

GC06 Managing hot work checklist

This checklist has been produced as an aide memoire for those with on-site responsibility for fire safety.



For further information refer to the Health and Safety Executive (HSE) and the Fire Protection Association.

Company name		Project title	
Location		Contract no.	
Overview			
What you need to know			
You must determine if any particular tasks represent an enhanced risk of fire breaking out due to the use of a source of heat.			
What you need to do			
<ul style="list-style-type: none"> ● Establish a hot-work permit system and ensure that it is complied with. ● Put in place additional controls for higher risk work. 			

Significant hazards and risks			
Safety	Yes	No	N/A
1. Is there a risk of burns from coming into contact with fire?			
2. Is there a risk of injuries to others beyond the site boundary, who may not be prepared, if the fire spreads?			
Health	Yes	No	N/A
3. Is there a risk of inhalation of smoke and toxic fumes?			
Environment	Yes	No	N/A
4. Is there a risk of fire-fighting water run-off entering watercourses?			
5. Is there a risk of emission of noxious and toxic fumes?			
6. Is there a risk of ground contamination from products of combustion?			
Managerial/supervisory tasks (including pre-planning)	Yes	No	N/A
7. Has it been determined which tasks warrant being carried out under a hot-work permit?			
8. Has compliance with the hot-work permit system been physically monitored?			
9. Does hot work cease at least one hour before the end of the working day, and are areas where hot works have been carried out checked prior to leaving site?			
10. Does hot work cease at least two hours before the end of the working day in areas of high risk activity work (such as timber frames), and are areas where hot works have been carried out checked prior to leaving site?			
11. Are hot-work activities co-ordinated when more than one is taking place at the same time?			
Training/competency requirements	Yes	No	N/A
12. Have those who carry out hot work been trained on how to use the permit system and fire extinguishers?			
13. Have those who are not involved been told to keep clear of the area?			
Safe systems of work/basic control measures	Yes	No	N/A
14. Is hot work carried out in accordance with the conditions stipulated in the hot-work permit?			
15. Is anyone who is not involved kept out of the area (using physical barriers, if required)?			
16. Is the correct fire extinguisher easily available?			
17. Have third parties been contacted if hot works could interfere with existing fire detection systems?			

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Specific regulatory or special requirements				Yes	No	N/A	
18. Has it been established who is the responsible person with regard to fire safety?							
19. Is everyone competent to do what is asked of them with regard to fire safety?							
Comments							
Name		Position		Signature		Date	