



Policy Document

Policy Area: Outside contractors working in the school (includes hot work)
Date: April 2018
Last Review: April 2018, 04/19, 02/20, 02/21, 02/22, 02/23 09/25 Reviewed by: Esma Izzidien
Next Review: September 2026

Statement:

All contractors working within the school must read the [schools fire safety and critical incident policy](#) and the [health and safety policy](#) before commencing work.

In addition to this the following rules apply:

- Workers must sign in and out and wear a visitors badge
- Where possible, works should be done outside of school operation hours. If this is not possible the worker must be supervised at all times.
- No photographs are permitted to be taken in the school
- Workers confirm they have the appropriate training and certification to carry out the work they have been contracted to do
- Workers have their own liability insurance and accept full responsibility for any injury or damage carried out by their work
- Workers agree to maintain confidentiality and will not discuss any business related to the school with outside persons or companies

Hot work within CMS

Workers performing hot work such as welding, cutting, brazing, soldering, and grinding are exposed to the risk of fires from ignition of flammable or combustible materials in the space, and from leaks of flammable gas into the space, from hot work equipment. Any such workers need to hold a hot work permit. Liaison with Insole court regarding this must take place before work commences.

From the perspective of the school when carrying out hot work the following rules apply:

Operators of hot work:

- ✓ Must understand the permit conditions and the fire and safety precautions.
- ✓ Must be in possession of a permit at all times.
- ✓ Must stop work if required to do so by an authorised person.
- ✓ Must report immediately any hazard likely to affect the fire and safety precautions.
- ✓ Must ensure a satisfactory access/egress from the work area



Precautions for carrying out hot work in the school are listed below. These must be accepted by any worker performing such work in the school.

Hot work precautions

Precaution	Confirmation of acceptance
Hot work must cease at least one hour before end of shift.	
Services affected must be isolated before work commences.	
Isolate smoke detectors in vicinity of hot works.	
A suitable fire extinguisher must be available and be kept close at hand, at all times.	
Supervisor must ensure suitable personal protective equipment is provided and worn by operative.	
All cylinders must be transported and secured upright.	
Valves and hoses must be in good condition.	
All cylinders must have flash back arrestors fitted.	
When not in use cylinders must be shut off and returned to store.	
LPG cylinders must not be left in the building overnight without formal approval.	
Arc welding equipment will comply with current standards.	
Spent welding rods must be immersed in a bucket of water.	
Minimum radius of hot work to be two metres from other persons working.	
Screens should be erected if needed.	
Work areas to be kept tidy and free from combustible materials before and during the hot works. (Check both sides of partition walls in case heat can be transferred by conduction.)	
When working in riser shafts or on staging cylinders, work will be secured and openings to other levels covered with a fire blanket or other non-combustible materials.	
Operatives must remain in the area for 15 minutes following completion of work to ensure there is no hot spot residue.	

Declaration:

Name of worker:		Contact number:	
Work being carried out			
I confirm that I have read the policy for outside contractors working in the school, the schools fire safety and critical incident policy and the health and safety policy. I understand and accept these policies.			
Signature:			
Date:			