



# HOLTON SLEAFORD

— INDEPENDENT SCHOOL —

## Hot Works Policy

### Overview

The purpose of this policy statement is to define how Holton Sleaford Independent School will control the management of 'hot work'. Serious fires frequently occur during maintenance and construction operations, where work is carried out on machinery, plant, or the fabric of buildings. Most of these fires are the result of carelessness and ineffective supervision during operations that require the use of open flames or the local application of heat.

Fires can be caused by hot work in several ways, including:

- Ignition of nearby combustible materials.
- Smouldering fires or heat which are not observed while the work is being carried out and which later take hold and develop into serious fires.
- Sparks or hot debris flying away from the heat source which can fall onto combustible material or into gaps within the structure of the building such as walls and floors.
- Conduction of heat spreading through the material being heated, particularly pipework, and encountering combustible material.
- Ignition or explosion of fuel source, such as flammable fumes or liquids, gas bottles, etc.

The sources of heat usually include:

- Gas/electrical welding and cutting apparatus.
- Blow lamps and blow torches.
- Bitumen and tar boilers.
- Grinding wheels and cutting discs.

Whether hot work is carried out by school employees or by outside contractors or their subcontractors, it is important that all such work is fully and effectively managed.

## **Definitions**

Hot work is any process that can be a source of ignition when flammable material is present or can be a fire hazard regardless of the presence of flammable material in the workplace. Common hot work processes are welding, soldering, cutting, and brazing.

## **General Precautions**

- Hot work should only be authorised where a safer method of work is not available.
- Hot work should only be carried out by trained personnel.
- Hot work will only take place outside the normal school hours of the premises. If a situation demands urgent, out of hours hot work, for instance, a soldered repair to a water pipe at midnight, then the only remedial work to take place will be the making safe of that area until morning, e.g. shutting off the water supply.
- The hot work of soldering will wait until the building is open normally and full precautions can be taken.
- Wherever possible, items to be the subject of hot work should be removed to a safe area designated for that purpose.
- Hot work should never happen when pupils are in the premises.
- When hot work is being undertaken in premises fitted with an automatic fire detection system only the zone where the work is being carried out should be isolated. The zone should be reinstated as soon as the task has been completed.
- Thirty minutes after completion of hot work, carry out an inspection of the work area and any adjacent areas that may have been affected by transferred or conducted heat. This is to ensure that there are no smouldering heat sources.
- Any hot work carried out must be on the written consent of the landlord.

## **Procedure for Hot Work Permits**

- Hot work permits will be held and issued by the building manager or premise's responsible person. (Landlord)
- Hot work permits should be completed on every occasion that hot work of any type is undertaken within or upon the fabric of established buildings or any structures or plant in the open.

- Hot work permits should not be issued without considering the significance of any other permits to work in the vicinity or any adjacent processes that may be going on.
- A hot work permit should relate to a specific task that is to be undertaken in a clearly identified area.
- Hot work should only be authorised where a safer method of work is not available.
- Wherever possible, items to be the subject of hot work should be removed to a safe area designated for that purpose.

### **Before Hot Work Commences**

- Before hot work commences, an area within 10 metres of the hot work process should be cleared of combustible materials and flammable liquids. All elements of combustible construction and surface finishes should be protected. This applies to any openings, holes or gaps in walls, floors and ceilings through which sparks could pass. The 10m distance may need to be increased especially in high fire risk areas or when overhead work is to be undertaken.
- Where combustible materials within 10m cannot be removed, they should be completely protected using non-combustible or purpose made fire retardant blankets, drapes, or screens. Flammable liquids should always be removed from the area.
- Combustible floors in the designated areas should be covered with overlapping sheets of non-combustible material or wetted and liberally covered with sand. Care should be taken to ensure that any gaps in the flooring are adequately covered.
- Floors should be swept clean.
- Hot work should never be carried out in an atmosphere containing flammable vapours.

<u>Written by...</u>	<u>Mike Whatton</u>	<u>18/11/25</u>
<u>Approved by...</u>	<u>Daniel Laughton</u>	<u>18/11/25</u>
<u>Signed...</u>		
<u>Date sent to Governors</u>		<u>Due for Review</u>
<u>Date approved by Governors</u>		<u>14/11/25</u>

