

Hot Works

Review date April 2017

Guidance



Coventry City Council

www.coventry.gov.uk

Introduction

The aim of this Guidance is to introduce a safe working procedure to control significant risks by the implementation of a permit to work system when undertaking hot works activities. This document should be read in conjunction with the Permit to Work Guidance

Hot works is a temporary process that can become a source of ignition when flammable material is present or can be a fire hazard regardless of the presence of flammable material in the workplace.

Hot Works includes any process that generates flames, sparks or heat. Such activities might include:

- Cutting
- Welding
- Brazing
- Soldering
- The use of blowlamps
- Abrasive disc cutting

When flammable materials are present, processes such as grinding and drilling also become hot work processes.

Before carrying out any hot work, a careful assessment of the works should be made. Other safer options should be considered such as:

- Using cold cutting or cold repair techniques
- Replacing rather than repairing.

Where this isn't practical, a hot works permit must be completed.

The intention of the hot works permit is to check that certain actions and precautions are in place to reduce the risk of a fire occurring as a result of a hot process. The risk arising from hot processes may be catastrophic and must be controlled to either eliminate or minimise the risk.

Any activity involving hot work must be fully risk assessed by a competent person prior to the commencement of works. A safe system of work must also be developed and implemented on site. The risk assessment must be site specific and not generic.

Employees / Contractors

- Serious injury or fatality to persons
- Destruction of property and equipment

Managers / Head Teachers

Under the Permit to Work Guidance, if you become the Permit Authoriser, it is your responsibility to confirm employees / contractors involved in hot works are competent to do so. If you do not have the technical knowledge to make this assessment, you can use the services of the Council's Repairs and Maintenance Team. A charge is made for this service. Everyone involved with hot works must be familiar with on-site emergency procedures. In addition, individuals using equipment must be adequately trained and understand its limitations.

Clients and contractors have a duty to provide any information relevant to health and safety which they either possess or can reasonably obtain prior to the commencement of works. This would include all available information about equipment used including the source of heat e.g. fuel type.

Employees/Contractors

Any person undertaking hot work must be familiar with the contents of the risk assessment, the appropriate method statement and the site specific emergency procedures.

The Council's 'Permit to Work – Hot Work' procedure applies to work carried out on council sponsored work sites. Employees, contractors and all visitors are expected to comply with the requirements of any permits that are in force.

HSE Guidance

Permit to Work Systems [Click Here](#)

Coventry City Council Guidance

Permit to Work Guidance

Contacts

For further information contact:

Occupational Health, Safety and Wellbeing Service on 024 7683 3172
or e-mail healthandsafetyservicesadmin@coventry.gov.uk

Permit requests/Repairs and Maintenance Team on 024 7683 2960
or e-mail simon.amos@coventry.gov.uk or paul.aitken@coventry.gov.uk

If you need this information in another language or format please contact Health and Safety on 024 7683 3172

PART 1: JOB DETAILS – To be completed by the Permit Requestor		REF:	
Nature of job:			
Site Location:			
Permit Operator Name:		If sub-contractor, please give details:	
PART 2: SAFETY PRECAUTIONS – To be completed by the Permit Requestor			
NB: Work cannot commence without the following information. Tick the boxes below as appropriate to those precautions that have been taken. Those boxes which are not relevant must be marked N/A			
Risk assessment method statement	Yes	No	
A signed and dated risk assessment must be submitted (the risk assessment must be suitable and sufficient and relevant to the work being undertaken). Has the content been reviewed prior to work commencing?			
As a method statement detailing the safe system of work been adopted to accompany the risk assessment and has this been signed and dated.			
Part 3 PERMIT AUTHORISER to confirm P1 & 2 complete and that a risk assessment, method statement are attached	SIGN & DATE:		
PERMIT VALID UNTIL: (NB: A new permit will be required if the work specified in Part 1 does not commence on or before this date)			
PART 4: PRECAUTIONS – To be completed by Permit Requestor			Yes
			No
Within 15 metres of work:			
Loose combustible materials/hazardous or flammable liquids removed from the area or covered with non-combustible material where necessary.			
Exposed wooden flooring or other immovable combustible material covered with non-combustible sheets or shields.			
All wall and floor openings and gaps through which sparks can fall covered with non-combustible curtains or sheets.			
Other sides of wall partitions checked to ensure combustible material will not be ignited by conducted heat.			
Appropriate fire extinguisher present/ competent staff.			
Gas cylinders stored in a vertical position.			
Flash back arrestors fitted to gas cylinders.			
General:			
Gas containers / flammable liquid containers to be changed / filled in the open air.			
All hot work equipment is in good condition – inspected quarterly.			
Welding, cutting or grinding work – work area screened to contain sparks.			
Are all operatives in receipt of/ wearing the appropriate equipment/PPE?			
Detectors to be rendered inoperable by: disconnection or enclosure with plastic bag (to be made immediately operable after completion).			
Means of raising the fire alarm and emergency plan.			
Work on enclosed equipment – equipment cleaned of all combustibles and dust, containers purged of flammable liquids (cross reference with the confined space PTW)			
Fire watch to be provided during and 30 minutes after operation			
Final checks to be made 60 minutes after completion of operation			
State any other precautions required:			
NAME OF PERMIT REQUESTOR:		SIGN & DATE:	
PART 5: PERMIT OPERATOR	I've read and understood the conditions of this permit.	SIGN & DATE:	
PART 6: HAND BACK: <i>Permit Requestor to complete pink & white copy then notify Permit Authoriser to cancel permit.</i> <i>*delete as appropriate</i>	I certify that the work has been completed/partially* completed and left in a safe condition.	SIGN & DATE:	
PART 7: HAND BACK: <i>Permit Authoriser to complete & file with yellow copy.</i> <i>*delete as appropriate</i>	I certify that the work has been completed/partially* completed and the permit is now cancelled.	SIGN & DATE:	