

# Somerset Road Education Trust Health & Safety Policy

## Somerset Road Education Trust - SRET

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### CONTENTS

| <b>Section One – Health and Safety Policy</b>                 | <b>Page number</b> |
|---|--------------------|
| 1.1 Introduction  | 2                  |
| 1.2 Health & Safety Policy Statement of Intent                | 3                  |
| <b>Section Two – Organisation, Roles and Responsibilities</b> |                    |
| 2.1 Who is responsible?                                       | 4                  |
| 2.2 Governing Committee                                       | 4                  |
| 2.3 Head Teacher  | 5                  |
| 2.4 Deputy Head Teacher/senior teachers                       | 5                  |
| 2.5 Admin Officers  | 6                  |
| 2.6 Premises Officers/caretakers                              | 6                  |
| 2.7 Competent Person  | 6                  |
| 2.8 Risk Assessors  | 6                  |
| 2.9 Employees   | 7                  |
| 2.10 Health and Safety Organisation Chart                     | 8                  |
| <b>Section Three - Health and Safety Arrangements</b>         |                    |
| 3.1 Health and Safety Policies                                | 9                  |
| 3.2 Organisation  | 9                  |
| 3.3 Consultation  | 9                  |
| 3.4 Information, Instruction and Training                     | 10                 |
| 3.5 Policy Implementation                                     | 10                 |
| 3.6 Measuring Performance                                     | 10                 |
| 3.7 Reviewing / Monitoring Performance                        | 11                 |
| 3.8 Auditing  | 11                 |
| 3.9 Equalities  | 11                 |
| 3.10 Review date  | 11                 |
| <b>4. Appendices</b>  |                    |
| 4.1 Appendix 1 Hot Work Permit                                | 12                 |

## SECTION ONE

### 1.1 Introduction

**Somerset Road Education Trust (SRET)** is committed to maintaining healthy and safe places of work for employees, as well as taking all reasonable steps to ensure that students, parents, members of the public and the environment (that may be affected by its work) are exposed to the lowest practicable level of risk.

The Board recognizes that:

- it has a **moral duty** to take all reasonable steps to prevent people being harmed;
- **accidents cost money**, particularly in terms of lost time, repairs and investigations, and increasingly such costs have to be met from limited budgets;
- it has a **legal duty** imposed by the Health and Safety At Work Act and other Regulations to provide a safe place of work, safe plant and equipment, safe systems of work, a safe working environment, adequate facilities, safe methods of handling, storing and transporting goods, information, instruction and training; and take reasonable care of the health and safety of others.

### 1.2 General Statement of Policy

This is a policy statement for the Health and Safety arrangements, and the subsequent implementation of these at Somerset Road Education Trust

#### Aims

We aim to:

- Provide and maintain a safe and healthy environment throughout the Trust within the 4 academy sites and safe means of entry and exits to all buildings
- Establish and maintain safe working procedures amongst Staff, Students, Volunteers and all those on each School site
- Ensure safe measures of using, storing and transporting articles and substances
- Provide safe systems for the control of noise, toxic and corrosive substances dust and vapors at all sites
- Formulate effective procedures for use in case of fire and other emergencies and for evacuation of all the Academy premises
- Lay down procedures in case of accidents and medical treatments

## STATEMENT OF INTENT

The Board of Trustees of Somerset Road Education Trust (the Board) will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors.

The Executive Principal delegates operational responsibility of Health and safety on site to the Headteacher/ Head of School of each Academy in line with the policies and procedures set down by the Trust.

Both the Primary and Special have key responsibilities to ensure health and safety and implement health and safety policies and practices.

Details of how this will be achieved are given in this health and safety statement and policy.

The Board will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Board will seek specialist advice to determine the risks to health and safety in the Trust and the precautions required to deal with them.

The Trust will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Trust requires the support of all staff to enable the maintenance of high standards of health and safety in all academy activities.

This Statement includes a description of the Trust's organization and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Executive Principal

.....

Chair of Trustees SRET

.....

Date.....

Date.....

## Section Two: Organization and Responsibilities

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### 2.1 Who is responsible?

The Health and Safety at Work Act 1974, requires Trustees, governors, and employees according to their particular roles, to take the initiative on certain matters.

The Trust will use its established lines of responsibility and organization to authorize and give executive direction to its policy for health and safety. Specific responsibilities cannot be evaded by delegation to others.

The head teacher/head of school has overall day-to-day responsibility for Health and Safety matters in each academy. More detailed responsibilities are set out below.

