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*** |
| I confirm that I have physically checked the work area in order to ensure that the following safeguards have been provided for, where applicable.  **Prior to issuing safe working permit:**   * 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?  1. 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.) 2. Minimum radius of hot work must be 2 m from other persons working. Screens should be erected if needed. 3. have all floor or wall openings, within 15m of the work, been tightly covered with non-combustible materials? 4. has suitable protection been provided to prevent heat being transferred through walls or floors etc, e.g. via conductive materials such as steel pipework? 5. 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. 6. 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. 7. 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? 8. have suitable and sufficient hazard warning signs been posted adjacent to (including above and below, where appropriate) the work area? | |  |  |  |
| * 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. | |  |  |  |
|  | | ***Yes*** | ***No*** | ***N/A*** |
| * is suitable personal protective equipment provided and worn by operatives to ensure the safety of workers? | |  |  |  |
| * do workers know what to do in the event of a fire, e.g. how to raise the alarm, and call for assistance? | |  |  |  |
| * are suitable facilities in place in the work area to call for assistance, e.g. telephone, radio, alarm system? | |  |  |  |
| * 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. | |  |  |  |
| Operatives carrying out hot work must (Please tick box to confirm):   * 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 | |  |  |  |
| * 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:** | | | |