



GYC HOT WORKS GUIDANCE

Introduction

Fire is arguably the greatest risk to the Club premises and welding, burning and other hot works carried out by members or contractors are the most likely causes of a fire. In common with most responsibly managed construction sites and other businesses, the Club has introduced a mandatory Hot Works Permit process for members and contractors. Our insurers require the Club to manage this Permit procedure.

What is Hot Work?

Hot work is any activity or process that generates a source of ignition, this could be through a flame, heat or a spark. Typical activities include:

- Welding
- Torch cutting
- Grinding
- Brazing
- Soldering

The Process

Anyone wishing to carry out an activity requiring hot work must apply by completing a Hot Work Permit form and seeking sign off by a GYC Committee approved Permit Issuer (PI). This will be done in hard copy. Assistance with the process will be available from the Yard Master or Safety Officer.

The applicant must:

- Confirm his or her competence (skill, knowledge and experience) in carrying out the hot work activity.
- Fill out the Hot Work Permit which identifies control measures for common hazards associated with hot work. The Applicant shall also assess and record whether any additional significant risks require mitigation.

Dependant on the nature of the works, permit owners must:

- Ensure that a working fire extinguisher is available within the vicinity when hot work is being carried out.
 - Ensure that once hot work is completed the area is revisited within 60 minutes to check for hot spots / residue left.
 - Agree with the PI whether lone working shall or shall not be permissible. The key factor in assessing the requirement for a second person to be in attendance to act as a 'Fire Watcher' is the location and nature of the hot work. For example, Welding carried out within the Construction Shed or Engine Workshop poses a significant fire risk, and a second person should be nearby to assist if required.
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- Hot work permits can be issued for the duration of works being carried out up to a maximum of four weeks. The PI may, at his or her own discretion, extend the duration of the validity of a permit.
 - When applying for a permit the Applicant may list more than one hot work activity which he or she may need to undertake. The risk assessment must cover each of these types of hot work and there must be liaison with the PI if additional types of hot work activity are required.

All queries to safety@greenwichyachtclub.co.uk

Agreed by vote of Council November 2024