### 2.2 The Trust Board and Local Governing Committees

**The Academy Trust Board**, advised by SRETs Resources Committee as appropriate, as the legal entity and employer of all staff is responsible for –

- Approving the Trust health and safety policy and statement
- Coordinating and monitoring health and safety across the sites
- Coordinating health and safety training across the Trust
- Establishing working parties across the Trust to develop and support the management of Health and Safety, as and when appropriate

#### Local Governing Committees

Each individual academy local governing Committee is responsible, for:

- Complying with the Trust Health and Safety Policy, Statement and Arrangements;
- Formulating the local health and safety plan;
- Regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the academy delegated budget;
- Ensuring that risk assessments are made and recorded of all the academy work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Prioritizing action on health and safety matters where resources are required from the academy budget, seeking further advice where necessary and ensuring that action is taken;
- Seeking specialist advice on health and safety which the academy may not feel competent to deal with;
- Promoting high standards of health and safety within the academy;
- Active and reactive monitoring health and safety matters within the academy including health and safety inspection reports and accident reports;

### 2.3 Head Teacher/Head of School

As the person with responsibility for the day to day management of health and safety matters in the Academy in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.

The Head Teacher/ Head of School at each of the Schools will:

- Ensure competent people are appointed to provide advice and guidance on health and safety.
- Ensure arrangements are in place to monitor, inspect, audit and review health and safety activities.
- Ensure there are effective arrangements for consulting with employees on health, safety and welfare issues and for promoting collaborative working with appointed Health and Safety Representatives
- Ensure that a suitable training program is maintained that addresses the needs of staff at all levels.
- Ensure that contractors are competent to carry out their work safely with minimal risk to themselves and others.
- Ensure risk assessments are undertaken for work activities they control, in consultation with their employees.
- Develop, implement and review safe working practices to satisfy themselves that appropriate and sufficient control measures are in place to remove or reduce the risks to as low a level as reasonably practicable.
- Ensure that they and their staff have adequate levels of training, instruction and supervision to work safely with minimal risk to themselves or others, paying particular attention to young employees and new starters.
- Ensure induction training is provided for all new staff, including temporary staff to ensure that they are aware of the emergency procedures and any significant risks within the workplace.
- Make sure all work-related accidents or incidents, including near misses are investigated and reported and any necessary remedial action is taken.
- Ensure that work place inspections are carried out, at least twice each year, to ensure that the working environment and equipment are safe and adequately maintained.
- Monitor contractors and ensuring that only competent, approved contractors are engaged to work on the school's site.
- Ensure Hot work Permits (as per Appendix 1) are completed for any operation involving open flames or producing heat and/or sparks. This includes but is not limited to: cutting, welding, grinding, brazing, soldering, pipe thawing, torch-applied roofing
- Make sure that emergency procedures are effective, practised and communicated to anyone who may be affected.
- Ensure the Head Teacher, Deputy Head, Site Manager and SBMs are engaged, trained and deployed to ensure health and safety policies and practices are enacted
- Undertake specialist risk assessments, where appropriate
- Ensure that statutory equipment testing takes place as per legislative guidelines
- Ensure all electrical equipment including personal and donated must be Pat tested before use in school
- Ensure appropriate procedures for authorization of school visits is followed.

### 2.4 Deputy Head Teacher/Site Lead

In the absence of the Head Teacher/head of school will take on the day to day responsibilities of the head teacher/head of school regarding Health and Safety as set out in 2.3 above.

## 2.5 School Business Managers

Responsibility for implementing operational health and safety rests with the Board, Local Governing Committee, Governors and the Head Teacher, however some of these responsibilities have been delegated to the local administration officers who will (on their behalf) ensure that policies, procedures and safe systems of work are implemented on a daily basis. The SBM's will:

- Promote a positive and proactive approach to health and safety.
- Implement and communicate the academy's Health and Safety Policy and safe systems of work.
- Ensure that contractors, customers and visitors are aware of safety procedures.
- Ensure that the Health and Safety notice board is up to date.
- Ensure that emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitor the purchasing and maintenance of equipment and materials and ensuring that all current health and safety standards are achieved.
- Monitor contractors on site and ensuring they consult the Asbestos Management Plan.
- Maintain records and inventories relating to health and safety

## 2.6 The Site Manager will

The Site Manager will:

Maintain up to date knowledge of health and safety legislation and best practice and how this affects the Academy / School in relation to their role.

