



# The Norwegian School in London

Founded 1982

*Optimum duo mundi*

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## POLICIES/REGELVERK

### **Building Work in School/Contractors on Site Bygningsarbeid på skolen**

Prepared by: Head Teacher  
Approved by: The Governors  
Last updated: 01.12.2022  
To be reviewed: 01.01.2024

Under **The Health and Safety Act 1974**, contractors, like all other employees, have a general duty to ensure, so far as reasonably practical, the health and safety of people who are not employees, but may be affected by the way their business is conducted. Contractors are required to make careful assessment of their safety precautions.

The following guidelines apply to contractors on the school premises:

- Contractors are expected to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Head Teacher or the School Business Manager.
- All contractors must report to the school office. The appropriate contact person will then be informed of their arrival.
- Contractors will be working under close supervision of the Head Teacher so as not to endanger the health and safety of children or adults in school.
- Any equipment that the contractors bring into school must be stored in a safe place, away from corridors, classrooms or any areas used by children or adults.
- No repair or maintenance can be carried out in the areas which children or adults are occupying.
- If contractors are working near the children's play area and the children are playing there, all equipment and machinery must be cleared away during this time.
- If contractors are carrying out any hot works at the school, they will need to fill out a Hot Work Permit (see form attached to this policy).

All work will be monitored by the School Business Manager.



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## Permit to Work – Hot Works

**For all operation involving flame, welding and hot cutting**

**This permit is valid only for the job described and the timescales provided**

### Description of work

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### Location of Work

Building	Floor	Room	Location
Date required (max duration 1 day)		Valid From (time)	To

### Contact Details (method of Contact)

Mobile Phone	Site telephone	Co. Office No.

Potential Hazards	<input type="checkbox"/> Oxygen enrichment <input type="checkbox"/> Oxygen depletion <input type="checkbox"/> Toxic Gas <input type="checkbox"/> Explosive Gas <input type="checkbox"/> Bio Hazard <input type="checkbox"/> Poor lighting <input type="checkbox"/> Heat <input type="checkbox"/> Noise <input type="checkbox"/> Tripping/falling/striking objects <input type="checkbox"/> Other- provide details
Control Measures	<input type="checkbox"/> Hazard / equipment Isolated <input type="checkbox"/> Department staff informed <input type="checkbox"/> Protective equipment required - specify:
Other Identified Hazards	Controls Measures

### Mandatory Safety Requirements (See reverse for further guidance)

### Actioned

All areas to be checked and combustibles removed or protected before commencement of work	
All areas to be screened, protected, roped off as necessary and warnings signs displayed	
All systems associated with the work to be isolated, inclusive of smoke alarms	
Assistant to standby with fire extinguisher suitable for task. (Competent in use)	
School Business Manager notified	
Area to be checked/inspected for combustion <b>1 Hour</b> after completion of work	



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## Person entering work area


Permit issued by		Date		Time	
Permit Received by		Date			

## Permit cancellation (Estates Dept.)

Name		Date		Time	
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## **In an Emergency dial 999** **Permit to Work – Hot Works**

### **What is 'Hot Works'?**

All temporary operations involving open flames or producing heat and/or sparks, this includes, but is not limited to, Brazing, Cutting, Grinding, Soldering, Thawing, and Welding.

### **VALIDITY**

**Hot works permits are only valid for a maximum of 1 working day.**

**HOT WORKS CHECKLIST** The Permit form guides you through the requirements, this is additional guidance.

Sprinklers and hose streams in service/operable. (Where applicable)

Hot Work Equipment in good condition (e.g., power source, leads, torches, etc. must be inspected prior to use to ensure they are fit for purpose)

Multi-purpose fire extinguishers (2) readily available.

Operative must be competent to use the fire extinguisher

### **REQUIREMENTS WITHIN THE WORK AREA**

Area to be checked for combustible materials which must be removed before work can commence, this can include paper, cardboard, dust, lint, debris, flammable liquids and oily deposits. Floors swept clean.

Combustible flooring and other combustible surfaces must be protected with heat protection mats, or other suitable materials.

All wall and floor openings covered.

Walkways protected beneath hot work.

Explosive atmosphere in area eliminated.

Flammable liquids / gas cylinders removed from work area or stored appropriately

Area to be screened, protected and safety signs displayed



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## **WORK ON WALLS OR CEILINGS**

Combustibles moved away from other side of wall.

## **FIRE WATCH/HOT WORK AREA MONITORING**

Fire watch must be provided during and for a period of 1 hour after work, including any coffee or lunch breaks, remember that adjacent surfaces need to be checked. (Walls, ceiling voids etc.)

## **COMPLETION OF WORKS AND FIRE WATCH**

Ensure that any fire alarms protection devices that had been removed are put back.

**NB** In the event that it is not possible to reset the fire alarm system, and/or remove covers for the fire alarm detector heads, then a site specific assessment must be carried out and appropriate controls measures implemented.

**In an Emergency dial 999**