Norfolk County Council

Hot work compliance code P614

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1. Introduction

This document contains the required standards for the management of hot works carried out by contractors on County Council school premises including those that are employed through the Norse group. This code and associated documents can also be used by academies for managing and organising hot works on their sites.

It is the responsibility of managers in control of premises to ensure that hot work is managed in line with this document in any premises under their control.

All managers and employees are expected to follow the procedures outlined in this Code in order to carry out their duties as outlined in the school health and safety policy.

These requirements do not apply to significant construction works where the Principal Contractor is in total possession of a site and fully responsible for health and safety management on that site. However, other appropriate systems for safe management of hot work must still be in place.

2. What is hot work?

Hot work refers to any routine or non-routine activity that produces heat, sparks, flame or other source of ignition. It is most commonly associated with:

- Cutting and welding such as the use of a gas axe in demolition work.
- Brazing and soldering such as plumbing or air-conditioning systems.
- Use of bitumen/tar boilers e.g. for flat roof repairs.
- Use of grinding wheels in cutting or abrasive processes.

Such tasks commonly form part of construction or refurbishment works but may also be employed in small works carried out as part of repairs, maintenance or redecoration.

3. Organisation of hot work on school premises

3.1 Hot works avoidance

This policy adopts a **'HOT WORKS AVOIDANCE'** policy. This means that no hot works are permitted unless there are exceptional circumstances where hot working is genuinely unavoidable e.g. where all possible cold working methods have been explored but none are available.

Examples of cold working methods that it is expected will be utilised include the use of compression fittings for plumbing alterations rather than soldered joints and the use of cold applied roof felt roofing sheets or liquid coatings rather than 'torch on' products.

Also, you should consider whether items can be replaced rather than attempting to

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repair them using hot work methods.

If hot work cannot be avoided, remove the items being worked on to a safe area and complete the hot work in a more appropriate environment such as outdoors or in a designated welding bay or workshop.
If hot working methods inside or on the fabric of the building absolutely cannot be avoided it must be organised in the following way:

3.2 Where hot work is organised and instructed by NPS or Norse officer (or in the case of academies, by the academy's appointed facilities management company (FMC) if one has been appointed)

Step 1	NPS/Norse/FMC works instructing officer (WIO) and contractor operative (CO) discuss whether hot work is unavoidable i.e. no cold working methods are available
Step 2	WIO verifies with their appointed contractor that they have insurance in place covering damage to the premises caused by the application of heat (NCC's insurance does not cover this work method and so the contractor must have this in place. Academies should check with their own insurance provider).
Step 3	CO must complete a risk assessment and prepare a method statement. There is an operative risk assessment template available on PeopleNet for the operative to use (form F614a).
Step 4	CO must contact WIO for approval of the method statement. During this conversation, the WIO will complete form F614, which will serve to record the details of the agreed method statement and as a hot works permit to work.
Step 5	WIO faxes/emails a copy of completed F614 document to the premises manager.
Step 6	Premises manager prints completed F614 to ensure a hard copy of the permit is available on site and serves as confirmation for site staff that permission has been given to the operative to carry out the work

3.3 Where hot work is organised and instructed in-house by premises staff

Step 1	Project/premises works instructing officer (WIO) (this is usually the premises manager) and contractor operative (CO) discuss whether hot work is unavoidable i.e. no cold working methods are available
Step 2	WIO requests evidence the CO insurance covers damage to the premises caused by the application of heat (NCC's insurance does not cover this work method and so the contractor must have this in

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	place. Academies should check with their own insurance provider).).
Step 3	CO must complete a risk assessment and prepare a method statement. There is an operative risk assessment template available on HRInfospace for the operative to use (form F614a).
Step 4	WIO reviews contents of the contractor's completed F614a and once satisfied the agreed proposals adequately safeguard against any risks presented by the proposed hot works, the document will then form a hot works permit to work. Note: The school representative vetting the F614a must be competent to do so e.g. they have attended part 1 of the NCC premises management training course. Advice can also be sought from the NCC Health, Safety and Well-being team

3.4 Addressing unsafe working

Regardless of who organises the work, if the premises manager considers work is not being carried out in line with the method statement, they must require the contractor to suspend work until remedial actions are taken and further guidance is obtained

Any contractor found to have used a flame or heat producing device without a permit to work in place is to be ordered to stop work and reported for investigation and possible removal as an approved contractor.

4. General precautions for hot work

Premises managers must ensure the following general precautions are taken as appropriate so that hot work can be carried out safely:

- Work should take place in restricted or controlled (i.e. screened) areas if possible.
- Contractors must familiarise themselves with the site emergency evacuation procedures.
- Arrangements for raising alarms should be checked and understood.
- Relevant smoke detectors must be isolated during the hot works but they must be recommissioned and checked after work is complete by the premises manager.
- Sprinklers (where fitted) must be fully operational.
- A minimum of two suitable fire extinguishers must be available at the point of work.
- Inspect surrounding area prior to starting hot work. Remove combustibles/flammables, maintain adequate ventilation and cover all floor and wall openings. Close by combustibles that can't be removed should be protected with a fire resistant tarpaulin/blanket
- Cutting, welding, brazing etc equipment must be in good working order and - if applicable - only lit for the minimum time necessary to do the work and never left unattended
- Gas cylinders used for cutting/torch operations must be secured vertically, fitted with regulators and flashback arresters
- Where bitumen/tar boilers/vessels are used, they should not be taken on the roof

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where this can be avoided. If this is unavoidable, they must be mounted within a non-combustible tray equal to or greater than 110% of the capacity of the boiler and fitted with a thermostat. The structural capability of the roof must also be considered. Hot work must not be left unattended during work breaks.

- A fire watch must be arranged and continued for at least one hour past the completion of the hot work.
- If practical, consider damping down the area to further reduce the risk of fire.
- The duration of the hot work permit will normally be no longer than a maximum of one working day.

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