Monitor contractors and ensuring that only competent, approved contractors are engaged to work on the Academy site; Ensure that Fire Log, Maintenance Records and Asbestos Log are kept up to date;

Carry out the relevant monthly inspections as required by their role and keep the appropriate records of inspections and checks up to date.

Monitor contractors on site and ensuring they consult the asbestos log.

## 2.7 Competent Person

Health and Safety Law requires the appointment of one or more "competent" persons to help employers to comply with legislation. At Somerset Road Education Trust this will be provided by the Health and Safety Team at SafetyMark which will advise, consult, support and liaise with the Head Teacher/head of school and other relevant employees. Specifically the team will:-

- Assist with the maintenance of the school's health and safety management system, providing advice, support and guidance on all aspects of health and safety, with support and guidance from
- Assist with the development of health and safety policies, procedures and standards to ensure that consistent and effective health and safety practices exist across the academies.
- Carry out a program of inspections to ensure that the academy's Health and Safety Policies are complied with.
- Undertake specialist risk assessments, where appropriate.
- Review reports of all accidents and compile statistics to identify causes and trends and make recommendations to improve performance.
- Where appropriate, conduct impartial accident investigations and prepare reports of such investigations, with recommendations to prevent recurrence.
- Assist in the development of health and safety awareness and training.

## 2.8 Risk Assessors

Although a management responsibility, nominated Risk Assessors will usually undertake workplace risk assessments. A Risk Assessor is a member of staff who has undergone training to give them the required knowledge and skills to undertake health and safety risk assessments i.e. they are competent. Risk Assessors will:

- Attend appropriate training before carrying out any risk assessments.
- Carry out risk assessments as directed by their Manager.
- Make a written record of the risk assessment using school documentation. A copy of all risk assessments to be forwarded to the head teacher/head of school to form part of the school's documentation.
- Communicate the findings of the risk assessment to the relevant Manager.
- Where risks are not adequately controlled, develop an action plan with the appropriate Manager.
- Conduct inspections of the workplace at least once per term, to ensure that the working environment and equipment are safe and adequately maintained. The record of the inspection to be forwarded to the Deputy Head.
- Inform Managers of any additional hazards they become aware of.
- Seek further advice/support and expertise where required.

## 2.9 Employees in the Academy

Whilst it is acknowledged that the ultimate responsibility for Health and Safety matters in the individual academy rests with the head teacher and local governing Committee, all members of staff have a clear responsibility in ensuring the effective delivery of this Policy.

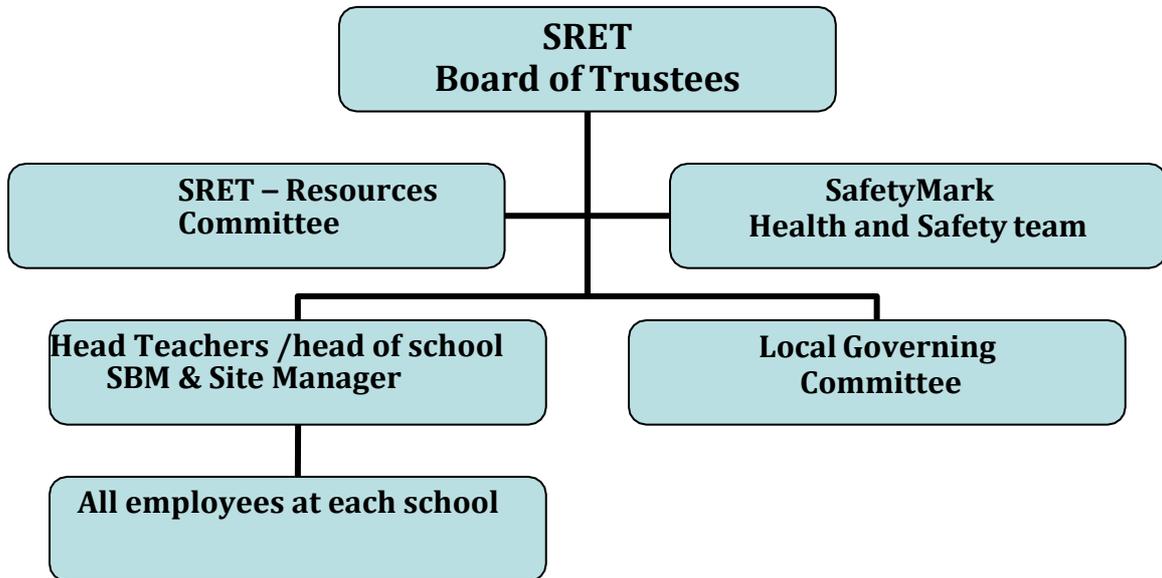
Health and Safety Laws require all employees, wherever they work, to be responsible for helping the school maintain and improve health and safety standards. This means that all employees must:

