

Document Owner: H&S Advisor	Approved by: Safety Team
Review Frequency: Every 2 Years	Issue / Review date: 23.08.2021
Reviewed by: Head of Property	Rev: 1.0

Hot Works Procedure

SA/19

PN: 022

Purpose

Hot works can cause serious fires if not carried out under carefully controlled conditions. ateb recognises the potential for injury to persons and/or damage to property that can result from fire or sparks that arise when hot work is undertaken.

Scope

The provisions set out in this policy apply to any work done on site using a welder, torch, or any other hot works equipment and is to be strictly adhered to by all parties.

Hot work permits are used to compliment standard measures for infrequent / potentially hazardous activities if adequate controls are not implemented.

Where the hot works are completed via a contractor, the duty is on the contractor to have a suitable and sufficient risk assessment and safe working procedure in-line with the procedure below.

Definitions

Hot works is any activity or process that generates a source of ignition, this could be through a flame, heat or a spark. Sometimes, hot work can be direct, e.g. the equipment or tool creates a flame or produces heat. Other times it may be indirect, e.g. using an abrasive wheel to cut metal produces sparks. Hot work is dangerous because it can introduce a risk of fire or explosion.

A suitable and sufficient assessment of the risk arising out of these activities must be undertaken in line with ateb Risk Assessment Procedure.

Responsibilities

Board

The Group Board have approved our Health & Safety Policy for use across the group that sets out our general approach and who is responsible for what in terms of health & Safety matters. It applies to all service areas identified across the group.

Executive Management Team

Shall be responsible for the overall implementation of this Hot Works Procedure by ensuring adequate resources are made available to develop, implement, manage and the monitoring of this Procedure.

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Health and Safety Adviser

To communicate any changes to this policy with respect to regulation and interpretation.

To ensure that the procedure is reviewed in line with legislation changes or on a 2 yearly basis.

Line Managers

To ensure that all employees involved in the Hot Works Process have adequate training, instruction, and supervision.

Ensure periodic audits are completed to ensure compliance with this procedure.

Employees & Contractors

Co-operate with this procedure.

Have completed Fire Awareness Training.

Abide by the requirements of any systems of work designed to protect them.

Utilise any plant and equipment in a safe and responsible manner and only if they have received appropriate training to do so safely.

Report any issues immediately to their Line Manager.

Follow task-based risk assessments and method statements.

Complete a Point of Work Risk Assessment prior to work commencement and make available for review by ateb where required.

Complete an incident / near report and inform the Line Manager for accidents & near misses

Procedure

Prior to hot works taking place:

- Hot works is a dangerous activity and alternative methods should always be considered before starting hot work activities.
- Operatives must ensure that a risk assessment has been undertaken and consulted, and that any control measures highlighted are in place. This includes the carrying out of a Point of Work Risk Assessment by the operative themselves and acting upon any findings.
- Where a hot works permit is required, is to be issued to the operative prior to any hot works taking place.
- Each HWP shall include the following appropriate information:
 - Permit identification
 - Identification of the site (e.g. building, floor, department).
 - Job identification.
 - Date of issue of the permit.
 - Names of persons approving / accepting permit

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- Equipment to be used.
- Checks to be made.
- Precautions taken.
- The area of work has been cleared of any loose combustible materials, flammable liquids or gases.
- All areas adjacent to the work area that may be affected by heat transfer or conduction (including the other side of walls or partitions) have been checked to ensure that all combustible materials, flammable liquids or gases have been removed. If it is impractical to relocate combustibles, a colleague should be in place on fire watch on the opposite side from the work.
- Any immovable combustible materials are fully covered with an appropriate non-combustible material that will provide protection from the heat generated.
- The work area itself should be protected with non-combustible material to reduce the possibility of a fire being caused by the generated heat.
- Ensure heat resistant mats are utilised.
- Ensure all equipment to be used (e.g. blow torch equipment, non-combustible materials, personal protective equipment, fire extinguishers etc.) is in satisfactory operating condition and in good repair.
- The correct type and serviceable firefighting equipment must be available for use while the operation is in progress.
- The operatives must have familiarised themselves with the means of escape from the working area and the building, and be fully competent in the use and operations of the equipment.
- Protective clothing must be worn at all times
- Ensure that at least one appropriate portable fire extinguisher is available within close proximity to the work area for the duration of the work being carried out. (If fire extinguishers are normally located in the building; these should **not** be considered to fulfil this requirement).
- **IF** it is necessary to protect one automatic detector or sprinkler head this is undertaken immediately before work starts and reinstated immediately upon completion.
- Personnel undertaking the hot work, and anyone nearby, must be suitably protected against heat and any sparks generated.

Once hot work is complete:

- Any isolated automatic detector or sprinkler head must be reinstated directly following completion of work.
- Clear and check the work area and any adjacent areas that may have been affected by transferred or conducted heat to ensure they are safe and not burning or smouldering.
- An inspection of the work area and any adjacent areas that may have been affected by transferred or conducted heat must be undertaken 30 minutes after completion of the work to clarify and ensure that there is no smouldering heat source.

Review

In line with any legislation changes or accident findings or on a 2 yearly basis

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References & Documents

ateb Risk Assessment Procedure

ateb Permit to Work Procedure

ateb PUWER Procedure

Task specific Risk assessments & Method Statements

Ateb Hot Work Permit