Hot Works Permit Procedure

1. Purpose

The purpose of this document is to detail the minimum health and safety standards and procedures that Contractors must adopt, whilst carrying out hot work, on any premises owned or under the control of London Luton Airport Operations Limited (LLAOL).

2. Scope

LLAOL issued hot works permits can only be issued for a maximum of a **12 working hours**.

Applies to all works which involve the production of heat, dust, sparks or flames directly or indirectly, such as and not inclusive too:

- Welding
- Grinding
- Soldering
- Use of naked flames or heat guns

3. Responsibilities

3.1. Contractor

- Apply for permits in accordance with the scope of works, this can be raised as many times as required on the hourly/daily basis as stated in the scope and can be attached to one work authorisation which would have been raised for the duration of works (Maximum 3 months)
- Provide sufficient supporting documentation. Including but not limited to:
- Risk assessments
- Method statements
- Emergency/rescue plans
- Evidence of competency
- Equipment documentation/certification

Ensure all employees are competent for undertaking the works required. The person in charge on concerto and site must be the one answering the questions to the permit issuer for the permit to be open issued.

3.2. Control of Contractors Office (COCO)

- Undertake an initial review of the contractor's permit submission to ensure times, dates and locations are correct and existence of all required supporting documentation.

3.3. Technical Approvers (Field Experts)

- Review the high-risk permit, including but not limited to:
  - Method statement/safe system of work
  - Risk assessment(s)
  - Emergency/rescue plans
  - Competency evidence
  - Equipment documentation/certification

The Technical approver will give a desktop authorisation of the high-risk permit.

3.4. LLA Point of Work Issuers

• Issue permits at the point of works, undertaking a set of questions that is set on the orchestrate application or concerto webpage.
• Sign off and complete permits upon successful completion of works and the work site is clean and tidy.

3.5. Compliance and H&S

Manage the systems that support these works and audit periodically against works being conducted

4. General Requirements for Hot Works

Prior to any works being undertaken at LLAOL, a hot work risk assessment and method statement shall be completed by the Contractor.

Adequate means of extinguishing fires as detailed in the hot works permit shall be provided by the Contractor. All hot works must have a portable fire extinguisher whist working and a clear, valid test label.

All Contractors must ensure that site staff are properly briefed on fire safety arrangements for the site and may be asked to provide proof of such training having been provided.

A minimum fire watch of 60 minutes will be required following the completion of ALL hot works.

Fire Precautions

- The Contractor must ensure that all employees and Sub-Contractors employed on site are fully acquainted with the above.
- No connection shall be made into, or water drawn from fire hose points or hydrants for any reason unless Authorisation has been obtained from the Airports Rescue and Firefighting Services Manager.

- Signs indicating escape routes and emergency telephone numbers must be clearly displayed in appropriate locations.
- LLA Buildings have specific Fire Strategies and Evacuation Orders and any activity that may impact on this must be properly planned and controlled. Re-routing existing fire escape routes or the use of existing routes/rendezvous points for sites must be agreed with the fire safety team.
- Contractors may need to provide information to LLA and the fire safety team or their employer and put in place control measures so that the requirement of the Regulatory Reform (Fire Safety) Order2005 and Fire Precautions (Workplace) Regulations are met.
- All Contractors should note the existence of fire barriers or fire walls within the buildings and ensure that where these are perforated or disturbed in any way, they are made good to the satisfaction of the Company Representative and Fire Safety team, thereby maintaining the building integrity in case of fire.
- No works are to commence without the prior approval of the Fire Safety Officer.

5. Additional Requirements for Gasses and Welding

a. Site Welding (Requirements other than Hot Works)

- Contractors shall ensure that any welding operations are screened or carried out in such a way as to prevent the flashes from this process being seen by pilots in aircraft on the taxiways or adjacent parking aprons, and to protect other operatives and persons immediately adjacent to the operations, from the effects of arc eye.
- The risk of falling or windblown hot debris must be assessed and adequate measures put in place to prevent fire hazard. On completion of any welding works the area must be carefully inspected by the Contractor (for up to one hour) to ensure that the risk of secondary burning is eliminated.
- Welders may be exempt from wearing high visibility jackets during welding activity. However, if they are working airside and/or adjacent to plant or vehicles the Contractor MUST provide other control measures to safeguard against injury risk from not being seen.

b. Liquid Petroleum Gas, Bottled Gas and Highly Flammable Liquid Storage

- None of the above shall be taken into Airport buildings without the permission of the fire safety team.
- Contractors shall make adequate arrangements for the safe use and storage of LPG and other gas cylinders. Cylinders are not to be stored near any source of heat and must be properly secured during contract work. All main valves on cylinders must to be shut off when not in use. Signage must be provided to indicate the presence of LPG storage to aid incident management such as fire or evacuation.
- The use of Acetylene and/or Oxy-Acetylene at London Luton Airport is strictly prohibited. However special dispensation maybe sought from the Airport Life Safety Senior Engineer if there is no-suitable alternative available. Fuel containers must be of the correct type and clearly labelled and stored in accordance with the appropriate HSE guidance notes.

All fuels must also be stored as per the Pollution Prevention Guidance published by the Environment Agency

6. Support and Guidance

a. Terminal Works (Internal)

- For all Terminal based Hot Work requests, please contact the fire safety team, LLA Life Safety Senior Engineer, these will be further supported by the Guest Experience Manager (GXM) and LLA Fire Station.
- Please contact GXM if the LSSE is unavailable, with LLA Fire Sation the final contact.

b. All External Works

- For all external Hot Work requests, please contact the LLA Fire Station in the first instance
- Further support from the LSSE if Fire Station are unavailable.

c. Contact Numbers

- Life Safety Senior Engineer – 07388 380332
- Guest Experience Manager- 07803 717333
- Fire Station - 01582 395246
- Fire Safety Manager – 07526 565826

7. Assurance

TSD will conduct periodic audits against this process, looking for deviations. This will be shared with all stake holders on a minimum of a monthly basis. This will also be reported in both Local Safety Forums and Risk Management Group meetings.