


<b>OPERATIONAL MAINTENANCE PROCEDURE</b>			 <b>UNIVERSITY OF LINCOLN</b>
<b>Subject:</b>  HOT WORKS	E&CS17	Rev. 02	
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		Owner: Chris Harrison	

**TO BE READ IN CONJUNCTION WITH E&CF18 WORK ON FIRE ALARM SYSTEMS, E&CS21 PERMIT TO WORK, AND E&CS23 AUTHORISING PERSONS PROCEDURES**

## 1.0 PURPOSE

This document provides guidance on the correct method of safely carrying out hot works on University of Lincoln premises, both internally and externally.

The first and overriding consideration is the preservation of life, then to prevent unnecessary damage to property and structures.

Internal Hot works will have a direct effect on the passive fire detection systems employed by the University, there are no automatic systems such as mist and sprinkler or water/gas dousing fitted within the University.

External Hot works must be controlled and supervised as we rely upon CCTV, people patrolling or walking around the site to inform security of any external fires being detected.

## 2.0 GENERAL

For the purpose of this procedure, Hot Works is defined as follows:


Hot work means the use of open fires, flames and work involving the application of heat by means of tools or equipment. This includes the unintentional application of heat, for example by the use of power tools or hot rivets or hot particles from cutting or welding operations, falling onto and igniting flammable material or flammable vapours.

The aims of controlling Internal Hot works is not only to ensure no fires are started but also to ensure the unnecessary activation of the very sensitive fire detection systems fitted as standard inside all campus buildings.

You must ensure that no dangerous substances enter the area during the operation, these may be flammable, toxic, very hot, e.g. steam, or very cold;

The atmosphere if in an enclosed space must be tested to ensure it is, and must remain, safe to breathe.

The concentration of toxic substances should be as low as reasonably practicable and in all cases below the relevant occupational exposure limit. Many hot work processes generate toxic fumes, where it is not reasonably practicable to provide adequate ventilation; appropriate respiratory protective equipment should be worn. Particular care should be taken before entry into enclosed spaces to ensure that the atmosphere in them is not deficient in oxygen (<20%);

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### **3.0 RISK ASSESMENTS and METHOD STATEMENTS (RAMS)**

Prior to any hot works being carried out the contractor must ensure that their RAMS have been agreed with the authorising person, this can be discussed verbally or in writing.

The issuing of a permit to work for hot works automatically presumes that this has been approved.

Any conditions agreed for the issue of the P2W must be stipulated on the P2W i.e. a 1 hour fire watch after hot works completed must be carried out, or the contractor must provide and have available a fire extinguisher.

### **4.0 ISOLATING HEAT OR SMOKE DETECTORS**

This must be carried out in accordance with E&CS18 work on fire alarm systems.


### **5.0 ITEMS TO CONSIDER PRIOR TO AUTHORISING WORK**

- 5.1 Competence of contractor
- 5.2 Environment work is in?
- 5.3 Is the area ventilated adequately, direction of air flow?
- 5.4 What flammable materials are at risk?
- 5.5 Will the hot works produce any harmful or noxious fumes as a by-product?
- 5.6 Is the source of heat suitable for the task/environment?
- 5.7 Is adequate manpower available to carry out a fire watch?
- 5.8 Have you identified suitable PPE to be used?
- 5.9 Have adequate fire extinguishers been allocated?
- 5.10 Can the work be moved to a more suitable environment?
- 5.11 Does the area contain other people?
- 5.12 What activities are running or planned in the area?

The above list is not exhaustive and other items may have an impact on whether the hot work can proceed at the desired time or even at all.

### **6.0 TRAINING**

More detailed training should be given to people responsible for issuing permits to work to ensure that they are aware of all relevant hazards and that these are considered before the permit is issued.

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## 7.0 RELATED DOCUMENTS

E&CF06 - Control of Contractors  
E&CF16 - Confined spaces  
E&CF18 - Work on fire alarm systems  
E&CF21 - Permit to Work system  
E&CF23 - Permit to work authorising persons  
E&CF26 - Working at height  
E&CF27 - LEV procurement and Installation