Out of hours working procedure

The Health and Safety at Work Act 1974 requires tRIIO to provide a safe environment, safe equipment and safe systems of work for its employees and those working on its premises. These requirements are applicable to all work situations and particular attention must be paid to situations where staff are working alone or outside normal working hours.

Working in these situations can introduce or enhance hazards, e.g. lack of assistance if needed, first aid cover, emergency situations, violent attack etc. There are inevitably tasks and times where staff and operatives work by themselves or out of standard working hours.

The following procedure has been written to ensure that those who are working (tRIIO & Trade Contractors) have adequate supervision from tRIIO and their Employer, together with appropriate first aid and emergency contact arrangements.

1. No person (including tRIIO Staff) will be allowed entry onto site for Out of Hours working if their names are not on the approved Out of Hours working sheet.
2. Trade Contractors requesting work outside the standard working hours (laid out in the Construction Phase Plan) may be charged for Security, First Aiders, and tRIIO Supervision etc.
3. All Out of Hours working is to be co-ordinated initially through the Site Manager, When all requirements for Out of Hours working are met they shall be presented to the Emergency Coordinator (or authorised deputy) for approval.
4. Trade contractors are to request Out of Hours working by filling in the Out of Hours Working Form. The form is to be received by the Site Manager at least 48 hours before the work is required to take place. A copy of the tRIIO approved method statement must also be attached. Each requested shift of Out of Hours working must be applied for on a separate form. Note: Trade contractors must provide 1 first aider for every 5 operatives.
5. The Site Manager will then assess the validity of the extended working hour’s request, the requirement for tRIIO cover and arrange cover where necessary. The assessment will be based on number of men, location, complexity of operation, safety hazards such as work at height, crane lifting etc.
6. Any other Permits required such as Hot Works, Lifting, Riser Access etc. must be in place prior to the Out of Hours works commencing.
7. Only deliveries that are booked in will be allowed in. All other deliveries will be turned away.
8. All tRIIO personnel supervising must be familiar with the method statements and risk assessments for the works that they are supervising. All tRIIO supervisors must be able to contact each other at all times. This is imperative for contact with Security in the event of an emergency.
9. The Project team will compile all requirements on the Out of Hours working Summary Form, one for each day to be worked.
10. The Site Manager will give an Out of Hours pre-task briefing to all relevant tRIIO Supervisors. The purpose of this briefing will be to inform them of who will be working, how many, where they will be working and what they will be doing, first aid cover, emergency arrangements etc.
11. The Site Manager will ensure that a copy of the summary sheet is distributed to all concerned including details of First Aiders and emergency contact Numbers.
12. The tRIIO staff member designated to supervise the Out of Hours working must return to security at the end of the shift to sign the Summary Form acknowledging that all personnel under his supervision have left site.

Links to EHS 005-F08 Out of Hours Request Form and EHS 005-F09 Out of Hours Working Summary Form