

KCC Health and Safety Standard

Safe Working Permits Hot Works



Scope

A safe working permit system is a formal recorded process used to control work which is potentially hazardous. The permit system will ensure that the relevant controls are in place.

The information contained in this guide is based on the guidance set out by the Health and Safety Executive (HSE) and other sources. The legislation places legal obligations on employers to ensure the safe systems of work in the workplace are adhered to.

While the detail of complying with the regulation's rests with the premises manager, everyone who is involved in the work has certain responsibilities. The safe working permit principles apply to all Kent County Council (KCC) premises, including offices, schools, libraries and residential centres, etc.

This standard is primarily concerned with Safe Working Permit for Hot Works although a safe working permit can cover a variety of work being carried out on site such as:

- asbestos
- hot working (welding, soldering or cutting using hot flame techniques outside of designated area)
- roof working and working from height
- confined spaces
- breaking into pipes
- excavation/digging
- high voltage (seek specialist advice)
- lift maintenance work
- gas work.

The why, what and how

Where managers use the services of a consultant to manage building works then it is likely that they would, in most cases, operate the permit on behalf of KCC, or provide advice. Where the consultant issues a permit, which could affect the operation of a premises, this must be discussed with the premises manager prior to work commencing. Where the premise manager decides to run the contract directly, they must take responsibility for the permit.

A manager who has responsibility for a KCC building or property is responsible for liaising with the contractor before the work is to commence.

Hot Works are defined as any activity which uses naked flame or generates sparks i.e., Welding, Grinding, Soldering, Brazing, Cutting etc.

Hot Work activities pose a significant foreseeable risk to people and premises. The standard to be applied is as per CITB GC07 Hot-work permit standard or as required by the Councils insurers, whichever is the higher standard (See Management of Contractors Guidance). The relevant requirements of CITB GC07 have been incorporated into Appendix 2 of this Standard, Safe work permit - precautions checklist.

Every effort MUST be made to avoid Hot Works, particularly on Roof's and in confined spaces. Alternative methods should be explored prior to the use of naked flames.

Health and Safety Standard – Safe Working Permits Hot Works		
29.05.24	HS S 028	HSS028 29.05.24

KCC Health and Safety Standard

Safe Working Permits Hot Works

The following steps must be considered before, during and after the works have been completed.

Before

Obtain and read the contractor's method statement and risk assessment for the work they are to undertake. If you believe the method statement or risk assessment is insufficient you should challenge the contractor before the work commences.

Brief those who will be required to operate under the permit-to-work on the hazards and controls related to your site.

During

If the safe system is found to be flawed then the permit must be cancelled, the system of work reassessed, a new permit raised and those conducting the task re-briefed.

Display the permit in the work area / isolation point to ensure that those who need to know do so.

After

Ensure that the work area is clean, tidy and that all safety devices have been replaced and are functioning correctly. A fire watch of at least 60 minutes must be carried out before leaving the site.

Associated procedures and documentation

The below topics refer to legislation and KCC Standards and Guidance. To read these in greater detail visit Knet or Kelsi and type in the name of the document you require.

Topics

- management of contractors
- fire
- risk assessment
- confined spaces.

Frequently asked questions

Who should be familiar with the safe work permit?

Premise managers must ensure they are familiar with the use of the safe working permit, including the safety procedure (see appendix 1).

What should the contractor do prior to commencing hot work?

The contractor (i.e. anyone who is undertaking the work) must ensure they are familiar with the safe working permit system, including the "Safety procedures - guidance for premise managers and contractors", (see appendix 1) which must be affixed to the safe working permit, and they must also complete the "precautions checklist" (see appendix 2) prior to commencing the work and the signing of the safe working permit form (see appendix 3).

Health and Safety Standard – Safe Working Permits Hot Works		
29.05.24	HS S 028	HSS028 29.05.24

KCC Health and Safety Standard

Safe Working Permits Hot Works

Who is responsible for completing the safe work permit?

Both the premises manager and the contractor must complete the appropriate sections of the safe working permit form, at the appropriate times. The permit must be clearly displayed at a suitable location in the work area, prior to commencement of the work.

How do I carry out a risk assessment?

You are required to carry out a risk assessment before work is permitted.

This means identifying the hazards present, assessing the risks and determining what precautions to take.

Managers who have a responsibility for undertaking risk assessments can follow the procedure contained in the risk assessment on Knet or KELSI. Your assessment must also include considering the following:

- the task
- the working environment
- working materials and tools
- suitability of those carrying out tasks
- emergency arrangements
- physical dimensions
- chemicals - those that might be used on site.

