

Aylsham Town Council
HOT WORKS POLICY & PROCEDURE

1.0 STATEMENT

The purpose of this policy statement is to define how Aylsham Town Council control the management of Hot Works. The Council has introduced this policy with the objective of identifying and limiting the risk of accidents by avoiding hot works where possible, ensuring the competence of its contractors and implementing an agreed Hot Works process

- 1.1 There are occasions where the Town Council may require contractors to carry out “hot works” in Town Council properties.
- 1.2 For the purposes of this policy, 'hot work' is classed as temporary operations capable of providing a source of ignition, for example welding, cutting, burning, grinding, soldering, paint stripping, roof repairs or heating.
- 1.3 In addition to any injuries, fires caused by 'hot work' can have a significant adverse effect on the Town Council. This can include loss of properties and facilities. Fires can often occur when buildings are undergoing refurbishment or alteration, therefore, before any building works start, all additional risks likely to be introduced should be considered and evaluated.
- 1.4 There is also a risk that the work to be undertaken could inappropriately trigger the fire detection and alarm systems.
- 1.5 Implementation of this policy and procedure will help to ensure a safe working environment and minimise the risks associated with ‘hot work’.
- 1.6 Failure to comply with these requirements may lead to the termination of the work and disciplinary action taken against employees or the removal from site of contractors.

2.0 LEGAL REQUIREMENTS

- 2.1 The Health & Safety at Work Act requires the operation of ‘Safe Systems of Work’ to be implemented when undertaking physical work activities. This principally requires a risk assessment to be undertaken of the activity and a method statement produced to effectively manage the hazards identified.

3.0 PROCEDURES

- 3.1 If there is a practical method to carry out a task **without** involving 'hot work', this method will be used.
- 3.2 Where specific firefighting equipment is included in the precautions for the work, this equipment will be provided by the Contractor unless otherwise agreed. It is the responsibility of contractors to have suitable fire extinguishers and fire blankets, anti-glare screens and PPE available at the work site at all times. Contractors must ensure that they have knowledge of an appropriate fire exit route before commencing works.

4.0 PLANNED WORKS

The Town Council appointing a contractor for planned works must ensure that information regarding hot works is contained in tender documentation and/or purchase orders and is discussed at the project pre-start meeting, as may be appropriate, and that Contractors and Sub Contractors have in

place Risk Assessments, Method Statements, etc. for carrying out the works as appropriate taking account of the Contractors Responsibility section 5 of this policy.

5.0 CONTRACTOR RESPONSIBILITY

- 5.1 All equipment used for hot work must have been regularly tested as recommended by the manufacturer's instructions, be maintained in good order and be fit for the intended purpose.
- 5.2 Contractors must not use any equipment that is below standard or in need of repair. Any equipment found to be unsafe must be immediately withdrawn from service and disposed of or repaired.
- 5.3 Operatives, employed by the Contractor, who are responsible for undertaking the hotwork must be trained and competent to use the hot work equipment and safety equipment without harm to either themselves or others.
- 5.4 The contractor must undertake work area inspection at 30 minutes and 60 minutes after work completion to ensure that there are no smouldering fires.
- 5.5 A full risk assessment, of the work area, must be carried out by the contractor responsible for undertaking the work, before commencement of the work, to ensure arrangements are in place to minimise the risk of fire. A suitable method statement detailing a safe system of work, must then be prepared and implemented by the contractor. It is the responsibility of the contractor to ensure this method statement is adhered to and all suitable post completion checks are completed satisfactorily.

The following points should be considered by the contractor during the risk assessment, preparation of the method statement and implementation of a Safe System of Work;

- The location must be thoroughly inspected and safety precautions carried out.
 - Where applicable automatic fire alarm and detection systems/zones must be isolated and reconnected at the end of each days work and upon completion of the whole work.
 - All solid combustible material must be removed or adequately protected against sparks
 - No flammable liquids or gases must be within 15 metres
 - Smoking is not permitted in any building
 - The operatives must have the nearest fire alarm and or telephone pointed out to them and have been informed what to do in the event of a fire or emergency
 - The correct type and serviceable fire extinguisher/ hose reel must be available for use while the operation is in progress
 - The operatives must have familiarised themselves with the means of escape from the working area and the building
 - Protective clothing must be worn at all times.
 - Work area inspection at 30 minutes and 60 minutes after completion.
- 5.6 If unsafe conditions are noted during the work, all hot work will cease until the conditions are made safe.