

**Business Management System**

**Section 1: Administration**

**Part 16 – Working Hours Policy**

## Working Hours Policy

In order to prevent fatigue, this company complies with the requirements of Network Rail and Transport for London's Working Hours Policies. This company has set the following working time limits set limits:

All employees and contractors will work within the following guidelines:

- (a) No more than 12 hours to be worked per turn of duty.
- (b) No more than 72 hours to be worked per calendar week (Any 7 day working period).
- (3) A minimum rest period of 12 hours (11 hours on LUL) between booking off from a turn of duty to booking on for the next turn.
- (4) No more than 13 turns of duty to be worked in any 14-day period.  
(On LUL no more than 6 in 7 days or 12 in 14 days).
- (5) No more than 14 hours door to door. (Total time from leaving place of rest (ie Home/hotel) undertaking work and returning to place for rest)

### Exceedance criteria

An exceedance shall be declared when any of these conditions are or might be reached:

- a) a person exceeds 60 hours of working in a rolling seven-day period. This shall be classed as a level 1 exceedance.
- b) a person exceeds 72 hours of working in a rolling seven-day period. This shall be classed as a level 2 exceedance.
- c) 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.
- d) a person works more than 12 hours in one shift or period of duty.
- e) a person works more than 13 consecutive turns of duty in 14 rolling days.
- f) 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.
- g) a person works when they are expected to exceed an FRI risk score of 1.6 (regardless of daytime or night-time working);
- h) a person exceeds 14 hours door to door

### Level 1 exceedance - actions

Where the assessed fatigue risk is not identified as high, the responsible person shall decide whether to allow further work to be undertaken with this mitigation applied to affected staff:

- a) safety critical duties shall be confined to a minimum or additional supervision shall be provided for those affected staff; and
- b) affected staff shall not be nominated for driving, lookout duties and/or IWA duties.

### Level 2 exceedance - actions

If a level 2 exceedance is identified or foreseen, the responsible person shall arrange for the affected individual(s) to:

- a) not be rostered for any further shifts until they have taken a rest period of at least 24hrs  
and
- b) be excluded from undertaking the following tasks until they have completed the minimum  
24hrs rest:

A handwritten signature in black ink, appearing to read "Gregg Smith".

**Gregg Smith**

**Managing Director**