SITE survey. APP

SITE SURVEY REPORT

Hot Work Fire Watch Record

Prepared for	St Aidan's Parochial Church Council
Date	26 Sep 2026
Site	St Aidan's Church Hall, Darlington
Prepared by	K. Shaw

FORM

Hot Work Fire Watch Record

1. Record details and scope

Project	St Aidan's Church Hall, Darlington: roof membrane repair
Site or premises address	St Aidan's Church Hall, Elm Road, Darlington
Client or organisation	St Aidan's Parochial Church Council
Record date	26 Sep 2026
Person completing the record	K. Shaw, fire watcher

This logs a planned hot-work watch. It is not a hot-work permit, a universal watch-duration rule or a waking-watch plan for occupied residential buildings.

The basis for hot work controls is the Regulatory Reform (Fire Safety) Order 2005 (the responsible person must assess and control fire risks), HSE HSG168 Fire safety in construction (hot work permits and checks after the work stops) and the RISCAuthority RC7 recommendations for hot work, which cover the fire watch during and after the work. Set the watch arrangements through the risk assessment and permit, including areas where heat or sparks could spread beyond the immediate work.

2. Permit and coverage

Hot-work permit and task reference	Hot work permit HW-0926-02, torch-on felt repair to the flat roof over the kitchen
Work location and adjacent or concealed areas to monitor	Flat roof over the hall kitchen, the kitchen ceiling void below, and the timber fascia and gutter on the north side.
Trained watcher and communication route	K. Shaw, trained fire watcher, Northdale Roofing. Mobile and site radio to the roofing supervisor.
Required watch period and basis in permit or assessment	60 minutes after the torch is off, then a final check at 2 hours, as set on the permit
Alarm, evacuation and emergency response reference	Hall fire procedure and assembly point on Elm Road car park. Extinguishers on the roof and at the kitchen door.

3. Watch observations

Watch entry 1: 2026-09-26 12:30

Date and time	2026-09-26 12:30
Watcher	K. Shaw

Areas checked and observations	Roof surface round the repair, upstand and fascia. No smoke or heat felt by hand on the upstand.
Observation outcome	No concern observed

Watch entry 2: 2026-09-26 13:00

Date and time	2026-09-26 13:00
Watcher	K. Shaw
Areas checked and observations	Kitchen ceiling void through the hatch. Faint smell of hot bitumen, no smoke. Joist ends near the repair warm to touch.
Observation outcome	Concern or incident
Immediate response, escalation and incident reference	Told the supervisor. Hatch left open, joists checked with a thermal camera every 10 minutes. Temperature fell and no smoke seen. No fire. Logged as a near miss NM-NR-061.

Watch entry 3: 2026-09-26 13:30

Date and time	2026-09-26 13:30
Watcher	K. Shaw
Areas checked and observations	Ceiling void, roof and fascia. Joists back to normal temperature. Nothing seen.
Observation outcome	No concern observed

Watch entry 4: 2026-09-26 14:30

Date and time	2026-09-26 14:30
Watcher	K. Shaw
Areas checked and observations	Final check of the roof, void and kitchen. All cool.
Observation outcome	No concern observed

4. Handover and closure

Time hot work stopped	12:25
Change of watcher and coverage handover	No change of watcher. K. Shaw stayed for the whole watch.
Final check time and evidence	14:30, photos of the void and roof added to the permit file
Person authorising watch close-out and permit reference	D. Lister, roofing supervisor, closed permit HW-0926-02 at 14:40

5. Actions and review

Are further actions required?	Yes

Further action 1: Review the permit for the next repair day so the void is checked from below during torching.

Action and evidence reference	Review the permit for the next repair day so the void is checked from below during torching.
Person responsible	D. Lister, roofing supervisor
Target date	2 Oct 2026
Action status	Open
Outstanding limitations and information to pass on	Near miss NM-NR-061 to be reviewed before the next hot work day.
Record status	Ready for review
Reviewed by	D. Lister, roofing supervisor
Review date	26 Sep 2026
Author signature	

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.