
Out of Hours Policy

Purpose

The safety of all our employees is of the upmost importance to Flashbay. We continually assess and seek to minimise the risks our employees may be exposed to at work.

This document specifically relates to employees working alone/outside of core working hours, please also familiarise yourself with the **Health and Safety Policy Statement, Accident and Incident Reporting Procedure and Health and Safety Induction**. There are two main concerns associated with activities on Flashbay premises outside normal working hours:

- To reduce the risk of a person being injured or falling ill and not being found or receiving timely assistance;
- To ensure that persons who are in the premises outside normal working hours know what to do in the event of an emergency e.g. fire or accident.

All employees and other building occupants e.g. contractors, who are in buildings outside of normal working hours, must ensure that they are aware of:

- What the fire alarm sounds like;
- The evacuation routes;
- The location of fire alarm call points;
- The location of telephones;
- First aid arrangements.
- Accident reporting procedures
- Building security arrangements

They must comply with the emergency procedures and any restrictions placed on activities outside normal working hours. They must inform the HR department if they have any medical or health problem or disability that could place them at additional risk when lone working out of hours, or which would mean that they require assistance to evacuate.

High-Risk Work

The minimum requirement for carrying out high-risk work on Flashbay premises outside normal working hours is that there must be at least one other person within calling distance who can monitor the safety of the other persons doing the work, i.e. occasional checks may be required, rather than relying on the person being able to call for help. Ideally high risk work will be contacted in pairs.

Low-Risk Work

An employee can carry out low-risk work alone.

'At Risk' Building Users

Anyone with a pre-existing, known medical condition that might cause them to be incapacitated while working alone must not work outside normal working hours without assistance being readily available. They should make their condition know to HR so that medical advice can be sought and to agree suitable working arrangements.

In / Out Procedures

Anyone working outside of normal working hours must agree a sign in/sign out procedure with their manager. This may be via email, SMS, phone or other electronic method.

Requests

Normal office hours are between the hours of 07:00 and 18.30. If you wish to work outside of these hours on occasions, you must send a request in writing to HR. A member of the HR team will then review the request and, if approved, will ensure you have access to the required procedures and information.