- Take reasonable care of the health and safety of themselves, fellow employees and other persons who may be affected by their acts or omissions
- Co-operate with and support the academy, managers and other employees, in meeting their health and safety legal responsibilities.
- Undertake any required training and only use tools, machinery, plant, vehicles or equipment that they are trained to use.
- Take all suitable safety precautions and carry out work in accordance with the information, instruction and training they have received (written or verbal).
- Make use of, wear and take good care of anything (including equipment and protective clothing) provided for the purposes of health and safety.
- Maintain tools, machinery, plant, vehicles and equipment in a good condition, only use them for the purpose intended and withdraw from use anything that is considered unsafe.
- Report defects, malfunctions, hazards, accidents, incidents, "near misses" and anything thought to be dangerous to the local academy office without delay.
- Be sensibly and safely dressed for their particular working conditions.
- Follow laid down emergency procedures and be aware of the position of fire alarms, fire exits, first aid equipment and the identity of First Aid Officers.
- Inform their line manager (if necessary in confidence) about any personal conditions, which could increase the likelihood or impact of an accident or incident.

Employees should not undertake potentially hazardous tasks for which they have not been trained. If anyone feels that they have received inadequate training or information before being exposed to new or increased risks, the matter should be raised with their line manager who will bring it to the attention of the Head Teacher/head of school.

2.10

### Health and Safety Management Structure Chart



#### \*Local Level Organization

It was agreed that at a school level the Local Governing Committee would include all H&S matters. The following structure is to be implemented within each Academy:

1. The school is to have an H&S team of three people to include a member of the SLT and Site Manager. This is to make sure that there are a reasonable number of people within the school who understand the H&S systems, procedures and policies. This team should meet at least twice a main term. The principle role of the meetings is to check all monitoring and to instruct any risk assessment actions. This team will report to their LGC via the H&S lead. Exeter House – Head, SBM & Site Manager. Wyndham Park & St Marks: Head, SBM & Site Manager.
2. The school is to resolve the filing of all documents relating to H&S matters (servicing contracts, fire files, accident books etc). The filing should include a Fire and H&S folder which clearly sets out all monitoring and system checks.
3. The H&S Lead from the LGC is to meet with the team once a term (once a year will be a school walk through). The aim of these meetings is to pressure test the monitoring and auditing actions have been implemented.
4. The school is to have an annual fire safety and H&S audit completed by an external auditor – SafetyMark.

## SECTION THREE - HEALTH AND SAFETY ARRANGEMENTS

The following section explains the day-to-day arrangements that are in place for the management of health and safety across the Trust.

### 3.1 Health and Safety Policies

This overall Health and Safety Policy is supported by a number of other operational policies / procedures, which provide more detailed guidance on certain aspects of health and safety. These documents do not supersede this overall Policy, but should be read in conjunction with it.

Further policies, procedures and guidance will be produced as required by changes in legislation or in line with best practise.

All health and safety policies / procedures will be reviewed by the Head Teachers/head of school, with the support of our external Health and Safety Provider. Where appropriate, it will be ensured that any management / governing Committee approval is obtained, prior to publication.

Full versions of all policies / procedures / guidance can be found on the SRET web site and in the health and safety folder located in each academy main office.

#### **Associated Policies**

- SRET Manual Handling Policy
- SRET Whistleblowing Policy
- SRET Accident Investigation Policy
- SRET Working At Heights Policy & Risk Assessment
- SRET Lone Working Policy & Risk Assessment
- SRET Wellbeing Policy & Risk Assessment
- SRET Finance Manual (Cash Handling Procedures)
- SRET – DSE guidance & Risk Assessment
- SRET – Waste Storage & Collection Policy

### 3.2 Consultation

The Trust supports and encourages employee participation in health and safety. We recognize that active employee involvement helps to:

- promote a positive health and safety culture;
- develop effective risk control measures and realistic safe systems of work;
- reduce accidents and work related ill health.

