

Version Control Sheet

Version Control sheet	Document Name	National Guidance Document for Temporary Heating (Guidance to Person in Control)
	Review Date:	2017

Version Number

Version Number	Date	Prepared by	Owner	Purpose/ Changes
4	Nov 2017	Gurkan Hasan	CW	Converted to new format
		Temp Change		

Schedule of Changes

Description	Version	Summary of Change
Format	3	Document reformatted to current style and converted to Office 2010.
Retitled		Previously known as "PiC Temp Heating Guidelines"
Insert		Section 5 bullet points 14 and 17 inserted.



Royal Mail Group

Property and Facilities Management

Royal Mail Group National Guidance Document for Temporary Heating (Guidance to Person in Control)

Purpose of document

The purpose of this document is to give guidance for the safe use of portable type temporary heating. It is required that all Persons in Control and managers are aware of its contents

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Version 3
Issue Date: Oct 2012
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Uncontrolled if saved – refer to the Compliance Records Database (Standards Section) for latest version: <https://royalmail.info-exchange.com/Default.aspx?ReturnUrl=%2fSecure%2fDefault.aspx> Policies & Standards

1. Introduction

Temporary heating arrangements are sometimes necessary to maintain a sufficiently comfortable working environment where faults with the normal heating system occur, where alterations or repairs to heating installations are required or where temporary premises are occupied. The provision of temporary heating introduces an additional hazard and increased risk in the workplace and if not carefully managed, can lead to the incidence of fire. The following information is provided to assist Persons in Control, or other responsible persons, on the management action that needs to be taken where temporary heating appliances are provided.

2. Provision

The provision of temporary heating is normally arranged through the Property & Facilities Management Helpdesk in the case of heating faults or a Contractor where maintenance works are in progress. Property Facilities & Solutions Ltd or an independent Contractor may be engaged to provide.

In all cases, the supplier is required to undertake a risk assessment and arrange for the provision of appliances that are appropriate for purpose and situation relating to local conditions. The risk assessment will also determine what other protective or preventative measures are required and identify any necessary control measures. This may include securing the heating units in position and providing protective barriers as an example and will depend on individual circumstances. The supplier will be required to provide a copy of their Risk Assessment to the Person in Control and ensure that identified control measures are understood.

The supplier will also be required to instruct the Person in Control and other responsible persons as to the safe operation and use of the temporary heating appliances.

3. Person in Control responsibilities

In addition to the Risk Assessment provided by the supplier, the Person in Control will need to jointly complete with the supplier the checklist detailed in Addendum 1.

On completion of the checklist, the information must be transferred to the premises Fire Risk Assessment (FRA). A pro-forma sheet is included at the end of the FRA document titled 'Temporary Change in Conditions'.

It is a legal requirement to review and update FRAs annually and the latest up to date copy of the FRA/Review should be used to highlight the change in conditions brought about by the introduction of temporary heating.

It is extremely important to ensure that all employees are briefed and instructed on the safe use of temporary heating appliances. Dedicated instructions should be drawn up with particular reference for employees to exercise a higher level of vigilance and care – for example keeping fire doors shut, do



not move appliances, remove adjacent combustible materials, do not place any combustible item in close proximity and keep at least 1.5m clear of any heating appliance etc. All employees are responsible for their own safety and the safety of others so their actions in helping to maintain safe conditions in the building needs to be highlighted. Even where effective controls are in place, the carelessness or lack of concentration of an individual can have serious consequences.

In addition, managers will be required to constantly monitor conditions affecting working practices and interaction with heating appliances to ensure dangerous situations do not arise. The checklist completed jointly with the supplier (see Addendum 1) will provide useful information relating to the requirements for managing on an on-going basis.

4. Emergency Procedures

The Person in Control will be required to review the premises emergency procedures and update as necessary to account for the additional hazards that temporary heating appliances may introduce.

Each Royal Mail Group premises should already have in place a Premises Fire Evacuation Plan which will outline the procedures to be taken and assigned responsibilities in the event of a fire incident. This document should be checked to ensure it remains valid for any situation involving temporary heating.

The following additional guidance provides specific information on procedures to be followed in the event of an incident which actions are necessary to for safe evacuation or life safety

4.1 All employees should have received instruction and training appropriate to their responsibility in the event of an emergency. As part of the safe system of work each premises should have written procedures for dealing with a damaged appliance or cylinder, an escape of gas, or a fire. The procedure should include the steps which need to be taken should an incident occur. For further advice email to fire.safety@royalmail.com

4.2 Suspected or leakage of gas:

In the event of a suspected or minor leakage of gas the action taken should include the following, providing, where appropriate, it is safe to do so.

