



HOT WORK POLICY

December 2009

1.0 OVERVIEW / AIM

Hot work can cause serious fires if not carried out under carefully controlled conditions. Weaver Vale Housing Trust recognises that there is a potential for injury to people and damage to property that can result from fire or sparks that arise when hot work is undertaken.

Fires can be caused by hot work in a number of ways, which include:

- 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 coming into contact with combustible material
- Ignition or explosion of fuel source, such as flammable fumes or liquids, gas bottles, etc.

The policy aims to take into account the risks related to hot work and includes specific safe systems of work that must be followed whenever hot work is carried out highlighting the Trust's commitment to health and safety and the customer focus of its service as spelled out in its values.

The policy is written following compliance with and in accordance with (specifically) regulation 3 of the Management of Health & Safety at Work Regulations that states "Every employer shall make a suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst they are at work"

2.0 POLICY

Hot work operating procedures and this policy shall apply to all Weaver Vale Housing Trust staff and all contract personnel conducting hot work at, in and around Weaver Vale Housing Trust-owned, leased and /or occupied properties.

Any work activity involving hot works must be subject to a risk assessment and the following of a safe system of work as appended to this policy.

In all situations where the requirements of the work falls outside the scope of the given conditions, or is not specifically included within the safe systems of work procedure, guidance should be sought from the operative's immediate line manager.

Hot works may only commence once a risk assessment has been issued or a dynamic risk assessment been carried out and all safety criteria identified, have been established.

The operative must ensure they are familiar with the use of the safe working procedure

External contractors must provide their own safe system of work procedure. Otherwise they must ensure they are familiar with the safe system of work procedure as appended to this policy. Should a permit to work be required, the authorised issuer and contractor to undertake the work must sign the appropriate sections of the permit at the appropriate times prior to commencing work.

3.0 OUTCOMES FOR CUSTOMERS

Customers will benefit from the knowledge that staff undertaking hot work within their vicinity will be doing so whilst following a safe system of work and/or will be operating under a permit to work. This will ensure the safety of the workers, the customer and anyone else within the vicinity.

4.0 OUTCOMES FOR THE TRUST

The Trust will benefit from continued customer focus and commitment to the health & safety of its workforce. Personnel undertaking hot work when following the safe system of work will do so safely without fear of personal injury or injury to others and/or damage to property. This leads to less absenteeism due to ill health, accident or sickness and will improve and increase productivity for the Trust as a whole. Continued good practice will reduce the likelihood of accidents occurring and remove the possibility of negative publicity due to poor performance, complaints, damage to property and/or injury to people.

5.0 EQUALITY AND DIVERSITY

The Trust is proactive in terms of adhering to its equality and diversity strategy and minority groups will be considered during any hot work being undertaken. A Race and Diversity Impact Assessment has been completed and is appended to the policy. The main group considered to be at risk from this type of work, would be disabled persons. Decreased mobility, decreased hearing and those people with learning difficulties may be at higher risk from understanding the processes involved, hearing the alarm being raised in case of an emergency and lack of ease of escape should the untoward happen.

6.0 MONITORING

The policy will be monitored by the members of the health and safety forum following the production of the accident statistics. The enterprise management group members can monitor the effectiveness of the policy following the completion of key performance indicators highlighting accidents and complaints received in relation to any hot work having been carried out. Managers and team leaders can monitor the effects of the policy by way of team meetings, briefings and 1:1's.

7.0 CONSULTATION

All Health and Safety policies are formulated in conjunction with significant consultation with managers and the Health and Safety Forum. This consultation will continue with regard to any issues relating to the continuation and implementation of this policy.

