

# Westcliff Rugby Football Club

## Hot Works Procedure

Revision No: 1

30<sup>th</sup> March 2020

Approved By:

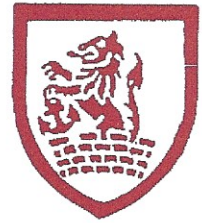
**Richard Johnson:**   
Hon. Secretary & Director



Founded in 1922 as Old Westcliffians Rugby Football Club  
Westcliff Rugby Football Club Limited, Registered in England No. 531 343  
Community Amateur Sports Club



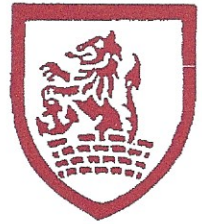
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## 1 Introduction

Hot works operations are those tasks that are performed for installation and maintenance which generates or requires the use of flame, heat or sparks.

Common hot work processes include:

- gas and electric welding and cutting equipment
- blow lamps and blow torches
- electric or gas hot air guns, heaters or blowers
- bitumen and tar boilers
- angel grinders and grinding wheels
- brazing and soldering
- drilling (which generates heat or sparks)

Hot works are heightened risk operations and are also a major cause of losses within commercial buildings so special measures are needed to mitigate the risks.

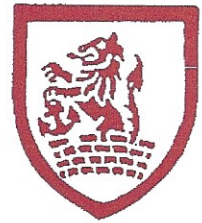
Hot works should not be undertaken by volunteers unless they are a qualified trade with specific experience and insured to do so. Pre-approved organisations can be found posted on the Office notice board.

Approvals of contractors can be provided by members of the Executive Committee, however the following minimal requirements must be met and confirmed prior to approval:

- evidence of experience with the specific work needing to be completed
- evidence of sufficient insurance cover to undertake the work
- Confirm that tools and equipment being used is in good condition and being used in accordance with manufacturer's instructions
- as a minimum, comply with points raise within this document
- comply with the [Aviva loss prevention document for Hot Works Operations](#) supplied.

A risk assessment must be carried out and a copy retained by the Club. Also a permit to work is required to be obtained prior to hot works.

**Hot work can be hazardous and should be avoided where possible**



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## 2 General Precautions

Hot works should only be authorised where a safer method of work is not practicably available.

Where possible, It is always best to designate/agree an area where remote hot works can take place which is away from people and away from materials that be at risk of ignition.

Hot works should be undertaken by trained and competent individuals.

When hot works are carried out in the building fire detection systems within the zone where the work is being carried out should be isolated (impaired). The zone or detectors must be reinstated as soon as the task has been completed.

An appropriately trained person, not directly involved in the work, should provide:

- a continuous fire watch during the work
- a minimum of 60 minutes of continuous monitoring after the work has been completed.

Depending on exposure, risk, or hazard additional monitoring, either continuous or intermittent, may be necessary. Areas included in the fire watch should include the working areas, the adjoining areas, as well as other areas which sparks may heat and spread. Two appropriate fire extinguishing appliances must be at hand and personnel must be trained in their use.

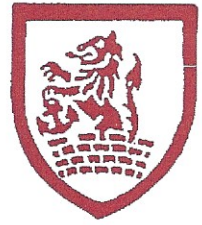
Persons undertaking the work must be familiar with means of escape, and the method of raising the alarm and notifying the fire brigade.

## 3 Prior to the commencement of work

Before any hot work is undertaken a formal risk assessment should be carried out. The following questions should be considered:

- Is it necessary for hot work to be carried out?
- Would it be practical to transfer the item being worked upon to a designated safer area?
- If the hot work resulted in a fire:
  - Who or what is at risk in the room?
  - Could fire spread out of the room, and if so what other occupancies could be involved?
- Is there any incompatible process in progress in the relevant area?
- Is the hot work planned to be in or on combustible construction materials such as composite panels with combustible insulation? (IF SO THE WORK SHOULD NOT TAKE PLACE)
- Does the atmosphere contain flammable vapours, or dust, or is the work near/on equipment or tanks containing combustible/flammable liquids or materials (IF SO THE WORK SHOULD NOT TAKE PLACE).





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- Is there a backup of any mechanical or electrical equipment, computer systems and data which could be damaged by fire?
- Are there any personnel who are required to use the area at the same time as the hot work is carried out? Can alternative arrangements be made?
- Could the work lead to the organisations security being compromised?
- Are the fire protection/detection systems in full working order in the area the work is being completed (no impairments)?

In preparation of the work:

- OBTAIN A WORK PERMIT from Club representative
- A safe area of 10m should be cleared for hot work (the distance may need to be increase where overhead work is undertaken).
- All items of combustible materials, flammable liquids and elements of combustible construction and surface finishes should be protected
- Any openings, holes or gaps in walls, floors and ceilings which sparks could pass should be protected
- Floors should be swept clean and flammable solvents must not be used to clean surfaces immediately before work commences.

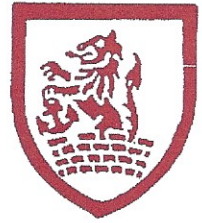
Good ventilation should be provided in areas where hot work takes place as tasks may produce smoke and fumes. Before carrying out work on one side of a wall or partition, the other side of the wall/partition needs to be checked for combustible materials which could be in danger of ignition due to conductive heat. Inspections for voids all around, including above and below, which may transmit flames, smoke and fumes, and mitigation put in place.