- (a) The main valve on the cylinder should be closed to cut off the gas supply.
- (b) All possible sources of ignition should be extinguished.
- (c) The room should be evacuated other than persons involved in the emergency procedures.
- (d) The area should be ventilated.
- (e) The appliance/cylinder should be removed to the open air and away from sources of ignition.

Particular attention should be given to wind direction, building openings. In cold conditions LPG will accumulate in low lying areas e.g drains, gulleys etc.

- (f) Unauthorised approach to the appliance/cylinder should be prevented.

4.3 In the event of an uncontrollable escape of gas immediately evacuate and assemble all employees, visitors etc. upwind of the building. Where possible ventilate the building during the evacuation. Call the fire brigade. Do not allow any person to re-enter or near the building.

4.4 Fire Fighting actions



Fire fighting actions should only be undertaken to assist escape or for the preservation of life. Avoid extinguishing a burning gas flame, if possible close the cylinder main valve to stop the flow of gas. Use the appropriate extinguisher to extinguish other burning material.

The Royal Mail document titled – A site manager's guide to managing an incident – Stay Calm, is also a useful reference document, which is available online: <http://staycalm.online/>

All fire or Near Miss incidents involving temporary heating must reported to the National Fire Risk Manager. Contact fire.safety@royalmail.com

5. Good practice and limitations for safe use with temporary heating

The PiC will be required to review the premises Fire Risk Assessment and Fire Evacuation Plan and amend, as appropriate, to outline and account for any additional measures that need to be implemented to safely manage.

- Temporary heating appliances of any type **must not** be left operating in a building whilst unoccupied. The Person in Control should ensure all temporary heating units are shut down before the premises are vacated. If the temperature in the building needs to be raised to a sufficient level at the start of the working day, the Person in Control should make arrangements to open up early and switch on the heating appliances. Any person allocated this task must be suitably trained in respect of use of and safe operation of the heating unit. Manufacturers operating instructions must be followed.
- Where electrically operated appliances are proposed, the adequacy of the mains incoming supply and electrical distribution equipment must be checked for suitability. The Supplier should undertake this check before installation.
- Temporary heating appliances must not be positioned on or close to a designated exit route
- In conjunction with the Supplier, a safe and suitable location for each heating appliance should be determined. Once agreed, the location of the heating appliance must not change and employees must be made aware of this requirement.
- No item must be placed on or in close proximity to Heating appliance
- If LPG operated heating appliances are to be utilised, they must not be used at an upper floor level in excess of four storeys and must not be located in an area that directly communicates with or comprises a basement, pit or other below ground confined space (via a stairway, lift shaft or other vertical opening through the structure)
- Most heaters have safety devices which will turn off the appliances if they overheat. If the cut out trips, the reason must be investigated. The heating appliance must not be turned back on until the problem has been checked out and resolved.
- If LPG appliances are used, cylinders must not be positioned close to any electrical, heat producing equipment or ignition source
- Flueless LPG appliances must not be used in any confined space as there are minimum cubic space requirements for safe operation
- LPG appliances can produce condensation and combustion fumes therefore any room or space in which a LPG type appliance is to be used must be well ventilated to ensure the heater receives an adequate supply of fresh air
- Full or empty LPG cylinders must not be stored within the premises
- LPG cylinders must be placed at least 2 metres from the temporary heating appliance unless they are an approved integrated type. The radiant heating part of the appliance must be also be directed away from the cylinder
- LPG cylinders must not be interconnected and must be secured in an upright position and protected



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- Competency and training – any person that installs temporary heating appliances must be adequately trained and qualified to do so and be capable of providing suitable and sufficient training for persons that will operate the equipment
- The adequacy of portable fire fighting equipment shall be assessed for coverage appropriate to the risk. There should be a suitable extinguisher located close to each heating unit but sufficiently remote so it will be accessible in the event of fire involving any temporary heating unit
- Subject to the guidance provided above, gas appliances fuelled by butane are preferred to propane as butane has a lower pressure.
- If any instances of fatigue, dizziness or other health issues that are reported, the use of temporary heating appliances must be suspended and investigated to ascertain the cause. The temporary heating appliances must not be brought back into use until the problem has been identified and resolved by a competent person.

