

THE CHURCHES CONSERVATION TRUST

HOT WORK POLICY

Where possible all hot work is to be dealt with off site or on the ground well away from the building fabric. Lead bossing details are to be used in preference to soldered details. Hot work is permitted only when deemed necessary by the Trust's architect/surveyor, subject to the following conditions:

1. The contractor is to advise the architect/surveyor, in writing beforehand, of the dates when hot work is being carried out, and the details (including method statements) of the work. This is to allow the Trust and its consultant to consider whether any further precautions are deemed necessary. A Hot Work Permit System may be introduced.
2. All hot work is to be carried out in the mornings only and by qualified plumbers. No hot work will be permitted after 1.00pm in a full working day. No hot work is to be carried out on days when the contractor leaves the site before 4.00pm. This is to ensure that there is sufficient time left in the working day to check for problems. All hot work is to be inspected at regular intervals (minimum every 15mins) after completion of the work, and for the duration of the working day, for signs of smoke or fire.
3. Prior to leaving site at the end of each day when hot work is carried out, the site foreman, or any such person nominated by the architect/surveyor at the start of the contract, is to inspect areas worked on during the morning for signs of smouldering or smoke.
4. The working area is to be cleared of all debris, especially where there are closed voids e.g. beneath gutter bearers, and combustible materials and flammable liquids removed prior to any hot work starting. Any holes or openings through which sparks could pass are to be covered over temporarily with a non-combustible material. Particular caution is to be employed in the vicinity of metal beams/trusses where prolonged heating may conduct heat to other areas. The contractor is to consult the architect/surveyor in such circumstances.
5. An adequate number of fire extinguishers (water type) are to be kept close at hand at all times when hot work is being carried out, ie. at the same level and certainly within 5m. The minimum number of extinguishers to be on hand during hot work is three.
6. A procedure for dealing with a fire at the church during times when the contractor is present is to be agreed with the architect/surveyor at the start of the contract. The nearest telephone from which an emergency call can be made is to be noted and a person nominated who will be responsible for making that call. A plan of the church (including adjoining premises owned by others if relevant) showing the main access for emergency services is to be prepared by the contractor and made available for the fire brigade in the case of a fire.

In some instances, agreed with the consultant, careful consideration will be needed to protect important fabric, fixtures or fittings from potential fire (and water) damage, e.g. wall paintings, and specialist advice should be sought before any work starts on site.

7. The local fire brigade and police station are to be informed when work is to start and finish and directions to the church (including the grid reference) are to be given to assist the emergency services in responding quickly to any call.

In addition the following shall apply during repair contracts:-

8. Debris and waste material is to be removed from the site, ideally each day, but must be removed at the end of each week. Waste material collected during the week is not to be stored inside the church or within 5.0m of the building. The burning of waste materials on site is not permitted.
9. No smoking is permitted **on site**, and this includes all scaffolding and storage areas.
10. Any equipment that may cause sparks is not permitted on site without the prior agreement of the Trust's architect/surveyor. Any agreed use is, where possible, to be far away from the church.
11. The use of blow lamps or electrical element paint strippers for paint removal is not permitted.
12. Flammable materials, eg. paint, oil, are not to be stored in the church, but outside, well away but a minimum of 5.0 metres from the building in a secure, well ventilated and locked compound/store, unless agreed otherwise with the architect.
13. Illumination of the work area is to be by means of suitable low temperature lighting.
14. The use of convector or "fan assisted" heaters with a cut out facility will be allowed for drying out work, eg. renders/plasters during winter months, but only with prior permission from the architect/surveyor and Trust. These are not to be sited near to woodwork.
15. Electrical kettles are to be of a type incorporating a safety cut-out should they boil dry.
16. Temporary electrical services are to be in accordance with BSCP 1017 Distribution of Electricity on Construction and Building Sites.

Revised January 2004