

Hot Work Permit – April 2022

This permit must be used when the following activities are taking place: Welding, Grinding, Flame Cutting, Brazing, using blow lamps or any other activity that produces flame, intense heat or sparks

Job Number:

Important: An additional checklist is required for the use of Acetylene

Important: This permit may only be issued for a maximum of 1 day, the person responsible for issuing this permit must monitor its use to ensure the controls are being implemented this permit may not be extended, in the event that an extension is required a new permit must be issued. The person receiving the permit must agree to abide by the conditions of the permit

Section 1 - Details of person requesting the permit					Section 4 - The person that requested this permit must complete this section at the end of every working day		Print Name	Sign Name	Date								
Print Name					<p>I confirm that I have complied with the requirements of this permit and that a one hour fire watch has taken place following the completion of work and all fire alarm detector heads have been uncovered and the fire alarm has been reset.</p> <p>In the event that it is not possible to reset the fire alarm system and or remove covers from fire alarm detector heads then a site specific risk assessment must be carried out and suitable control measures implemented.</p>												
Location of Work		Start Date	Start Time	Finish Time													
Description of Work																	
Section 2 a - Details of person issuing the permit					Section 5 - This section must be completed when cancelling or closing a permit. All copies of the permit must be returned to the person that issued it												
Print Name		Sign Name		Date	Person closing/cancelling the permit	Print Name	Sign Name	Date									
Section 2 b - Details of person receiving the permit					<p>Permit to Work Procedure - This permit must only be issued by E&F employees authorised to do so, please ensure all necessary details are completed</p> <ol style="list-style-type: none"> Access the E&F Health and Safety Web Pages and locate the permit required Download the form and complete it electronically before printing one copy off so it can be signed <ul style="list-style-type: none"> 1 copy of the permit (signed) is given to the person requesting the permit to work and must be available at the work location 1 copy of the permit (electronic) must be emailed to the E&F Help Desk and Admin Team (HDA) Permittowork1@ncl.ac.uk - HDA will advise you of any other permits operating in the area Once work is complete the signed copy of the permit must be returned to the E&F person responsible for the work who will scan and forward an electronic copy to HDA for filing <p>Useful Numbers</p> <table> <tr> <td>Security Emergency</td> <td>0191 2086666</td> </tr> <tr> <td>Fire Safety Officer</td> <td>0191 2088127</td> </tr> <tr> <td>Health and Safety</td> <td>0191 2083757</td> </tr> <tr> <td>E&F HAD</td> <td>0191 2087171</td> </tr> </table> <p>In the event of fire raise the alarm by activating the nearest live call point and leave the building by the nearest exit, once safe telephone the Fire Service and the Security Emergency number above</p>					Security Emergency	0191 2086666	Fire Safety Officer	0191 2088127	Health and Safety	0191 2083757	E&F HAD	0191 2087171
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Print Name		Sign Name		Date													
Company Name - (if not E&F)																	
Section 3 – Conditions and controls required when using this permit																	
1. Where possible all combustible materials must be removed from the work area to a minimum distance of 11m																	
2. Combustible materials that cannot be removed must be protected from the source of ignition																	
3. A suitable fire extinguisher in good working order must always be available at the work location																	
4. A fire watch must take place during the work and a 3 hour monitoring period following the completion of work																	
5. At the end of the working day all fire alarm systems must be reset and all covers removed from fire alarm detector heads																	
6. Strict controls are required for the use of Oxy Acetylene please refer to the University's Checklist for the use of Oxy Acetylene your manager or university contact will be able to provide you with a copy of this document																	
7. Employees must wear PPE in accordance with the risk assessment for the activity being carried out																	