To achieve this participation we will promote open and constructive consultation with employees and their nominated representatives. This includes the requirements as set out in the Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

### **3.3 Information, Instruction and Training**

So far as is reasonably practicable, the Trust will provide suitable and sufficient information, instruction and training to all employees. This includes the following:

- induction information and training for new employees;
- provision and dissemination of health and safety information in team briefings, newsletters, leaflets, posters and other appropriate methods;
- provision of Intranet guidance, including current policies and procedures;
- training, as appropriate, on a range of health and safety issues;

Additionally, every opportunity will be taken to raise awareness and understanding of health and safety. This will include opportunities that arise through undertaking audits and inspections, involvement in accident investigations and face to face communication in other meetings.

This Health and Safety Policy (and any future revisions) will be communicated as appropriate, to ensure that all managers, teachers, and staff are aware of its existence and their responsibilities.

### **3.5 Policy Implementation**

The SRET business manager maintains oversight of all health and safety related policies, playing a lead role in the development of health and safety in the Trust. As part of this she works with the headteacher/ head of site as is required, to ensure responsibilities are enacted and advises the Trust board on progress, development and changes as required.

The head teacher/head of school (on behalf of the Trust, Executive Principal and Local Governing Committee) have operational responsibility for ensuring that the academy's health and safety policies are implemented.

All head teachers/head of school have a responsibility to implement and communicate the school's health and safety policies, health and safety procedures and safe systems of work.

On a day-to-day basis all employees have a responsibility to ensure, so far as is reasonably practicable, that work is carried out in accordance with the school's policies.

SafetyMark will carry out external audits of all health and safety policies and practices within the school.

### **3.6 Measuring Performance**

Health and safety performance will be measured by the Governors and the Head Teachers supported by SafetyMark Monitoring performance standards;

- Regular auditing and undertaking inspections;
- Accident/incident reporting and investigation;

### **3.7 Reviewing / Monitoring Performance**

Performance will be measured against health and safety performance indicators and targets and reported at local academy management team meetings, trust heads meetings, and to governors on a regular basis.

The local governing Committee recognises the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways.

The governors will call for annual reports on:

- Accident / incidents. (This should be formally recorded at each LGC meeting and then forwarded to the Executive Clerk for collation of behalf of SRET Resources Committee.
- Near misses collated and reported at each Local Governing Committee
- Results of internal or external health and safety inspections.
- Reviews of any procedures carried out by the Head Teacher/head of school
- The Head Teacher/head of school shall provide such reports as required by the local governing Committee as part of the management of the school.
- A Governor on behalf of the Local Governing Committee shall carry out a termly visual inspection of the school and report any issues arising to the Head Teacher/head of school
- Safety Representatives, as appointed by staff, shall be allowed time to inspect / monitor the Academy and report any issues to the Head teacher / head of school
- Periodically review risk assessments.

To help this process, the Governing Committee will ensure that all reasonable inspection facilities and information are provided on request to Inspectors of the Health and Safety Executive and to any other *bona fide* health and safety officials.

### 3.8 Auditing

SafetyMark will undertake a risk based program of audits across all areas of the Academy Trust to ensure that Health and Safety Policies / Procedures are implemented and that (as far as is reasonably practicable) safe working practices operate.

### 3.9 Equalities

This Policy has been subject to an Equalities Assessment.

### 3.10 Planned Date of Review

Annually from the date of implication

|                                 |                                  |
|---------------------------------|----------------------------------|
| Policy Written: SRET BM         | September 2015                   |
| Next Review:                    | September 2021                   |
| Signature of Chair of Trustees: | Signature of Executive Principal |

## Appendix 1 Hot Work Permit

### HOT WORK PERMIT

This hot work permit is required for **any** operation involving open flames of producing heat and / or sparks. This includes but is not limited to: cutting, welding, grinding, brazing, soldering, pipe thawing, torch-applied roofing.

**Before starting hot work:** Ensure precautions are in place. The authorized permit issuer must verify all the precautions listed. A response of 'No' should prevent the hot work taking place until this precaution can be met or the hazard eliminated.