If further advice is needed, please speak to your Health and Safety Adviser or call the health and safety advice line on 03000 41 84 56.

Health and Safety Standard – Safe Working Permits Hot Works		
29.05.24	HS S 028	HSS028 29.05.24

KCC Health and Safety Standard

Safe Working Permits Hot Works

Appendix 1

Safety procedures - guidance for premise managers and contractors (to be affixed to all safe working permits for hot work)

Fire Precautions

1. Fire exits must be kept clear and readily available for use at all times.
2. All emergency escape routes must be kept clear at all times, and not used for storage.
3. Work must not be carried out on escape routes and/or fire exits without the prior approval (i.e. before work commences) of the Officer in Charge of the premises, and where appropriate, the Kent Fire and Rescue Service (NB: where the term “prior approval” is used below, it is deemed to have the same meaning as in this clause). Appropriate alternative means of escape and procedures must be provided and communicated to the building users.
4. Fire-resisting doors, self-closing doors and fire exit doors must not be removed, or blocked up, without the prior approval of the premise manager etc.
5. Fire-resisting doors and self-closing doors must not be wedged open.
6. No work must be carried out which will interfere with the fire alarm and/or emergency lighting systems, without prior approval. The systems must be reinstated to normal operating at the end of each working day.
7. A storage area for flammable materials must be provided, before commencement of the work, to the satisfaction of the premise manager and the Kent Fire and Rescue Service, where appropriate.
8. All flammable materials must be returned to the storage area provided when not in use and before leaving the site.
9. When any work is being carried out which produces heat or sparks which could start a fire, then adequate firefighting equipment must be provided adjacent to the immediate work area.
10. Ensure all employees are trained in what to do in case of a fire, including how to call the Kent Fire and Rescue Service, the use of firefighting equipment and the premises’ fire procedures.
11. All waste must be regularly removed.

Health and Safety Standard – Safe Working Permits Hot Works

29.05.24	HS S 028	HSS028 29.05.24
----------	----------	-----------------

KCC Health and Safety Standard

Safe Working Permits Hot Works

Work on Sprinkler Systems

1. It is the responsibility of the premise manager to inform the Insurance team (03000 41 65 39) well in advance of the commencement of work.
2. Inform the local Kent Fire and Rescue Service well in advance of the commencement of work.
3. Provide additional portable fire extinguishers, as required.

Health and Safety

1. An adequate risk assessment (including the Control of Substances Hazardous to Health (COSHH)) must be carried out by the contractor and a suitable safe system of work introduced and communicated to all staff involved (or affected by the work), prior to commencement of the work.
2. Adequate first aid provision must be available at all times during the work.
3. Personal protective equipment, identified as being necessary for the work, must be provided and worn as instructed.
4. Unauthorised entry into the work area must be prevented.

Health and Safety Standard – Safe Working Permits Hot Works

29.05.24	HS S 028	HSS028 29.05.24
----------	----------	-----------------

KCC Health and Safety Standard

Safe Working Permits Hot Works

Appendix 2

Safe work permit - precautions checklist

This checklist must be completed and signed by a competent person employed by the main contractor, following his/her personal detailed inspection of the work area.

	Tick (✓)		
	Yes	No	N/A
<p>I confirm that I have physically checked the work area in order to ensure that the following safeguards have been provided for, where applicable.</p> <p>Prior to issuing safe working permit:</p> <ul style="list-style-type: none"> • Have Services affected been isolated before work commences? • have smoke detectors been isolated in the vicinity of hot works? • are floors and surrounds swept clean, and clear of rubbish? • have all combustible substances and materials, been relocated at least 15m from the operation, or if not, have the remaining items been suitably protected from heat and sparks with non-combustible materials? Where hot works are required adjacent to combustible material, a fireproof protective mat should be placed between the material and the heat source during the hot works. (Check both sides of partition walls to ensure that heat has not been transferred by conduction to combustible materials.) • Minimum radius of hot work must be 2 m from other persons working. Screens should be erected if needed. • have all floor or wall openings, within 15m of the work, been tightly covered with non-combustible materials? • has suitable protection been provided to prevent heat being transferred through walls or floors etc, e.g. via conductive materials such as steel pipework? • when operatives are working in riser shafts or on staging with cylinders, work will be secured and openings to other levels covered with a fire blanket or other non-combustible materials. • has a responsible person, with authority to stop the work, been assigned to watch for dangerous sparks etc in the area of the work, and in adjacent areas such as adjoining floors or rooms. This must include regular checks during the work, and during lunch or other rest breaks. • has suitable fire protection equipment (e.g. hose reel, extinguisher, fire blanket etc) been provided, and has a responsible person (trained in its use) been assigned to stand by while work is in progress? • have suitable and sufficient hazard warning signs been posted adjacent to (including above and below, where appropriate) the work area? 			

