



ILFRACOMBE HARBOUR
HOT / COLD WORK
STANDARD OPERATING PROCEDURES
SOP # 3

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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 by a decimal point e.g. V2 will become V2.1, V2.2 etc.

DATE	Version #	Review(R) Amendment(A)	Description of changes
05/07/2025	2.0	R	Inclusion of Cold Work – New Version

2.0 INTRODUCTION

The aim of this SOP is to set down the requirements for the preparation and conduct of hot and/or cold work within the Harbours Jurisdiction.

A hot and /or cold work permit must be opened for all hot and/or cold work carried out in the Harbour area.

The permit is authorised by the Harbour or Deputy Harbour Master to ensure that all hot work is carried out in a safe manner.

2.1 HOT WORK

Hot work means the use of open fires, flames and work involving the application of heat by means of tools or equipment. This includes the unintentional application of heat, for example by the use of power tools or hot rivets or hot particles from cutting or welding operations, falling onto and igniting flammable material or flammable vapours. <https://www.hse.gov.uk/pubns/dis6.pdf>

Hot work permits are often more generally applied 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 Mission statement risk of fire or explosion, or sparking portable electrical equipment which is likely to cause ignition.

The permits should be used for any welding or flame cutting, the use of any tools which may produce sparks and the use of electrical equipment which is not intrinsically safe or of a suitably protected type.

2.2 COLD WORK

Cold work refers to any type of work that does not involve ignition sources or generate enough heat or sparks to ignite flammable substances. It contrasts with hot work, which includes welding, cutting, grinding, or any task involving flames or high temperatures.

- Common Examples of Cold Work on a Ship:
- Painting or coating
- Mechanical repairs without cutting or grinding
- Cleaning or scrubbing
- Electrical maintenance (low voltage, no spark risk)
- Pipeline or valve maintenance (non-invasive)
- Manual handling and inspections
- General housekeeping

3.0 HOT / COLD WORKS CARRIED OUT WITHIN THE JURISDICTION OF ILFRACOMBE 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/cold 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.

Permission for any hot and or cold work must therefore be sought before the intended work can start within the Harbour area by completing the request form giving details of the work to be undertaken.

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

A completed hot or cold work request form should be sent to the Harbour Masters office by hand or email; harbourmaster@northdevon.gov.uk who will assess the application and ensure that it is satisfactory.

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

A fire watch post hot or cold work inspection confirmation is to be completed 30 minutes after hot or cold Works are completed and the Harbour Masters office informed.

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

Any hot or cold work required to be undertaken within an Enclosed or Confined Space as defined by the HSE <https://www.hse.gov.uk/confinedspace/legislation.htm> or the Code of Safe Working Practices for Merchant Seamen Chapter 17 'Entering Enclosed or Confined Spaces', shall provide this Office with a copy of the risk assessment and safe system of work or permit to work when submitting the request form. Failure to provide will result in permission being denied.

3.1 HOT WORK PERMIT



ILFRACOMBE HARBOUR HOT WORK PERMIT

Vessel Name: _____

Location of Work: _____

Date Issued: ____/____/____ Valid From: _____ To: _____

1. DESCRIPTION OF WORK TO BE CARRIED OUT

(Provide clear and specific description of the work activity)

2. PERSONNEL INVOLVED

Name of Person in Charge of Work: _____

Other Workers Involved:

Conditions: This Permit is only valid for the specified task and the time constraints as stated. Authorisation of a Hot Work permit is subject to the sighting of the Risk Assessment and strict compliance of the Hot Work check list on page 2 of this permit which must be completed.

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



FIRE WATCH post Hot Works inspection confirmation to be completed 30 minutes after completion of Hot Works and Harbour Office notified.

TO BE COMPLETED BY ILFRACOMBE HARBOUR OFFICE

PERMISSION GRANTED:

(Ilfracombe Harbour Authorised Person)

PERMIT #

DATE

TIME

PERMISSION REFUSED:

(Ilfracombe Harbour Authorised Person)

DATE

TIME

Reason for Refusal:

HOT WORK PERMIT CHECKLIST

FIRE PROTECTION

1. If fire detection needs to be disabled then the Harbour Office will be informed.
2. A person not directly involved in the work will maintain a continuous 'Fire Watch' both during and after the work is completed for a period of not less than 30 minutes 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.

YES	NO	N/A
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PRECAUTIONS WITHIN 5 METRES (MINIMUM OF THE WORK)

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.

YES	NO	N/A
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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.

YES	NO	N/A
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CHECKLIST COMPLETED BY:

Name:

Signed:

Date:

Position:

Date: July 2025

Version 1.1

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Date: July 2025

Ver 2.0

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ILFRACOMBE HARBOUR COLD WORK PERMIT

Vessel Name: _____

Location of Work: _____

Date Issued: ____/____/____ Valid From: _____ To: _____

1. DESCRIPTION OF WORK TO BE CARRIED OUT

(Provide clear and specific description of the work activity)

2. PERSONNEL INVOLVED

Name of Person in Charge of Work: _____

Other Workers Involved:

Conditions: This Permit is only valid for the specified task and the time constraints as stated. Authorisation of a Cold Work permit is subject to strict compliance of the Cold Work check list on page 2 of this permit which must be completed.

3. RISK ASSESSMENT

Tick applicable hazards and controls:

☒ **Potential Hazards:**

- ☐ Exposure to chemicals or paints
- ☐ Working in enclosed/confined space
- ☐ Manual handling
- ☐ Slips/trips/falls
- ☐ Electrical hazards
- ☐ Environmental risks (e.g. oil or waste discharge)

☒ **Control Measures in Place:**

- ☐ Area barricaded or signed
- ☐ MSDS (Safety Data Sheets) reviewed
- ☐ PPE issued and worn (gloves, goggles, coveralls, etc.)
- ☐ Toolbox talk conducted
- ☐ Confined space permit obtained (if applicable)
- ☐ Electrical isolation confirmed
- ☐ First aid available nearby

4. PRECAUTIONS WITHIN 5 METRES (MINIMUM) OF THE WORK AREA

- ☐ Area has been cleared of unnecessary personnel and obstacles.
- ☐ No hot work is planned or occurring nearby.
- ☐ Work area is well ventilated.
- ☐ Spill kits and absorbents are available for any liquid handling.
- ☐ Surfaces and equipment are clean and dry, where necessary.
- ☐ Warning signage and barriers are in place to prevent unauthorised access.

5. PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED

- ☐ Safety gloves
- ☐ Eye protection
- ☐ Safety footwear
- ☐ Hearing protection
- ☐ Respirator or mask
- ☐ Coveralls
- ☐ Other (specify): _____

6. OTHER CONSIDERATIONS

- ☐ Work team has been briefed on risk assessment and method statement.
- ☐ Emergency procedures have been reviewed with all personnel.
- ☐ Supervisor is present or on standby during the work.
- ☐ Weather conditions are suitable for planned work

7. AUTHORIZATION

Work is authorized to proceed under the controls listed above.

PERMISSION GRANTED:

(Ilfracombe Harbour Authorised Person)

PERMIT #

DATE

TIME

8. WORK COMPLETION / CLOSE OUT

I confirm the work is completed, and the area has been made safe.

Person in Charge of Work:

Signature: _____

Date/Time: ____/____/____ : ____

FIRE WATCH post Cold Works inspection confirmation to be completed 30 minutes after completion of Cold Works and Harbour Office notified.