**Permit to work Hot Work**

Permit number:

This permit to work will allow person(s) named in section 7 to carry out hot work as defined in sections 1-3 so long as sections 4-7 are fully completed. No work is authorised other than that defined in section 2 and it may only take place within the dates and time scales defined in section 5.

1. **Location of work:**

2. **Details of work:**

3. **Tools to be used:**

4. **Precautions to be taken:**

a) Personnel trained in use of fire extinguisher must be in the working team.

b) At least one appropriate fire extinguisher must be at the place of work.

c) The area where hot work is to take place must be cleared of flammable materials.

d) Smoke or heat detectors local to the work must be isolated before work begins, this will require 3 day’s notice

e) Remain in the workplace for at least 1 hour after the hot work ends.

f) Reinstate smoke or heat detectors when hot work is completed.

g) Other actions.

5. **Oxford Brookes University person authorising work:**

Date when permit commences (i.e. work is allowed to start): / / Time: :

Date of expiry of permit (i.e. work must stop and roof secured): / / Time: :

Name: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation/Job Title:

6. **Permit approval by Oxford Brookes University Safety Office**

Name: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title:

7. **Person who will directly manage the work**. I confirm that I, and those under my control, will abide by the precautions set out in sections 4 above.

Name: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation/Job Title: Company/Department:

8. **Completion of the work (verified by signatory of section 7):**

I hereby declare that the work detailed above is complete, area is safe and secure:

Name: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation/Job Title: Company/Department:

Jul 17