Health and Safety Standard – Safe Working Permits Hot Works		
29.05.24	HS S 028	HSS028 29.05.24

KCC Health and Safety Standard

Safe Working Permits Hot Works

<ul style="list-style-type: none"> are all gas cylinders secured in upright positions, and gas pipes in good condition, properly secured and kept as short as possible? Valves and hoses must be in good condition. All cylinders must have flashback arrestors fitted. Are these in place? When not in use are all cylinders shut off and returned to storage? LPG cylinders must not be left in the building overnight without formal approval. Does Arc welding equipment comply with current standards? Has a bucket of water been provided for spent welding rods? They must be immersed after use. 			
<ul style="list-style-type: none"> is suitable personal protective equipment provided and worn by operatives to ensure the safety of workers? 			
<ul style="list-style-type: none"> do workers know what to do in the event of a fire, e.g. how to raise the alarm, and call for assistance? 			
<ul style="list-style-type: none"> are suitable facilities in place in the work area to call for assistance, e.g. telephone, radio, alarm system? 			
<ul style="list-style-type: none"> The work area and adjacent areas must be periodically checked by a competent person during the work and for at least 60 minutes after completion of the work? Operatives must remain in the area for 15 minutes after completing work to ensure there is no hot-spot residue. 			
<p>Operatives carrying out hot work must (Please tick box to confirm):</p> <ul style="list-style-type: none"> Understand the permit conditions and the fire safety precautions required. be in possession of a permit at all times. stop work if required to do so by an authorised person immediately report any hazard likely to affect the fire and safety precautions ensure satisfactory access to and egress from the work area 			
<ul style="list-style-type: none"> add any additional precautions, deemed to be necessary below: 			

NB: The safe working permit must be clearly displayed at a suitable location in the work area, prior to the commencement of the work.

Name of competent person: _____ **Status:** _____
Signature: _____ **Date:** _____ **Time:** _____
Company: _____

Health and Safety Standard – Safe Working Permits Hot Works

29.05.24	HS S 028	HSS028 29.05.24
----------	----------	-----------------

KCC Health and Safety Standard

Safe Working Permits Hot Works

Control of contractors – safe working permit

1. Issue

I (Block Capitals)
 being the officer in charge / duty holder, issue this 'Permit' to:
 Company:

Name of contractor in charge of the work is
(Block Capitals)
 Supplementary labourers / sub contractors are:

Name of Person	Name of Company

Location and details of work to be carried out:

	Yes	No
Has the contractor's risk assessment been conducted?	<input type="checkbox"/>	<input type="checkbox"/>
Has a premises risk assessment been conducted?	<input type="checkbox"/>	<input type="checkbox"/>
Has a copy of safety rules been provided to the contractor?	<input type="checkbox"/>	<input type="checkbox"/>
Has the contractor seen and signed the asbestos register?	<input type="checkbox"/>	<input type="checkbox"/>

****If the answer to any of the above is 'no' then work should not proceed and you should consult the Property Group for further advice.***

NOTE: A separate specific risk assessment is required for any work involving:

- Asbestos
- Hot working
- Roof working and working from height
- Confined spaces
- Breaking into pipes
- Excavation/ digging
- High voltage (seek specialist advice)
- Lift maintenance work
- Gas work

This Permit is valid:
 From Date: Time:
 Until Date: Time:
 (not exceeding 5 days)

2. Receipt

I (Block Capitals)
 being the contractor agree the contents of this permit and accept responsibility for carrying out the work as detailed and will only allow those named to work accordingly.

3. Clearance

I DECLARE THAT THE WORK FOR WHICH THIS Permit was issued is now

- *Suspended / Completed
(delete as required)

that all persons have been withdrawn from the above work, that all gear, tools and materials have been removed and the area left in a safe condition.

Signed:
(from person named in '2')

Date: Time:

*Reason:

4. Cancellation

The Contractor's Safe Working Permit and any associated permits are hereby cancelled.

Signed:

(Being an authorised person or their representative to cancel a "Contractor Safe Working Permit")

Form to be retained by originator.

NO WORK SHOULD BE UNDERTAKEN UNLESS SECTIONS 1 AND 2 ARE COMPLETED