparks could pass. 	
<p>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.</p>	
<p>Combustible materials have been moved away from the far side of walls or partitions where heat could be conducted, especially where these incorporate metal.</p>	
<p>Enclosed equipment (tanks, containers, dust collectors and so on) has been emptied and tested or is known to be free of flammable concentrations of vapours or dust.</p>	
<p>Equipment</p>	
<p>Equipment for hot work has been checked and found to be in good repair. Gas cylinders have been properly secured.</p>	