



Hot/Heat Work Policy

This policy applies to all **contractors** carrying out any Heat or Hot Work for or on behalf of the Royal Southern Yacht Club Premises or moored vessels.

Staff and Members are NOT permitted to perform Hot/Heat Work on the premises or on moored vessels.

1. Definition of Heat / Hot Work

Heat or Hot Work includes any activity that **introduces an ignition source**, including but not limited to:

- Welding, brazing, soldering
- Cutting and grinding
- Blow lamps, blow torches, heat guns
- Bitumen boilers
- Any other equipment producing heat capable of igniting combustible material

No person may begin such work unless the full requirements of this policy are met.

2. Permission to Commence Work

Heat / Hot Work may only begin once **explicit permission** has been granted by the **Responsible Person** at the Club and where a hot/heat work permit has been granted.

If a contractor arrives not expecting to perform hot work but discovers it is required, they must:

– STOP WORK immediately,

- **Notify the Responsible Person, and**
- **Obtain a Hot Work Permit and all required controls before continuing.**

No exceptions are permitted.

3. Mandatory Hot Work Permit System

3.1 Requirement for a Permit

A **Hot Work Permit** is mandatory for all **Heat / Hot Work**, without exception.

3.2 Duplicate Permit Requirement

Each permit must be issued in **duplicate**:

1. **One copy displayed at the worksite**
2. **One copy held by the Club in the office or permit control point**

Permits must be cancelled and filed after completion of work.

3.3 Permit Authorisation

The Responsible Person must confirm by issuing the permit:

- All controls in this policy are satisfied
- Risk Assessment and Method Statement (RAMS) have been reviewed
- Fire watch and firefighting equipment are in place
- The work area is safe to proceed

4. Preparations Before Heat / Hot Work Begins

4.1 Removal and Protection of Combustibles

a) All moveable combustible materials must be cleared from the immediate work area.

b) Any remaining combustibles, including floors, fixtures, and surfaces, must be covered using **fire-resistant protective** materials.

4.2 Inspection of Adjacent Areas

c) The opposite sides of bulkheads, hulls, decks, walls, partitions, and floors must be checked for combustibles.

- If removable → they must be removed.
- If not removable → they must be **shielded by a non-combustible barrier**.

4.3 Fire Extinguishing Arrangements

d) Suitable fire-extinguishing equipment must be at hand and ready for **immediate use**, including:

- Correct extinguisher type for the hazard
- Additional fire-blankets where relevant
- Check that all extinguishing equipment is in service (within 12 months)

5. Fire Watch Requirements

5.1 During Work

A designated **Fire Watch** must be continuously present throughout the entire period of Heat / Hot Work.

5.2 Post-Work Fire Watch

After work stops, the Fire Watch must:

- Remain on site monitoring the area for a **minimum of 60 minutes**, or longer if required by permit or risk assessment
- Re-inspect all adjacent and hidden areas for signs of ignition or smouldering
- Only hand back the area to normal occupancy once declared safe

This requirement reflects insurer best practice and Fire Safety Order obligations.

6. Ongoing Fire Safety Checks

6.1 Post-Work Inspection

e) After each period of work, the immediate and adjacent areas must be thoroughly inspected to ensure **no latent ignition risk** remains.

6.2 Final Daily Examination and Written Log

f) Before leaving the site each day, the worker and Responsible Person must:

- Conduct a final documented inspection
- Record findings in the **Hot Work Log / Permit Register**

7. Responsibility for Fire Safety

A suitably trained **Responsible Person**—either a Club employee or contractor supervisor—must be appointed for every Hot Work operation.

They must:

- Take charge of fire safety
- Identify alarms and extinguishers available at the location
- Confirm they are in good operational condition
- Ensure that all precautions in the permit are in place

No work may begin without this confirmation.

8. Safe Use of Heating and Cutting Equipment

h) Blow lamps, blow torches, and similar equipment must:

- Be lit only in accordance with manufacturer instructions
- Never be left unattended while lit or hot
- Be shut down safely before breaks or stoppages

i) Gas cylinders not required for immediate use must be stored **outside buildings or vessels**, well away from ignition hazards, and securely upright.

9. Mandatory Compliance

No Heat / Hot Work may take place under any circumstances unless **all controls in this policy and all conditions of the Hot Work Permit are satisfied**.

Failure to comply will result in immediate suspension of work and potential removal from the premises.