8.0 LINKS AND INTERDEPENDENCIES

All health and safety legislative responsibilities are incorporated into this and every other health and safety policy that is formulated. All elements are covered in the main body of this policy. This policy is designed to work in conjunction with and support of the Trust's Health & Safety Policy, Fire Safety Policy, Control of Substances Hazardous to Health Policy, Risk Assessment Policy, Gas Safety Policy and Policy for Visiting Customers Homes. The policy also works in conjunction with all the Trust's guidance notes; specifically, but not limited to, Guidance note 1- Fire Precautions, 2 - Housekeeping and 5 – Control of Substances Hazardous to Health. The policy revolves around regulation 3 of the Management of Health & Safety at Work Regulations which requires risk assessments to be carried out prior to hazardous work being undertaken.

9.0 RESPONSIBILITY

The Director of Property Services will ensure that adequate human and financial resources are given to allow this policy to be implemented and adhered to.

Managers will ensure that any member of their staff who carries out hot work is fully aware of this policy and carries out the work in accordance with the policy, risk assessments and safe systems of work.

Managers will also ensure that adequate resources are readily available to their staff who carry out hot work to ensure they can work in a safe manner and comply with the requirements of this policy.

Site managers will ensure that any contractors carrying out work for any project or job they are managing carries out all hot work activities in accordance with this policy.

The health and safety adviser will provide information, advice and guidance as required.

10.0 COMPLAINTS, COMPENSATION AND APPEALS

The Trust's Complaints Policy and Compensation Policy should be followed if customers feel that the Trust has failed to deliver the service standards contained in the policy.

11.0 REVIEW

This Policy will be reviewed at least once every 3 years, or whenever regulatory requirements dictate. The next scheduled review is due to be conducted by the Director of Property Services in December 2012.

12.0 ACTION PLAN

The action plan for this policy is as follows:

Hot Working Policy Action Plan

Ref.	Action	Comments	Target Date	Responsible Officer
1	Consideration of the policy required and then implementation across the Trust	Policy Implementation	December 2009	EMT
2	All staff who undertake hot work will participate in a briefing by their line manager or supervisor to highlight the policy and safe system of work and ensure understanding and future compliance		January 2010	Director of Property Services
3	Produce generic risk assessments for typical situations in which our operatives carry out hot working		January 2010	Manager of Relevant Section
4	Policy to be posted onto Trusttalk as a mandatory read		January 2010	Health & Safety Adviser

Appendix One

Hot Work Safe System of Work

Before hot work takes place:

- 1 Operatives must ensure that all risk assessments have been consulted and any control measures highlighted are in place. This includes the operative carrying out their own dynamic risk assessment and acting upon it.
- 2 Ensure the area has been cleared of all loose combustible materials and any flammable liquids or gases
- 3 Ensure all areas adjacent to the work that may be affected by heat transfer or conduction (including the other side of walls or partitions) have been checked to ensure all combustible materials have been removed
- 4 Ensure that any immovable combustible material is fully covered with an appropriate non-combustible material
- 5 Ensure the work area is screened using non-combustible material
- 6 In the case of gas-fuelled work any cylinder that is not held in the hand is secured in a vertical position
- 7 Flash back arrestors are fitted to all oxy-acetylene cylinders
- 8 Gas cylinders not designed to be held in the hand can and will be located at least 2 metres from the burners
- 9 The operator will have at least one appropriate portable fire extinguisher in close proximity for the duration of the work being carried out.
- 10 If it is necessary to protect one automatic detector head this is carried out immediately before work starts.

Once hot work is complete:

- 11 Directly after completion of hot work reinstate any isolated automatic detector head
- 12 Clear the work area and check the work area and any adjacent areas that may have been affected by transferred or conducted heat to ensure that they are safe
- 13 Carry out an inspection of the work area and any adjacent areas that may have been affected by transferred or conducted heat 30 minutes after completion of hot work to ensure that there are no smouldering heat sources

Appendix two

Race and Diversity Impact Assessment

The term policy refers to any activity Weaver Vale does – whether that is a policy or procedure we write or review, a service we provide, an OSDP project, or an initiative we run.

