

Hot Works Control Measures

1. Prior to the start of any works the measures below must be in place and witnessed that they are in place.
2. Bagging off fire alarm detectors in the area of hot works must be included as a Permit to Work request to prevent activation and contamination of the detector heads in the rooms, corridors and staircases.
3. The Contract Administrator shall inform the Shift Maintenance Manager of where and when hot works are being carried out.
4. The Contract Administrator shall inform the Facilities Manager of where and when hot works are being carried out.
5. While hot works is being carried out during the working day, the site must be occupied by a least one member of the Contractor staff as a standby fire watch. This person then can raise the alarm by means of the manual call points (break glasses) in the event of a fire breaking out within the area.
6. The hot works must not be carried out during a one hour period before the normal finishing time associated with the works, and the Contractor staff acting as a standby fire watch must remain in place and maintaining a careful watch for the one hour period. This fire watch period can be extended to suit the fire assessment, building fabric (e.g. wooden structure), nature and location of hot works.
7. 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. Alternatively, one P50 fire extinguisher can be provided by the Contractor.
8. The Contractor must locate the nearest manual call point (break glass) prior to starting hot works.
9. The Contractor must clear the area of all loose combustible materials, remove any flammables and suitably protect walls/floors/furniture etc. 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.
10. All relevant Personal Protective Equipment must be worn, and all relevant screens / barriers must be erected to protect passers-by prior to starting hot works.
11. Requests for 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.
12. The attached sign-off sheet must be signed at the end of each day upon permit expiry to confirm that the 1hr fire watch has taken place and that the site has been left in a safe state. Where multiple hot works permits have been issued then a signed entry must be made on this sheet at the end of each relevant day.
13. The completed sign-off sheet must be returned to the Contract Administrator once all hot works have been completed.

Date	Permit Reference Number	Hot Works Control Measures All in Place	1hr Fire Watch has taken place and the area has been left safe	Sign off daily by Contractor
		Y/N	Y/N	<i>Name Date and Time</i>