There are no safer ways of doing this job. YES / NO

This permit is being issued by a person authorized to do so. YES / NO

|  | Yes | No | N/A |
|--|-----|----|-----|
| Available sprinklers, fire hoses and fire extinguishers are in service.                                    |     |    |     |
| Hot work equipment in good repair.   |     |    |     |
| <b>Requirements within a 10m sphere of work</b>  |     |    |     |
| Flammable liquids, dust, lint and oil deposits removed.  |     |    |     |
| Explosive atmosphere eliminated.   |     |    |     |
| Floor swept clean.   |     |    |     |
| Combustible floor wet down, covered with damp sand or fire resistant sheeting.                             |     |    |     |
| Combustible material removed, if not possible then covered with fire resistant sheeting or metal sheeting. |     |    |     |
| All wall and floor openings covered.   |     |    |     |
| Fire resistant sheeting suspended beneath work.  |     |    |     |
| <b>Work on walls / ceilings or enclosed equipment</b>  |     |    |     |
| Construction is non-combustible and without combustible insulation or covering.                            |     |    |     |
| Combustibles on either side of wall moved 1.5m away.   |     |    |     |
| Enclosed equipment cleaned of all combustibles.  |     |    |     |
| Containers purged of flammable liquids / vapours   |     |    |     |
| <b>Fire watch / hot work area monitoring requirements</b>  |     |    |     |
| Fire watch will be provided during and for ____ minutes after work, including all coffee or lunch breaks.  |     |    |     |
| Fire watch is supplied with suitable extinguishers and / or hose reels.                                    |     |    |     |
| Fire watch is trained in the use of the equipment and general emergency procedures.                        |     |    |     |
| Monitor hot work area periodically for ____ hours after job is completed.                                  |     |    |     |
| <b>Other precautions</b>   |     |    |     |
| Confined space or isolation permit required.   |     |    |     |
| Area smoke detection has been disabled.  |     |    |     |
| Other:   |     |    |     |

## Who, When and Where

**Permits should not be issued for more than 8 hours.**

Hot Work being done by:

|  |  |
|--|--|
| Employee   |  |
| Contractor Induction Completed   |  |
| Date   |  |
| Job No / Ref   |  |
| Location / Building and floor  |  |
| Work Description   |  |
| Name of person doing the work  |  |
| <b>I verify the above location has been examined, the precautions checked on the required precautions checklist have been taken and permission is authorized for work.</b> |  |
| Signature of issuer  |  |

|   |  |
|---|--|
| Permit Expiry Date / Time   |  |
| <b>I confirm that a fire watch has been completed following completion of the work as per the required precautions.</b> |  |
| Signature of fire watch   |  |

|   |  |
|---|--|
| Permit Closure  |  |
| <b>The work area has been inspected and found satisfactory, fire watch has been completed and impaired detection has been reinstated.</b> |  |
| Signature of issuer or designee.  |  |

## **HOT WORK PERMIT**

### **Issuer Guidance Notes**

#### **Application and scope:**

A Hot Work Permit should be issued to permit use of equipment such as:

- Blow lamps
- Cutting and welding equipment
- Brazing and soldering equipment
- Grinding equipment
- Bitumen boilers used for roofing
- Temporary open flame heaters
- Any other temporary equipment producing heat, flames or sparks.

A hot work permit will be needed when hot work is carried out anywhere on site, **except** when done in designated 'hot work' zones or in welding bays in maintenance workshops.

The Permit to Work should be issued to employed maintenance staff as well as to contractors and should be issued for no longer than 8 hours without being renewed.

The Permit must be issued and returned to the authorizing official and retained on file for future review.

#### **User notes:**

- Always relocate the work to a safer area if at all possible
- Check Third Party Insurance cover held by any contractors
- Ensure a method statement is produced
- Perform a Risk Assessment before the work commences
- Check the condition and certification of any equipment to be used
- Ensure fire protection, such as sprinklers, are IN SERVICE. Do not isolate sprinklers.
- Only isolate fire detectors immediately local to the area of hot work. Maintain the overall system in service.
- If the hazards in the area increase or the level of fire protection changes due to other circumstances, halt the hot work immediately.
- When the work is complete, check the area to look for glowing embers, smoke, areas of residual heat etc.
- If a fire occurs this should be treated immediately as an emergency, the emergency team mobilised and/or the Fire Brigade summoned.

## **Fire Watch**

The minimum recommended fire watch period after the work is completed is 90 minutes, with continuous monitoring for the first 30 minutes and periodic checking every 10-15 minutes for a further 60 minutes.

The fire watch period depends on the area of the hot work. In areas of low or non-combustible loading the fire watch period may be shortened to 60 minutes and in areas of high combustible loading the fire watch period may be lengthened to 2 hours and up to 4 hours if necessary. For example, when hot work is done at elevated levels or near ducts, wall penetrations, drains, pits, extensive cable trays or combustible panel walls, the fire watch period should be extended to at least 2 hours.

If there will be insufficient time after the work is completed or insufficient resources available to perform the fire watch checks, a hot work permit should not be issued and the work deferred to a later time or another day.