

Imperial College London

**FIRE SERVICES
ROOM 174, SHERFIELD BUILDING**

Code of Practice

Revision No: 1a

Date: 20th October 2010

Hot Work Permits

No Hot Works are to be undertaken at College without the express permission of the Chief Fire Officer or his/her delegated representative. *

* This excludes hot works such as welding or cutting etc in workshops which are undertaken as part of the College curriculum.

All hot works activities performed by Contractors or College Maintenance staff will only be undertaken further to the granting of a Hot Work Permit.

The College has produced a '[Fire Safety Code of Practice for Project Works and Contractors](#)' which can also be found on the Fire Safety website. This CoP sets out the College's expectations of its contractor population in terms of fire safety and specifically in respect of Hot Works.

The above CoP differentiates between hot works being carried out as a part of major project works and hot works carried out as a result of maintenance or small works.

Where contractors are undertaking maintenance or small works they can submit a request for a Hot Work Permit by going to the Facilities Management website and clicking on '[Permits to Work](#)'. If the works are of an urgent nature contractors may need to go direct to the Fire Office or other designated person e.g. Maintenance Manager or Shift Engineer for 'out-of-hours' operations.

Where Contractors are undertaking major projects such as new build or significant refurbishments they are required to operate their own hot work permit system in compliance with the above Code of Practice.

Where there is any doubt as to whether a permit is required advice should be sought from the Chief Fire Officer or Stephen Hughes the FM H&S Manager.

Please Note: Failure to comply with the Fire Safety Code of Practice for Project Works and Contractors could result in removal from site.

Chief Fire Officer