

This form is to be completed by operatives proposing to carry out hot works on the Queen Elizabeth Hall. If the work has been instructed directly by the premises manager, once this form has been completed, this may also be used as a permit to work.

The committee operates a 'hotworks avoidance policy', meaning such methods must only be used where absolutely necessary such as where cold working methods are not available. If the operative believes that hot work is the only option to complete the work they must record the details on this form in discussion with the premises manager (where the operative is being directly engaged by the premises manager)

The operative must explain why cold work methods cannot be used, the assessments made and the measures to be put in place to reduce the risk of fire occurring. The operative must provide confirmation that they have insurance cover in place for damage caused to the premises through hot working methods. A copy of this insurance cover must be provided to the premises manager for their records.

If hot works is found to have been carried out without completing this process, it is highly likely the contractor will not be awarded any future work.

Queen Elizabeth Hall, Worstead
Premises Manager _____ Signature _____

Contracted Co. Name _____

Operative's Name
(printed) _____

Insurance Co. _____ Expires _____

Permit to Work _____

Permit time and duration/end time for hot works _____

Date Work Commencing _____

Precise Location of work to be carried out, and detail of work required.

Consider the questions below, write your answer/notes in the boxes provided and complete the method statement box to describe how you will reduce the risk.

Describe area/surface material around heat producing equipment. Consider screening to reduce risk.

Substrate - what is the roof deck or wall construction

Is there and adjacent or hidden lightweight construction or combustible material?

Do you know how to sound the alarm if a fire occurs? Yes No

Are sprinklers installed and are they operating as designed? Yes No

Is there adequate ventilation to the area of the work? Yes No

Is there a presence of combustible material (give details)

Operatives have appropriate fire extinguishers available at site? Yes No
(minimum 2 required)

Method Statement & Control Measures to be employed to carry out work safely

Local fire alarm system temporarily disabled/smoke heads covered
and staff notified for additional fire watch to be implemented? Yes No

Do you know the emergency exit routes? Yes No

Re-instate fire alarm, uncover smoke heads, inform staff and premises manager _____

After completion of work minimum 60 minute fire watch must be completed by the
operative who must not leave the site. The operative must then report to the
premises manager.

Fire Watch Started _____ Fire Watch Finished _____

Operative Initials _____

Fire Watch completion Signature from Premises Manager _____

Chairman Name _____

Contact Telephone _____

Contact Email _____

Chairman's Address _____

QEHW Signature _____

(On behalf of the Queen Elizabeth Hall Management Committee)

Name _____

Date _____

Position _____
