

Learning Accord Multi Academy Trust
Hot Works Policy



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1. Introduction

Hot works involve activities that generate heat, sparks, or flames and present a significant fire risk if not adequately controlled. This includes welding, soldering, cutting, grinding, roofing torches, and other heat-producing tasks.

The Trust is committed to ensuring the safety of all staff, students, contractors, and visitors. This policy outlines mandatory controls and clarifies expectations to ensure hot works are managed consistently and safely across all academy sites.

2. Purpose and Scope

The purpose of this policy is to establish a fair, consistent, and safe framework for the authorisation, control, and monitoring of hot works across the Trust.

This policy applies to all: - Employees - Contractors - Visitors who undertake or supervise hot works on Trust premises.

It also supports compliance with insurance requirements and statutory obligations relating to fire prevention.

3. Communication

Contractors and staff must: - Notify the Responsible Person (RP) in advance of any hot works requirement. - Obtain an authorised Hot Works Permit before work begins. - Report any delays, hazards, or deviations to the RP immediately.

The academy will communicate relevant site-specific information (e.g., alarm isolation procedures, restricted areas) during contractor induction or through the briefing sheet contained within this package.

4. Roles and Responsibilities

4.1 Trustees & Central Team

- Approve and review this policy.
- Provide standardised documentation and training.
- Ensure trust-wide compliance.

4.2 School Leaders / Site Managers

- Implement this policy locally.
- Appoint one or more Responsible Persons.
- Issue, monitor, and close Hot Works Permits.
- Ensure appropriate fire precautions are in place.

4.3 Contractors / Hot Works Operatives

- Follow permit conditions and site rules.
- Provide RAMS specific to hot works.
- Ensure equipment safety and competency in use.
- Perform mandatory fire watch duties.

5. Permit-to-Work Requirements

Hot works must not commence until a valid Hot Works Permit has been issued by an authorised RP. The permit is valid only for the date, time, and location specified.

A new permit is required when: - Work changes location - Work changes in nature or extends in duration - Conditions on-site change (e.g., new hazards present)

Permits must be displayed at the work location.

6. Pre-Work Controls

Before authorising hot works, the RP must confirm: - Combustible materials within 10 metres removed or protected - Floors, walls, ceilings, and voids inspected - Fire alarm isolations authorised where required - Fire extinguishers and fire blankets are available - Gas equipment inspected and fitted with flashback arrestors - RAMS provided, reviewed, and approved

7. Hot Works Monitoring (Fire Watch)

During Works

- A trained fire watcher must be present throughout.
- Area must be continuously observed.

After Works

- Mandatory fire watch of *at least 60 minutes*
- Extended watch of *120 minutes* for higher-risk work
- Final inspection must be recorded before closing the permit

8. Post-Work Checks

The RP must verify: - Area is cold and free from smouldering materials - Gas cylinders shut off and stored correctly - Fire alarm reinstated - Hot Works Permit completed and formally closed

9. Record Keeping

All documentation must be retained for a minimum of 3 years, including: - Completed Hot Works Permit - RAMS - Contractor details - Any deviations, delays, or incidents

Records should be stored and/or uploaded in line with Trust compliance procedures.

10. Training Requirements

- Responsible Persons must receive approved Hot Works and Permit-to-Work training.
- Contractors must demonstrate competency and understanding of this policy.

11. Emergency Procedures

If a fire occurs:

1. Raise the alarm immediately.
2. Evacuate the area following academy procedures.
3. Contact emergency services.
4. Report the incident to the RP and senior leader.
5. Follow Trust incident reporting processes.

12. Appendices

Appendix A – Hot Works Permit Template

HOT WORKS PERMIT – VALID ONLY FOR DATE/TIME BELOW

Site: _____ Location of Work: _____

Date: _____ Start Time: _____ End Time: _____

Contractor / Operative: _____

Description of Work: _____

Pre-Work Checklist – MUST be completed

- Combustibles cleared within 10 m / protected
- Floors/walls/voids checked
- Fire alarm isolation authorised (if applicable)
- Extinguishers & fire blankets in place
- Gas equipment inspected; flashback arrestors fitted
- RAMS provided and reviewed

School Responsible Person Sign-off (authorising start): _____ Time: _____

Fire Watch Requirements

- Fire watcher present during works
- Post-work watch (60–120 min) completed

Fire Watcher Name: _____

Post-Work Checks

- Area inspected and safe
- Alarms reinstated
- No smouldering materials

School Responsible Person Closure Signature: _____ Time: _____

Appendix B – Contractor Hot Works Briefing Sheet

Before Starting Work

You must:

- 1. Provide RAMS specific to hot works.**
- 2. Obtain a signed Hot Works Permit.**
- 3. Inspect all equipment before use.**
- 4. Ensure combustibles are cleared or protected.**
- 5. Keep gas cylinders upright and secured.**

During Work

- **Maintain continuous fire watch.**
- **Keep extinguishers and blankets within reach.**
- **Follow your RAMS and permit conditions.**

After Completion

- **Begin the mandatory fire watch (60–120 min).**
- **Check all areas for smouldering.**
- **Report back to the RP to close the permit.**

Non-compliance will result in immediate suspension

Appendix C – Governance Addendum

Purpose of Addendum

To set out how hot works are controlled across the academy trust and how responsibilities cascade.

Trust-Level Controls

- The trust provides the standardised Hot Works Policy and permit template.
- All schools must use the approved documentation.
- The trust ensures compliance with insurance conditions.

School-Level Controls

- Each school must identify its Responsible Person(s).
- Local arrangements (alarm isolation procedures, storage areas, site layouts) must be appended to this package.
- Completed permits must be uploaded or archived in accordance with trust record-keeping requirements.

Oversight & Reporting

- Trust estates/compliance teams will conduct annual audits.
- Non-compliance must be reported to the COO or Director of Estates.
- Incidents involving hot works must be escalated within 24 hours.