

SITE SURVEY REPORT

Hot Works Permit

Prepared for	Ashcombe Academy (client); Westmoor Roofing is the only contractor on site
Date	Sep 2026
Site	Ashcombe Academy sports hall
Prepared by	R. Okafor

FORM

Hot Works Permit

1. The permit

Permit number	HW-AR-031-02
Project	Ashcombe Academy sports hall: felt roof renewal (completed example)
Client or principal contractor	Ashcombe Academy (client); Westmoor Roofing is the only contractor on site
Site	Ashcombe Academy, sports hall block
Site address	Ashcombe Academy, Mill Lane, Taunton TA1 4QX
Exact location of the hot work	Sports hall flat roof, north half (bays 1 to 4), torch work from the north edge towards the rooflights
Work position (GPS)	Sports hall roof, north end · 51.019610, -3.108870 (ST 22272 25257, ±5 m)
What hot work is being done, and why it cannot be avoided	Torch-on application of the 4 mm cap sheet over the new underlay on the north half of the roof, bays 1 to 4. Torch-applied felt is the specified covering; a cold-applied system was priced at tender and not accepted by the client, so the hot work cannot be avoided. Second of five daily permits for this job (RAMS-AR-031).
Type of hot work	Torch-on roofing
Contractor carrying out the work	Westmoor Roofing
Person in charge of the hot work	D. Hale
Their mobile number	07700 900214
RAMS or method statement reference	RAMS-AR-031 rev A, step 5
Date of the work	27 Oct 2026
Valid from (time)	08:00
Valid to (time)	15:00
Will the hot work finish early enough for the full fire watch before the site closes?	Yes

2. Before the work starts

Could the job be done without heat, or somewhere else?	No
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Why, and what is being done instead?	Torch-applied cap sheet is the specified system. The underlay and insulation are mechanically fixed and the detailing at the eaves uses self-adhesive strips, so the torch is only used on the cap sheet.
Combustible materials moved away from the work, or covered with fire-resistant sheets	Yes
Floor and surfaces swept clean of dust, shavings and debris	Yes
The other side of walls, the floor below, ducts, voids and cavities checked for combustibles	Yes
Gaps, openings and drains covered so sparks and slag cannot fall through	Yes
Flammable liquids and gas cylinders not in use removed from the area	Yes
Fire exits and escape routes clear, and the alarm can be raised	Yes
Ventilation adequate for fumes and heat	Not applicable
Why, and what is being done instead?	Open roof. Fumes disperse in the open air; the crew work upwind of the torch.
Nearby occupants and other trades told of the work and the watch	Yes
Fire-resistant clothing, eye and face protection and gloves available	Yes
Do any smoke or heat detectors, or the sprinkler system, need isolating for the work?	No
Fire extinguishers at the work area	2
Types of extinguisher at the work area	Water, Fire blanket
Gas cylinders upright and secured, hoses and regulators checked, flashback arrestors fitted?	Yes
Is the wind and weather suitable for torch work on the roof?	Yes

Photos of the work area before the work starts



Precautions not yet confirmed

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Every precaution is confirmed or recorded as not applicable.

3. Issue and acceptance

Fire watcher during the work	S. Patel, labourer (under supervision, hot work briefing 26 Oct)
Has the fire watcher been told what to watch for and how to raise the alarm?	Yes
Permit issued by	R. Okafor
Role	Contracts manager, Westmoor Roofing
Time issued	07:50

Issuer signature

R. Okafor

Permit accepted by the person in charge of the hot work? Yes

Person in charge signature

D. Hale

Permit issued. Keep it at the work area until it is cancelled on page 5.

4. Fire watch

Time the hot work stopped	14:30
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Continuous fire watch after the work stopped (minutes)	60
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Fire watcher after the work	S. Patel
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Checks after the continuous watch 1: 15:50

Time	15:50
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Result	All clear
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Checked by	S. Patel
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Checks after the continuous watch 2: 16:10

Time	16:10
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Result	All clear
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Checked by	S. Patel
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Checks after the continuous watch 3: 16:30

Time	16:30
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Result	All clear
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Checked by	D. Hale
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Checks that found a hot spot or fire	0
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Time of the final all-clear check	16:30
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Photos during the watch



5. Hand-back and cancellation

State of the work Complete

Time the work area was handed back 16:35

Work area checked, cold and left safe? Yes

Gas cylinders turned off and removed or secured? Yes

Extinguishers checked and returned to their stations? Yes

Was there a fire, hot spot or near miss on this permit? No

Person in charge: hand-back signature

D. Hale

Permit cancelled by R. Okafor

Time cancelled 16:40

Cancellation signature

R. Okafor