## 4 Upon completion of work

Upon completion of work the contractor must:

- Remove paint strippings, hot stub ends of welding rods, and other hot waste and dispose of safely
- Remove all equipment and tools including gas cylinders
- Undertake a fire watch (as per risk assessment mitigation) which is maintained during any breaks or during lunch.
- Inspect area with Club representative and sign off work permit.

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## 5 Permits for Work

A permit must be obtained for all hot works, and separate permits should be used for every occasion that hot works are undertaken. A list of Club representatives that can issue a permit is published on the Office notice board.

Before issuing a permit other works in the building will need to be considered for dangers, and appropriate time must be agreed and given to ensure the works can be finished in time to ensuring the necessary fire watch provisions can be fully completed.

Prior to the release of Permit to Work (Appendix A) the following actions should be completed:

- An inspection of the work area by Club representative and contractor
- Satisfactory completion of a risk assessment by contractor
- Satisfactory completion of a check list (Appendix B)

Upon completion and work, including fire monitoring, the area must be inspected by the Club representative prior to the closure of the work permit. A copy of the work permit must be given to the Contractor and a copy must be retained by the Club.

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## Appendix A: Permit to Work Template

### HOT WORK PERMIT

A copy of the completed permit should be retained for auditing purposes

ISSUING COMPANY  PERMIT NO.

**A. PROPOSAL** (to be completed by the person responsible for carrying out the work)

BUILDING

EXACT LOCATION OF PROPOSED WORK

NATURE OF WORK TO BE UNDERTAKEN

I have completed and submitted the Checklist and understand the scope of work and precautions to be taken.

SIGNED  BLOCK CAPITALS

DATE  POSITION

CONTRACTOR COMPANY (WHERE APPLICABLE)

**B. AGREEMENT** (to be completed by Company Safety Officer or other nominated person – the 'Issuer of the Permit')

This Hot Work Permit is issued subject to the following conditions:

ISSUE OF PERMIT: DATE  TIME

EXPIRY OF PERMIT: TIME

\* It is not desirable to issue permits for protracted periods. Fresh permits should be issued where, for example, work extends from morning to afternoon.

A FINAL CHECK OF THE WORK AREA SHALL BE MADE, NOT BEFORE (TIME):

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 practical alternative to doing the job using hot work. I have been provided with evidence of appropriate Public Liability Insurance.

SIGNED  BLOCK CAPITALS

DATE  POSITION

**C. FOLLOWING COMPLETION OF WORK** (to be completed by member of staff or contractor responsible for the work. The permit should then be returned to the Issuer)

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. ☐

Stub ends of welding rods and other hot waste materials have been removed and disposed of safely. ☐

Any isolated automatic fire detectors or detection zones have been reinstated. ☐

All equipment, including gas cylinders, has been removed to a safe area. ☐

TIME INSPECTION COMPLETED: (this must be at least 60 minutes after work has been completed)

SIGNED  BLOCK CAPITALS

DATE  POSITION

**D. 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  BLOCK CAPITALS

DATE

Permit to work numbers are assigned by date format: YYYYMMDD



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## Appendix B: Hot Works Check List

The following checks should be carried out by the hot work operative at the hot work site prior to commencing hot work. The person carrying out these checks should tick the appropriate boxes, and then return the Checklist to the Hot Work Permit Issuer.

ISSUING COMPANY		PERMIT NUMBER	
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### GENERAL

Wherever practicable the use of hot work should be avoided, and a safer way employed. If you cannot comply with the following point do not go ahead with the hot work.

### FIRE PROTECTION:

Where sprinklers are installed, they are operative. (In sprinklered premises, hot work should not be carried out when the water supply to the sprinkler system is shut off.)	<input type="checkbox"/>
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 whilst hot work is in progress.	<input type="checkbox"/>
A trained person not directly involved with the work will provide a 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 60 minutes, with further checks at regular intervals up to 180 minutes, or a period as determined by the fire risk assessment, after completion to ensure that the working area and all adjacent areas, including the floors below and above, and areas on the other side of walls, screens, partitions and above false ceilings, are free of smouldering materials and flames.	<input type="checkbox"/>
At least two appropriate extinguishers are immediately available. The personnel undertaking the work and providing the fire watch are trained in their use.	<input type="checkbox"/>
Personnel involved with the work and providing the fire watch are familiar with the means of escape and method of raising the alarm/calling the fire brigade.	<input type="checkbox"/>

### PRECAUTIONS WITHIN 10 METRES (MINIMUM) OF THE WORK AREA:

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.	<input type="checkbox"/>
Flammable liquids have been removed from the area.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Protection (non-combustible or purpose-made blankets, drapes or screens) has been provided for: <ul style="list-style-type: none"><li>walls, partitions and ceilings of combustible construction or surface finish; and</li><li>all holes and other openings in walls, partitions and ceilings through which sparks could pass.</li></ul>	<input type="checkbox"/>
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.	<input type="checkbox"/>
Combustible materials have been moved away from the far side of walls or partitions where heat could be conducted, especially where these incorporate metals.	<input type="checkbox"/>
Enclosed equipment (tanks, containers, dust collectors etc.) has been emptied and tested, or is known to be free of flammable concentrations of vapour or dust.	<input type="checkbox"/>

### EQUIPMENT:

Equipment for hot work has been checked and found to be in good repair. Gas cylinders have been properly secured.	<input type="checkbox"/>
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SIGNED		BLOCK CAPITALS	
DATE			