

ILFRACOMBE HARBOUR

HOT WORK

STANDARD OPERATING PROCEDURE # 3

NORTH DEVON COUNCIL
AUTHORED BY: HARBOUR MASTER

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1.0 Document Control

This SOP is subject to a 5 yearly review and periodic amendment as required

Major changes will be issued as a new version with all minor amendments to that version annotated by a decimal point e.g. V2 will become V2.1, V2.2 etc.

DATE	Review(R) Amendment(A)	Description of changes

2.0 Introduction

The aim of this SOP is to give the requirements for the preparation and conduct of hot work within the Harbours Jurisdiction.

A hot work permit must be opened for all hot work carried out in the Harbour area.

The permit is authorised by either the Harbour Master to Deputy Harbour Master to ensure that all hot work is carried out in a safe manner.

Hot work means the use of open fires, flames and work involving the application of heat by means of tools or equipment. This includes the unintentional application of heat, for example by the use of power tools or hot rivets or hot particles from cutting or welding operations, falling onto and igniting flammable material or flammable vapours. <https://www.hse.gov.uk/pubns/dis6.pdf>

Hot work permits are often more generally applied to any type of work which involves actual or potential sources of ignition and which is done in an area where there may be a Mission statement risk of fire or explosion, or sparking portable electrical equipment which is likely to cause ignition.

The permits should be used for any welding or flame cutting, the use of any tools which may produce sparks and the use of electrical equipment which is not intrinsically safe or of a suitably protected type.

3.0 Hot Works carried out within the jurisdiction of Ilfracombe Harbour

Where repair and/or maintenance work is being carried out on board a vessel or at premises within the Harbour it is good practice to follow standard hot work procedures.

As a responsible authority there is a duty of care to have procedures in place to create a safe environment for life and property.

Permission for any hot works must therefore be sought before the intended work can start within the Harbour area by completing the request form giving details of the work to be undertaken.

If the work is of a routine nature that is regularly carried out within premises where any hot work is not going to affect vessels, goods or stores then permission may be given for a specified period rather than for each individual occasion.

A completed hot work request form should be sent to the Harbour Masters office by hand or email; harbourmaster@northdevon.gov.uk who will assess the application and ensure that it is satisfactory.

A response either verbal or written from the Harbour Masters office is necessary before work can commence.

A FIRE WATCH post hot work inspection confirmation is to be completed 30 minutes after Hot Works are completed and the Harbour Masters office informed.

It is expected that those in charge of the operation will carry out the necessary risk assessments and take all of the usual precautions.

Any Hot Works required to be undertaken within an Enclosed or Confined Space as defined by the HSE <https://www.hse.gov.uk/confinedspace/legislation.htm> or the Code of Safe Working Practices for Merchant Seamen Chapter 17 'Entering Enclosed or Confined Spaces', shall provide this Office with a copy of the risk assessment and safe system of work or permit to work when submitting the request form. Failure to provide will result in permission being denied.

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3.1 HOT WORK REQUEST FORM

Request to carry out 'Hot Works' i.e. Burning, Welding or other work involving naked flames onboard vessels / on any Quay and/or any premise within Ilfracombe Harbour area

Name of Applicant/Agent

Vessel / Location

Location & Description of work

Who will carry out the Hot Work?

When will Hot Works commence? Date Time

When will Hot Works cease? Date Time

Email address Authorisation to be returned to:

NONE OF THE ABOVE WORKS ARE TO BE CARRIED OUT PRIOR TO PERMISSION BEING GRANTED

Conditions: Any authorised request is only valid for the specified task and the time constraints as entered within the application. Authorisation of a Hot Work request is subject to strict compliance to the Hot Work check list on page 2 of the permit which must be completed with all requests.

I am satisfied that all precautions have been taken and that safety arrangements will be maintained for the duration of the work described in this permit.

Name Authorised person in Charge

Signature

FIRE WATCH post Hot Works inspection confirmation to be completed 30 minutes after completion of Hot Works and Harbour Office notified.

TO BE COMPLETED BY ILFRACOMBE HARBOUR OFFICE

PERMISSION GRANTED: _____
(Ilfracombe Harbour Authorised Person)

DATE

TIME

PERMISSION REFUSED: _____
(Ilfracombe Harbour Authorised Person)

DATE

TIME

Reason for Refusal:

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3.2 HOT WORK REQUEST CHECKLIST

FIRE PROTECTION	YES	NO	N/A
1. If fire detection needs to be disabled then the Harbour Office will be informed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. A person not directly involved in the work will maintain a continuous 'Fire Watch' both during and after the work is completed for a period of not less than 30 minutes in the work areas to which sparks and heat may spread.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Adequate fire fighting apparatus should be on hand in the area where Hot Work is taking place. Only competent personnel are to undertake Hot Work and provide the fire watch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Personnel involved with Hot Work and providing the fire watch are to be familiar with the means of escape and the method of raising the alarm/calling the fire brigade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PRECAUTIONS WITHIN 5 METRES (MINIMUM OF THE WORK)	YES	NO	N/A
5. Combustible materials have been cleared from the area where hot work will take place, where such materials cannot be cleared adequate protection has been used to shield them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Flammable liquids have been removed from the work area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Floors/decks have been swept clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Combustible floors or decking have been covered with over-lapping sheets of a non- combustible material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Protection, (non-combustible or purpose made blankets, drapes or screens) have been provided for: Walls, partitions and ceilings of combustible construction or surface finish and all holes and openings through which sparks could pass.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Combustible materials have been moved away from the far side of any walls or partitions where heat could be conducted, especially where these incorporate metals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Enclosed equipment and spaces (E.g. tanks, containers and dust collectors) have been emptied and tested for, or is known to be free of flammable/explosive concentrations of vapour, gas or dust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT	YES	NO	N/A
12. All equipment/ apparatus used to carry out the hot work has been checked, examined and found to be in a fit for purpose condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Gas cylinders have been properly secured and sited a safe distance away from the area where work is taking place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Appropriate Personnel Protective Equipment (PPE) for the task is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CHECKLIST COMPLETED BY:	
Name:	Signed:
Date:	Position: