

### Fatigue Management (Working Hours) Policy Statement

We are committed to reduce health and safety risks associated with working patterns, shift work and excessive working hours, and compliance with The Railways and Other Guided Transport Systems (Safety) Regulations 2006 (ROGS) and Network Rail Standard NR/L2/OHS/003 Fatigue Risk Management.

Our Policy and arrangements shall apply to all staff working on behalf of the company. These arrangements shall be communicated to these staff as part of the company induction. We shall maintain arrangements to ensure, so far as is reasonably practicable, that all staff do not carry out work in circumstances where they are so fatigued, or liable to become so fatigued that their health and safety or the health and safety of others could be significantly affected. These arrangements shall be reviewed where there is reasonable doubt as to their continuing effectiveness.

Rosters and working patterns shall be developed in accordance with the working time limits defined within the Network Rail Standard and good practices to minimise the build-up of fatigue. Rosters shall be risk assessed using the Fatigue and Risk Index prior to implementation, to evaluate the risk of fatigue.

#### Exceedance Criteria:

- A person exceeds 72 hours of working in a rolling seven-day period. This shall be classed as a level 2 exceedance;
- A person receives less than 12 hours break between booking off from their shift / period of duty and booking on for their next shift / period of duty;
- A person works more than 12 hours in one shift or period of duty;
- A person works more than 13 consecutive turns of duty in 14 rolling days;
- A person works when they are expected to exceed a Fatigue Risk Index (FRI) fatigue score of 35 during daytime, or 45 during night time hours;
- A person works when they are expected to exceed a FRI risk score of 1.6 (regardless of daytime or night time working);
- A person exceeds 14 hours door to door.

Travelling will be limited to a maximum of two hours (to and from the site of work) where shifts are of 12 (twelve) hour duration.

**NOTE:** These limits are, on their own, not sufficient to control all of the risks from fatigue. They form part of a set of fatigue management arrangements in conjunction with other measures such as the risk assessment of base rosters and of actual hours worked.

Exceedances to the above restrictions shall only be allowed in exceptional circumstances and on an infrequent basis, i.e. in order to avoid or reduce:



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- Risks to the health and safety of persons on the railway,
- significant disruption to services and it is not reasonably practicable to take alternative steps.

**NOTE:** Such circumstances would include:

- extreme weather
- equipment failure
- accident or another serious incident
- shortage of staff that is unforeseeable (e.g. sudden illness) and which would cause significant operational disruption (e.g. possession overrun)
- Emergency call out to a train station with a significant issue that may prevent the passage of trains through the station, or the station remaining open to passengers

### **Authority to exceed the working hour restrictions**

A risk assessment must be completed before any exceedance takes place. The assessment must identify the hazards associated with fatigue and record the control measures to be implemented.

Arrangements shall be maintained for the monitoring and reporting fatigue, working hours and exceedances, i.e. to assess how effectively we are controlling the risks arising from fatigue. Our aim is to minimise the occurrence of exceedances, and to act when there is reason to believe staff are unfit due to fatigue.

Only Directors or Managers may give permission to exceed the above limits and then only when the risks have been assessed.

Signed: 

Mr. Darren Bates

Date: 22<sup>nd</sup> October 2020

Managing Director

The Managing Director shall review and update this policy statement whenever necessary and as a minimum will review its contents annually.