

## 12.10 Fatigue Management Policy Statement

The purpose of this procedure is to define the requirements for how we will undertake the management of fatigue, with reference to driving and our working hours.

Fatigue has the potential to be an issue within our company undertakings, therefore if we manage the factors that lead to fatigue, we can try to reduce potential affect it may have on our workforce and assist in the reduction of incidents and accidents. A state of perceived weariness from physical and/or mental exhaustion, can result from prolonged working, heavy workload, insufficient rest, and inadequate sleep.

Below are a list of the working time limits that will be applied as our standard arrangements:

- No more than 12 hours continuous duty;
- No more than 16 hours door to door (above work maximum applies);
- An ideal minimum of 11 hours rest between period of duty with an absolute minimum of 8 hours (subject to risk assessment and compensatory rest);
- No more than 78 hours in a 7-day period;
- No more than 12 periods of duty in any 14-day period;
- A minimum break of 20 minutes for every 6 hours worked;
- Maximum of 400 miles driven in a single period of duty including to and from the place of work;
- Maximum of 6 hours driving in a single period of duty including to and from the place of work (above work maximum applies).

The definition of the actual hours of work includes any overtime, rest days worked, door to door travel time and paid meal rest breaks. A period of being on duty includes all shift or work activities including travel time to and from the place of work, including on-call duties, overtime and meal and rest breaks.

Persons under the age of 18 must not work for more than 8 hours per day and 40 hours per week, this should not have a major effect on monitoring our works as we are unable to use under 18's for undertaking asbestos works.

Contrary to the above there may be exceptional circumstances which either cannot be anticipated, or which threaten serious disruption to the areas of works that we may be assisting, that may exceed the policy, such as:

- severe weather conditions;
- faults on site that may threaten disruption to the area of works that we are assisting;
- incidences which may or will result in risk to employees and/or the general public;
- vandalism;
- restricted access to the area.

Any time spent travelling from home to a work location and back again plus any travel time between locations is to be counted.

Emergency works, where employees have been called out for emergency maintenance and repairs or those involving activities where, because of risks to the individuals concerned or to others, the employees need to have full, unimpaired control of their physical and/or mental capabilities, this will be monitored by the supervisor of the particular project and if they feel the employee is of concern, they have the backing of myself as Managing Director to stop the employee from undertaking further works.

Working patterns or shifts will be periodically reviewed and re-assessed to ensure they remain appropriate for the works being undertaken and continue to reduce the risk of fatigue.

When assessing working patterns, the following will be reviewed:

- Any safety critical works that have been undertaken;
- Providing adequate rest between periods of duty;
- Providing adequate rest within periods of duty;
- The amount of travelling time from home to work and back again;
- The amount of travelling time within work;
- The hours required to undertake the work and whether long duration tasks can be shared / split with others;
- Where particular skills are required, that there are sufficient resources available to meet operational requirements.

When we are planning future works, we will take account of working and travelling time for each individual. Where staff are required to travel long distances, we will ensure that accommodation arrangements are made close to the place of work, in order that work and travelling time is kept to a minimum.

Time limits of standard operations can only be exceeded in exceptional situations and subject to completion of a satisfactory risk assessment and approval by either myself as Managing Director or Special Projects Director, if not available. This may require a dynamic risk assessment on site to be undertaken by the supervisor, liaising with the Directors to determine the anticipated time to complete the task safely and the individuals on site are suitable to proceed, if they are not, they must be replaced.

Following the cessation of the extended period of work, the individual must take a minimum of 11 hours compensatory rest before returning to work. The applicable Director is responsible for determining whether the individual is fit to proceed and any measures that must be taken to limit fatigue.

All personnel site working hours are monitored on our supervisor control sheet, this is calculated against travel time to and from site and other subsequent journeys that may be required and maintained at the office by the Operations Manager, to enable the hours to be monitored.

Any instance identified by Operations Manager where the hours have been exceeded without being subject to a risk assessment are reported to the Directors to be investigated and any further remedial actions implemented.

As the Managing Director I ensure that appropriate arrangements are in place to prevent employees from being put to work when they are suffering from fatigue and identify when fatigue could become an issue.

Our supervisors are instructed to remain mindful that fatigue can still occur when complying with authorised working patterns, as a result of other external or personal factors which may include:

- Short / long-term health condition;
- Prescribed / non-prescribed medication;
- Poor lifestyle / fitness;
- Age;
- Personnel issues;
- Disturbed sleep;
- Stress / exertion.

If any of the above are identified, then they must report back to the Directors regarding the course of action to take, which may include referring to external occupational health advice.

Signed:   
Mr. Bradley Rees, Managing Director

Date: 1<sup>st</sup> July 2023