

## Hot Works Control Measures

**Prior to the start of any hot works, the measures below must be in place and witnessed that they are in place:**

1. Where relevant, bagging off smoke detectors with Campus Division orange bags in the area of hot works must be included to prevent activation and contamination of the detector heads in the area and adjacent spaces e.g. rooms, corridors and staircases.
2. Hot works equipment including attachments, accessories and fuels must be visually inspected prior to use to insure they are maintained in a sound condition.
3. The Contractor must locate the nearest manual call point (break glass) prior to starting hot works.
4. The Contractor must clear the area of all loose combustible materials, remove any flammables and suitably protect walls/floors/furniture etc. for a radius of at least 10m prior to starting hot works. Additional protection must be provided for wooden floors/floor boards. If work is to take place on one side of a wall or position, examine the opposite side to ensure no combustible material may be ignited by conducted heat.
5. If combustibles cannot be removed they must be protected i.e. fire proof tarpaulins. Consider wetting down where appropriate. All openings in floors and walls shall be protected.
6. All relevant screens / barriers must be erected to protect passers-by prior to starting hot works.
7. All relevant personal protective equipment must be worn.
8. While hot works are being carried out during the working day, the site must be occupied by at least one member of the Contractor staff as a continuous standby fire watch. This person can then raise the alarm by means of the manual call points (break glasses) in the event of a fire breaking out within the area.
9. Hot works PTW can only cover specific identified activities and specific locations for not longer than one day at a time. A separate permit will be issued for each day that hot works take place.
10. The Contractor shall appropriately manage any flammable substances such as cylinders to ensure that they are removed or protected from sources of ignition.
11. The Contractor must provide their own fire extinguishers for the duration of the hot works plus the one hour fire watch afterwards. At least two fire extinguishers must be located at each site of hot works.

**During the hot works:**

12. **At no point must the working area be left unattended.** The Contractor shall provide a continuous fire watch during the work including during any break e.g. lunch, tea breaks, and rest periods. The fire watcher must maintain a careful watch for the one hour period. This fire watch period may be extended to suit the fire assessment, building fabric (e.g. wooden structure), nature and location of hot works and this shall be stipulated on the Permit to Work.

**On completion of the hot works:**

13. The attached sign-off sheet must be completed and signed to confirm that the 1hr fire watch has taken place and that the site has been left in a safe state. The Contractor should record both the start and finish time for the post hot works fire watch.
14. Where multiple hot works permits have been issued then an entry must be made on this sheet at the end of each day.
15. The completed sign-off sheet must be returned to the Contractor's/Stores Office once all hot works have been completed, and not later than 2 working days after the final day of hot works.

This form is to be completed for each day that hot works are carried out. It shall be returned to the Contractor's/Stores Office within 2 days of works completion.

Permit to Work number:		Location of nearest Manual Call Point (or other means of raising the alarm)				
Date	Confirm all hot works control measures are in place	Any additional controls required?	Fire watch start time	Fire watch finish time	First Name & Surname of Fire watcher	Sign off daily by Site Foreman / Supervisor
Yes/No		Detail any additional controls				