Department:	The Trust As A Whole		Officer responsible for the assessment:	Ivan Hilditch Health & Safety Adviser	
Name of Policy to be assessed:	Hot Working	Date of Assessment:	16.11.09	Is this a new or existing policy?	NEW
1. Briefly describe the aims, objectives and purpose of the policy.	To ensure the safety of Trust employees and contractors undertaking 'hot work' and to ensure the safety of its customers and anyone else who could be affected by the work or consequences of the work being undertaken.				
2. Who is intended to benefit from this policy, and in what way?	Staff and contractors will benefit by having clear rules, permit-to-work and a safe system of work procedure to follow and continued health & safety provision in their work. Customers will benefit from working practices ensuring their jobs are completed safely and without further consequences following the completion of that work.				
When completing the section below consider whether the services made available through the policy are accessible to everyone with the community. Bear in mind any economic, social, environmental, physical, intellectual, cultural, linguistic, technological or other barriers.					
3. Are there concerns that the policy could have a differential impact either positive or negative due to their age?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
What existing evidence (either presumed or otherwise) do you have for this? Can any positive/negative impact be justified?	Members of staff who wear spectacles due to poor or failing eyesight, may have conditions of the eye worsened by very bright light created when undertaking hot work. Staff members wearing glasses may struggle to use personal protective equip to eliminate the risk of arc eye or other eye related injuries.				
4. Are there concerns that the policy could have a differential impact either positive or negative due to disability?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
What existing evidence (either presumed or otherwise) do you have for this? Can any positive/negative impact be justified?	Persons with a disability may struggle to evacuate any area that is affected by hot work resulting in a fire or in case of emergency. The undertaking of hot work should not be affected by a persons ability or otherwise.				

5. Are there concerns that the policy could have a differential impact either positive or negative on people with literacy issues?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
What existing evidence (either presumed or otherwise) do you have for this? Can any positive/negative impact be justified?	Personnel with literacy issues may struggle to read instructions on tools to be used for hot working and associated accessories or consumables. The training given for use of equipment for hot work may be difficult to understand for people with literacy issues.	
6. Are there concerns that the policy could have a differential impact either positive or negative due to gender?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
What existing evidence (either presumed or otherwise) do you have for this? Can any positive/negative impact be justified?	The risks associated with hot working are not gender specific	
7. Are there concerns that the policy could have a differential impact either positive or negative on racial groups?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
What existing evidence (either presumed or otherwise) do you have for this? Can any positive/negative impact be justified?	The risks associated with hot working are not race specific	
8. Are there concerns that the policy could have a differential impact either positive or negative due to their faith or religious belief?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
What existing evidence (either presumed or otherwise) do you have for this? Can any positive/negative impact be justified?	The risks associated with hot working are not faith specific	
9. Are there concerns that the policy could have a differential impact either positive or negative due to any other equality issues? (e.g. people with dependents and or/ caring responsibilities or people with a criminal record)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

What existing evidence (either presumed or otherwise) do you have for this? Can any positive/negative impact be justified?		Personnel known to have a criminal record relating to arson should be prohibited from the use of equipment used in hot working, and / or should be constantly supervised when undertaking any task involving hot work.			
10. Are there concerns that the policy could have a differential impact either positive or negative due to sexual orientation?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
What existing evidence (either presumed or otherwise) do you have for this/ Can any positive/negative impact be justified?		The risks associated with hot working are not specific to sexual orientation			
11.	Could the differential impact identified in 3-10 amount to there being the potential for adverse impact in this policy?	No adverse impact of this policy should be experienced following the areas identified above. Generic and Specific Risk Assessments carried out prior to work commencing will identify the hazards and risks, and will highlight control measures to be implemented to protect persons from these risks.			
Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?		Not applicable			
Should a Date full impact assessment to be carried out?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Area of Negative Impact	Action	Target Date	Responsible	Outcomes for Customers	Progress