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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **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. | | | | | |  | | |
| Estates Project Officer | | | |  | | | Estates Help Desk | | | | | 024765 22567 | | | | | Security | | | 02476522083 | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| Potential Hazards | | |  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Control Measures | | |  | | | | | | | | | | |  | | | | | | | | | |
| 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** (Estates Dept.) | | | | | | | |  | | | | |  | | | | | |  | | | | |
| Name | |  | | | | | | Date | | | | |  | | | | | | Time | | | |  |

**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 Networks Engineer (Alan Piper 24688) 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.

**NB** 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 Networks Engineer must be made aware