

Permit to Work – Hot Works

For all operation involving flame, welding and hot cutting
This permit is valid only for the job described and the timescales provided

Description of work

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Location of Work

Building	Floor	Room	Location
Date required (max duration 1 day)		Valid From (time)	To

Contact Details (method of Contact)

Mobile Phone	Site telephone	Co. Office No.	
Facility Project Officer	Facility Help Desk	Security	

Potential Hazards	<input type="checkbox"/> Oxygen enrichment <input type="checkbox"/> Oxygen depletion <input type="checkbox"/> Toxic Gas <input type="checkbox"/> Explosive Gas <input type="checkbox"/> Bio Hazard <input type="checkbox"/> Poor lighting <input type="checkbox"/> Heat <input type="checkbox"/> Noise <input type="checkbox"/> Tripping/falling/striking objects <input type="checkbox"/> Other- provide details
Control Measures	<input type="checkbox"/> Hazard / equipment Isolated <input type="checkbox"/> Department staff informed <input type="checkbox"/> Protective equipment required - specify:
Other Identified Hazards	Controls Measures

Mandatory Safety Requirements *(See reverse for further guidance)*

Actioned

All areas to be checked and combustibles removed or protected before commencement of work	
All areas to be screened, protected, roped off as necessary and warnings signs displayed	
All systems associated with the work to be isolated, inclusive of smoke alarms	
Assistant to standby with fire extinguisher suitable for task. (Competent in use)	
Building Facilities Manager notified	
Area to be checked/inspected for combustion 1 Hour after completion of work	

Person entering work area

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Permit issued by		Date		Time	
Permit Received by		Date			

Permit cancellation

Name		Date		Time	
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In an Emergency, contact > Telephone Number

Permit to Work – Hot Works

What is 'Hot Works'?

All temporary operations involving open flames or producing heat and/or sparks, this includes, but is not limited to, Brazing, Cutting, Grinding, Soldering, Thawing, and Welding.

Validity

Hot works permits are only valid for a maximum of 1 working day.

Hot works checklist

The Permit form guides you through the requirements, this is additional guidance.

Sprinklers and hose streams in service/operable. (Where applicable)

Hot Work Equipment in good condition (e.g., power source, leads, torches, etc. must be inspected prior to use to ensure they are fit for purpose)

Multi-purpose fire extinguishers (2) readily available.

Operative must be competent to use the fire extinguisher

Contact to be made with the facility operator/engineer to ensure the fire alarm system is protected / isolated as appropriate. **At least 2 days notice is required.**

Requirements within the work area

Area to be checked for combustible materials which must be removed before work can commence, this can include paper, cardboard, dust, lint, debris, flammable liquids and oily deposits.

Floors swept clean.

Combustible flooring and other combustible surfaces must be protected with heat protection mats, or other suitable materials.

All wall and floor openings covered.

Walkways protected beneath hot work.

Explosive atmosphere in area eliminated.

Flammable liquids / gas cylinders removed from work area or stored appropriately

Area to be screened, protected and safety signs displayed

Work on walls or ceilings

Combustibles moved away from other side of wall.

Fire watch/hot work area monitoring

Fire watch must be provided during and for a period of 1 hour after work, including any coffee or lunch breaks, remember that adjacent surfaces need to be checked. (Walls, ceiling voids etc.)

Completion of works and fire watch

Ensure that any fire alarms protection devices have been removed and returned.

NOTE:

In the event that it is not possible to reset the fire alarm system, and or remove covers for the fire alarm detector heads, then a site-specific assessment must be carried out and appropriate controls measures implemented. Security and/or Facility Engineer must be made aware!

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