



HOT WORK SOUTHWOLD HARBOUR SOP DRAFT

STANDARD OPERATING PROCEDURE

Issue Date: Version

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1.0 Document Control

This SOP is subject to a 5 yearly review and periodic amendment as required

Major changes will be issued as a new version with all minor amendments to that version annotated

DATE Review(R)

Amendment(A)

2.0 Introduction

The aim of this SOP is to give the requirements for the preparation and conduct of hot work within the Harbour's Jurisdiction.

A hot work notice and declaration is required for all hot work carried out in the Harbour area.

The declaration is issued to the Harbour Master or Deputy Harbour Master by the person/entity intending to carry out hot work to ensure that all hot work is carried out in a safe manner.

Declarations should generally apply to any type of work which involves actual or potential sources of ignition, and which is done in an area where there may be a risk of fire or explosion, or sparking portable electrical equipment which is likely to cause ignition.

A declaration should be used for any welding or flame cutting.

3.0 Hot Works carried out within the jurisdiction of Southwold Harbour

Where repair and/or maintenance work is being carried out on board a vessel or at premises within the Harbour it is good practice to follow standard hot work procedures.

As a responsible authority there is a duty of care to have procedures in place to create a safe environment for life and property.

Declaration for any hot works must therefore be forwarded to the Harbour Master before the intended work can start within the Harbour area by completing the declaration form giving details of the work to be undertaken.

THE HARBOUR MASTER RESERVES THE RIGHT TO REASONABLY REFUSE PERMISSION FOR HOT WORK TO BE UNDERTAKEN ON THE GROUNDS OF HEALTH AND SAFETY, SAFE NAVIGATION OR PROTECTION OF THE ENVIRONMENT.

If the work is of a **routine nature** that **is regularly** carried out within premises where any hot work is not going to affect vessels, goods or stores then declarations may be apply for a **specified period** rather than for each individual occasion.

A completed declaration form should be sent to the Harbour Masters office **by hand or email**.

A response either **verbal or written** from the Harbour Masters office is necessary before work can commence.

A **FIRE WATCH** should be completed 30 minutes after Hot Works are completed.

It is expected that those in charge of the operation will carry out the necessary risk assessments and take all the usual precautions.

Any Hot Works required to be undertaken by third parties within Southwold Harbour, within an Enclosed or Confined Space as defined by the HSE or the Code of Safe Working Practices for Merchant Seamen Chapter 17 'Entering Enclosed or Confined Spaces', require an appropriate risk assessment and safe system of work or permit to work to be carried out.

3.1 HOT WORK NOTICE AND DECLARATION FORM

Declaration to carry out 'Hot Works' i.e. Burning, Welding or other work involving naked flames onboard vessels / on any Quay and/or any premise within Southwold Harbour area
Name of person/Agent
Vessel / Location
Location & Description of work
Who will carry out the Hot Work?
When will Hot Works commence? Date Time
When will Hot Works cease? Date Time
Email address/address Authorisation to be returned to:

**NONE OF THE ABOVE WORKS ARE TO BE CARRIED OUT PRIOR TO NOTICE AND DECLARATION
BEING RECEIVED AND ACKNOWLEDGED BY THE HARBOUR MASTER**

Conditions:

Any DECLARATION is only valid for the task and the time constraints as entered within the Notice and Declaration.

Those intending to carry out Hot Work should take due consideration of the Hot Work check list below.

I am satisfied that all precautions have been taken and that safety arrangements will be maintained for the duration of the work described in this permit.

Name Authorised person in Charge

Signature

3.2 HOT WORK CHECKLIST

FIRE PROTECTION

1. If fire detection needs to be disabled then the Harbour Office will be informed.
2. A continuous 'Fire Watch' should be maintained both during and after the work in the work areas to which sparks and heat may spread.
3. Adequate firefighting apparatus should be on hand in the area where Hot Work is taking place. Only competent personnel are to undertake Hot Work and provide the fire watch
4. Personnel involved with Hot Work and providing the fire watch are to be familiar with the means of escape and the method of raising the alarm/calling the fire brigade.
5. Combustible materials have been cleared from the area where hot work will take place, where such materials cannot be cleared adequate protection has been used to shield them.
6. Flammable liquids have been removed from the work area.
7. Floors/decks have been swept clean.
8. Combustible floors or decking have been covered with over-lapping sheets of a non- combustible material.
9. Protection, (non-combustible or purpose made blankets, drapes or screens) have been provided for: Walls, partitions and ceilings of combustible construction or surface finish and all holes and openings through which sparks could pass.
10. Combustible materials have been moved away from the far side of any walls or partitions where heat could be conducted, especially where these incorporate metals.
11. Enclosed equipment and spaces (e.g. tanks, containers and dust collectors) have been emptied and tested for, or is known to be free of flammable/explosive concentrations of vapour, gas or dust.

EQUIPMENT

12. All equipment/ apparatus used to carry out the hot work has been checked, examined and found to be in a fit for purpose condition
13. Gas cylinders have been properly secured and sited a safe distance away from the area where work is taking place.
14. Appropriate Personnel Protective Equipment (PPE) for the task is available.