

Fatigue can cause or contribute to potentially dangerous mistakes not only affecting our employees, but also other contractors and members of the public.

Fatigue can be caused by a number of factors; the job design & the workload, the working environment, long working hours, inadequate breaks, mental ill health or a lack of quality sleep. It can reduce workers' mental alertness and can affect performance; they may find harder to concentrate, make clear decisions or take in and act on information. Their perception of risk may be affected and they may react more slowly to hazards arising in the workplace.

Divisional Directors, assisted by other members of their management team are responsible for ensuring that work is planned to reduce the risks to health & safety that are associated with working patterns and excessive working hours. This includes:

- Restricting the number of consecutive night or early morning shifts
- Providing adequate rest between shifts and between blocks of shifts to allow fatigue to dissipate
- Avoiding overly long shifts and too much overtime and arranging for quality breaks during the working day.
- Considering the impact of travelling time and work load when scheduling shifts longer than 8 hours

Note: the planning of shift patterns and calculating of hours worked shall include travelling time.

Where travelling time exceeds two hours arrangements must be made to either transport the person home or arrange for lodgings reasonably accessible to the work site.

Exceeding working hours limits shall only be permitted with prior approval, on an infrequent basis & only in exceptional circumstances, once the risk of fatigue has been assessed and steps taken to mitigate the risks. This must be recorded and agreed with the employee, see Fatigue Risk Assessment & Guidance

Managers are responsible for taking steps to relieve staff who have worked in excess of the working time limits as soon as practicable, and for taking steps to mitigate against further exceedances

Managers and supervisors are authorised to prevent any employee from commencing work or continuing to work if they believe the person is unfit due to fatigue. Reasons for the fatigue shall be established and appropriate measures shall introduced before the individual is permitted to commence or re-commence work.

Managers are responsible for ensuring that staff are briefed on this Policy, the effects of fatigue and how it is controlled.

On the rail environments, work must be planned in accordance with the Network Rail Standard for Fatigue Risk Management, **NR/L2/OHS/003**. The management processes for this are documented within PF xx

On the London Underground, work must be planned in accordance with the LUL Standard for Safety Critical Work, which requires the following working time limits to be applied;

- The longest shift in any roster shall be 12 hours
- The minimum amount of rest between any two shifts shall be 11 hours
- Rest periods shall be either
  - Where 6 consecutive days are worked, rest periods shall not be less than 24 hours
  - Where 12 consecutive days are worked, rest periods shall consist of 2 consecutive days, each of which is not less than 24 hours
  - In any 14 day period, 2 rest periods, each of which is not less than 24 hours.

This policy and the arrangements for managing the risks of fatigue shall be reviewed,

- at least annually,
- where working limits are exceeded regularly, or when fatigue has been identified as a causal factor in an incident
- when circumstances indicate a change is needed
- following a change in legislation
- following a change in Network Rail or London Underground Standard

*Mark Cutler*

Signed

Date

14.09.2021

Mark Cutler - Chief Executive Officer

Review Date

14.09.2022