6. Supplementary Note – use of Temporary Electrical Heating Appliances

There is an increasing tendency to use personal electrical heating appliances in our premises and associated use of extension power leads. Both have the potential to cause a hazard and risk of fire. We have already experienced one fire incident involving a small electrical heater and extension lead. We were fortunate in this instance that the fire was contained and extinguished in the very early stages of development and no damage or injury was caused.

With this in mind, Persons in Control or individual employees must not introduce any type of heating appliance without clearing through the Royal Mail Group Property and Facilities Helpdesk. This message needs to be reinforced and highlighted to all employees.

If there are problems with the main heating system, a Helpdesk Notification should be raised. This will ensure that the supply of temporary heating units will be properly managed. Under no circumstances should portable heating devices and power extension leads be requested via the First Line Fix (FLF) or any local purchase arrangement.

Where other types of personal equipment are permitted by the Person in Control, for example radios or other similar entertainment devices, they must be Portable Appliance Tested before being allowed to use.

It is also worth noting that employees should be advised of the dangers of using power extension leads for any purpose. Use of multiple leads, by joining together to reach the required length (daisy chaining), creates additional fire and trip hazards and they must not be used in this manner. Where the use of power extension leads is unavoidable, sockets or cables must not be overloaded. You must also ensure that both the cable and fuse rating are the correct size for the appliance being powered.

Any coiled cable must be fully unwound and be protected to prevent a trip hazard. Regular Fire/Health and Safety checks of premises should look out for these conditions and appropriate action should be taken.

In case of any doubt or concerns around the type, safe use or extent of temporary heating appliances, further advice should be obtained.



7. Further information

Where further information or advice is required, please contact the Property & Facilities Management Helpdesk (0844 800 9191) where temporary heating has been provided as a result of a building heating fault. They will refer the matter to the appropriate person for further assistance.

Where temporary heating has been provided as a result of a Maintenance Scheme or provision of temporary accommodation, the Royal Mail Property & Facilities Solutions should be contacted.

For any fire queries or faults please contact the Property & Facilities Helpdesk in the first instance or fire.safety@royalmail.com general advice.

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Addendum 1 – Checklist for Use of Temporary Heating Appliances

This checklist is to be completed jointly between the PiC and the Supplier (Property Facilities & Solutions Ltd or independent Contractor) prior to the use of any temporary heating equipment.
To be kept in Volume 1 of the Site Log Book

Office.....

Address.....

Area of building where Temporary Heating is to be used

	Yes	No	Comments
1. PiC and Installer has read and fully understands the guidance notes where temporary heating is to be provided			
2. Is the type of heating appliance provided approved and appropriate for the location? (Note – any appliance that has an exposed and unguarded naked flame or electric bar is not permitted)			
3. Is the temporary heating located at least 1.5 metres clear of combustible materials/fittings and capable of being kept so during working hours.			
4. There should be adequate ventilation in the area where LPG heating units are to be used i.e. openable windows. Note - LPG units not to be used in confined spaces			
5. Has a safe position been agreed for the heating unit with the users, which does not impact upon or obstruct escape routes.			
6. Are there any trip hazards around the temporary heating appliances?			
7. Where LPG is used, if spare cylinders are kept on site, are they kept in an external lockable cage that is well ventilated (not roofs, in buildings or below ground level, in buildings)			
8. Supplier instructions on the use must be followed and communicated to users. This must include shut down procedures during hours when the building is unoccupied. The changing of cylinders, where necessary, shall only be undertaken by an approved and authorised Contractor.			
9. Units to be placed on a level flat surface when in use and positioned to prevent collision with trolleys, personnel or mechanical handling equipment.			
10. Have physical barriers and/or means to secure the appliances in position been provided where necessary?			
11. Agreed procedures in place for fault reporting and emergency action. Users to be aware of the location and safe use of portable fire fighting equipment (trained personnel only).			



IN CASE OF EMERGENCY DO NOT ATTEMPT TO MOVE THE HEATER, ISOLATE FUEL/POWER SUPPLY IF SAFE TO DO SO, EVACUATE THE AREA AND CALL THE FIRE BRIGADE

I have complied with these requirements.

Name): Signature: Date .../...../.....
(Person installing temporary heating).

Name): Signature: Date .../...../.....
(Person in Control of the Premises)

Date installed.....

Date removed.....



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