HOT WORK PERMIT

COPY: FILE/PERMIT USER/ BUILDING SUPPORT OFFICER (BSO) OR DESIGNATED BUILDING REPRESENTATIVE (DELETE AS APPROPRIATE)

This permit is required for all forms of hot works including the use of a naked flame, welding equipment, grinding (where heat and smoke will be present) heat guns etc.

WREN No.

BUILDING

LOCATION OF WORK

NATURE OF JOB

Will any escape routes be restricted by this work? YES/NO
If yes alternative routes needed to be indentified or the work carried out during a period of less occupancy

Does the fire alarm in this location require disabling for the period of work? YES/NO
If yes a fire impairment notice will require completing

Is the BSO or designated building representative aware of the issue of this permit? YES/NO
If no please ensure that they are before commencing any hot work

NOTE: A copy of this permit must be handed to the BSO or designated building representative before commencing any hot work

The above location has been examined and the precautions listed on the attached sheet have been taken.

DATE OF ISSUE:                            DATE OF EXPIRY:
All dates must be added into the box below (Maximum period permitted 5 days during one working week (M-F). Permit must be closed on a Friday. A separate permit must be issued for weekend work

SIGNATURE OF PERSON ISSUING PERMIT

This must be the Project Manager* / Maintenance Manager* / Supervisor* / Appointed Contractor* / or other person* (to specify) acting on their behalf (* delete as appropriate)

PRINT NAME
(on behalf of) The University of Reading

SIGNATURE OF PERSON TO WHOM PERMIT IS ISSUED

PRINT NAME
(on behalf of)

EACH DAY ON COMPLETION OF FIRE WATCH SIGN & PRINT NAME BELOW

Work area and all adjacent areas to which sparks and the heat might have spread (such as floors above and below and on opposite sides of walls) were inspected continuously for at least one hour after the work was completed and were found fire safe.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time hot work started</th>
<th>Time hot work completed</th>
<th>Time fire watch completed</th>
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RETURN PERMIT TO PERSON RESPONSIBLE FOR ISSUE
HOT WORK PERMIT

PRECAUTIONS

(The person who carries out this check should tick as appropriate)

☐ Where sprinklers are installed that these are operative
☐ Cutting and welding equipment in good repair and adequately secured

📖 PRECAUTIONS WITHIN 15m OF WORK
☐ Floors swept clean of combustible materials
☐ Combustible floors protected by wetting down and covering with damp sand or sheets of non-combustible material.
☐ Combustible materials and flammable liquids protected with non-combustible curtains or sheets.
☐ All wall and floor openings covered with sheets of non-combustible material. All gaps in walls and floors through which sparks could pass covered with sheets of non-combustible material.
☐ Where work is above floor level, non-combustible curtains or sheets suspended beneath the work to collect sparks.

📖 WORK ON WALLS OR CEILINGS
☐ Combustible constructions protected by non-combustible curtains or sheets.
☐ Combustibles moved away from opposite side and clear of any metal likely to conduct heat.
  (Where metal beams are being worked on, and extended through walls or partitions, precautions must be taken on the far side of such a wall).

📖 WORK ON ENCLOSED EQUIPMENT (Tanks, containers, ducts dust collectors etc.)
☐ Equipment cleaned of all combustibles.
☐ Containers free of flammable vapours.

📖 FIRE WATCH – MUST BE COMPLETED DAILY
☐ Provision for the attendance of an employee during and for one hour after completion of work.
  Such employee supplied with extinguishers and trained in the use of such equipment and in the sounding of the alarm.

PERSON WHO CARRIES OUT THE ABOVE CHECK MUST SIGN THE APPROPRIATE SECTION OF THE HOT WORK PERMIT