



Out of Hours Work Authorisation

We have recently experienced a number of incidents that occurred out of hours or at a weekend.

Investigations into these incidents highlighted that additional planning to understand the risks associated with these works, and the levels of management and resource required, may have prevented them from occurring.

To assist in the planning and control of these activities, we are introducing an Out of Hours/Weekend Working Authorisation process.

This requires project teams to submit their plan for out of hours work to their regional senior management for review and approval.

This must be undertaken at least 24 hours prior to the work commencing, and work must not commence until approval has been given.

The form can be found on the IMS by following this link [SH1 FRM 06 Out of Hours Permit.docx](#)

Additional guidance can also be found on the form.

Management System						MORGAN SINDALL CONSTRUCTION
Document Name	Process Parent	Revision Status	Document Owner	Date	Page	
SH1 FRM 06	SH PRO	Rev 0	Chris Bentley	APR 2025	1 of 2	

Out of Hours/Weekend Works Authorisation

Project title				Project no	
Date completed				Permit no	
Completed by				Position	

Proposed dates and times of work			
Weekday date/s	Saturday date	Sunday date	
Start time	Start time	Start time	
Finish time	Finish time	Finish time	

Are there any noise restrictions applicable to the project? If yes, please state restricted hours below (refer to your local authority planning conditions or Section 61 agreements)				Yes	No
Mon – Fri	Saturday	Sunday			

Details of subcontractors working during out of hours			
Subcontractor name	Activity / work being undertaken	Area / location	No of operatives

Subcontractor supervisors in attendance				
Name	Contractor	Contact Number	SSSTS (✓/x)	First Aid (✓/x)

Are approved RAMS in place for each subcontractor activity? (These must cover any specific requirements for out of hours working)				Yes	No
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Morgan Sindall Managers in attendance					
Name	Position	Contact Number	SMSTS (✓/x)	First Aid (✓/x)	Fire Warden (✓/x)

Note: Morgan Sindall management must be present on site at all times.



Safe by
choice



Safe by
design



Safe
lives



Safe
places



Safe
relationships

REFERENCE

SHE-BUL-2025_021

ISSUED

APR 2025

DISPLAY UNTIL

JUNE 2025