Example Approval for Working Outside of Normal Hours(1)

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| **Name of person receiving approval** | |  | | | |
| **Location of work** | |  | | | |
| **Activities to be undertaken** | |  | | | |
| **Justification for working outside normal hours** | |  | | | |
| **Risk Assessment has been reviewed with regards to out of hours working and the hazards have been identified as low risk** | | **Yes / No** | | | |
| **Period[s] for which permission is given (2)** | |  | | | |
| **Describe buddy or other contact arrangements. (3)** | |  | | | |
| *I confirm that I am aware of the out of hours policy, the risk assessment and controls for the work I am doing and the restrictions to my work activities out of hours. I am aware that in the event of an emergency I will need to contact security on Ext. 8888.* | | | | | |
| **Signature of Applicant** |  | | **Date** | |  |
| *I confirm approval for this work and that, if* ***laboratory work*** *is involved, the person receiving approval has carried out an appropriate risk assessment, has read any necessary additional safety information and is sufficiently competent and experienced to do the work out of hours*. | | | | | |
| **Name of Supervisor / Line Manager** |  | | | | |
| **Supervisor’s / Line Manager’s Signature** |  | | | **Date** |  |

[1] Specify “Normal Hours” (for example 0700-2000 Monday to Friday)

[2] The period[s] must be specified, but can be for a single occasion, for repeated occasions, e.g. Saturdays, or for an extended period. It is the responsibility of the supervisor to decide what limitations to set and to ensure that excessively long hours are not worked. On expiry the approval must be reviewed and resubmitted before renewal.

[3] If a buddy is required, the supervisor must ensure that this is arranged for every period of such work and that designated buddies are competent for the role. The Supervisor must maintain a current list of competent buddies, signed by the buddies to show their acceptance of the role.