Hot Work Procedures

Project Name:	**LCL Bloc D**
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Hot work is regularly undertaken during construction and maintenance projects and is considered to be a high risk activity that requires careful and active risk management.

What is hot work?

Hot work includes any operation that uses open flames or the local application of heat and friction. Examples include:

- Welding
- Soldering
- Torch cutting
- Grinding
- Hot riveting

Heat applied to roof coverings (particularly in relation to replacement of felt coverings on flat roofs)

It is important to be aware of the full range of activities that constitute hot works, not only those that involve open flames, and ensure that proper processes are in place to manage the additional risks that accompany them.

The dangers of hot work

Hot work is frequently used during construction, renovation and maintenance, including planned and emergency repair works. Areas of particularly high risk include torch applied roofing when there are roof voids present, hot work in or on roofs and plant rooms, and work such as angle grinding close to combustible materials.

Creating and implementing your permit programme

Your hot work permit programme should be tailored to the needs of each specific location.

Whether hot work is being undertaken by your own staff or external contractors, hot work should always be authorised, monitored and documented.

As part of the hot work permit completion, always visit the area where the work is taking place and carry out a specific risk assessment. This assessment will identify any floor openings that need protecting with non-combustible sheets, any combustible insulation material, especially for heritage buildings as combustible insulation in roof voids is often difficult to spot – in these circumstances banning hot work in or on heritage roofs is considered necessary. Many fire losses have occurred when unidentified combustible insulation has been ignited.

The site assessment must be conducted by a person with the appropriate knowledge, training and experience, with awareness of the associated hazards and control measures. It is best to assume that contractors do not know your building construction, including the presence of any voids or floor openings.

Ideally, establish a designated hot work area at least 10 metres away from the building and other combustible materials, or inside if the premises are equipped with suitable hot work facilities. Alternatively, select cold working techniques that avoid angle grinding, welding or other hot work that can create sources of ignition.

Complete a risk assessment of your building and site to align with the following three categories and plot them on a site map or plan:

1. Designated areas – permanent places specifically designed and intended for hot work
2. Non-designated areas – places not designed for hot work, where a written permit is required
3. Prohibited areas – places where hot works should never be permitted. These can include areas featuring fast-burning construction materials, such as polystyrene or combustible insulation, or where other combustible liquids, gases or dusts are stored or used with no reasonable means of removing them.

Managing the hot work permit process

It is recommended that your written hot work permit programme details the following process, and that management carries out regular checks throughout the duration of the hot works, to verify that staff, contractors and sub-contractors are all following the programme: Try and select less hazardous work methods

1. Develop an organisational policy for hot work
2. Check worker qualifications including membership of trade organisations, details of their public liability insurance and whether any conditions apply to hot work
3. Carry out a specific work area risk assessment before work starts
4. Ensure authorisation to perform hot works via a hot work permit
5. Ensure worker acknowledgement of the controls needed
6. Designate fire watchers for both breaks during the day and the final fire watch
7. Conduct periodic work area inspections

8. Complete a fire watch (normally 60 minutes) and, both visual and using a thermal camera
9. Permit close out by an authorised individual

Each element of the process is explained fully in our Risk Topics guidance note, which can be found in the download section.

Sign:  **Date:** 11.12.2024

Director Marius Matalica