



FATIGUE MANAGEMENT (WORKING HOURS) POLICY STATEMENT

D&D Rail Limited recognises that the management of fatigue is essential to uphold health & safety standards and to ensure a competent, committed and responsive workforce.

- 1) DD Rail Limited do not have a rostered shift pattern.
- 2) Normal working hours will be planned in accordance with The Working Time Regulations 1998, LUL Contract QUENSH Conditions and Network Rail Standard NR/L2/ERG/003 as appropriate to the work being carried out. Nothing in this policy will compromise the rights of the employee/ subcontractor as defined by Statute.
- 3) The normal working hours will not exceed the following:
 - a. An employee will not be required to work more than 48 hours in any consecutive seven day period (on average) in a 17 week reference period.
 - b. Where an employee has worked for less than 17 weeks the reference period will be the time that has elapsed since he/ she has started work for D&D Rail Limited.
 - c. The average is calculated in accordance with the Working Times Regulations 1998.
 - d. A night shift will not exceed an average of 8 hours for each 24 hours as calculated in accordance with the Working Times Regulations 1998.
 - e. An employee will not be required to work more than 12 hours in any 24 hour period.
 - f. An employee will not be required to work more than 72 hours in any consecutive 7 day period.

DDR are committed to meeting client and infrastructure manager requirements. To support this, specific shift allowances are as follows:

Network Rail Projects

An employee will have a minimum of 12 hours rest between booking off from a shift to booking on for the next shift.

An employee will not be required to work more than 13 shifts in any consecutive 14 day period

TfL / London Underground Projects

An employee will have a minimum of 11 hours rest between booking off from a shift to booking on for the next shift.

An employee may work the following maximum permissible shifts:

- 6 consecutive shifts followed by a minimum 24 hour rest period
- 12 consecutive shifts followed by 2 consecutive rest days (each of which is not less than 24 hours)
- Within any 14 day period, 2 rest periods each of which is not less than 24 hours.

To ensure maximum permissible shift allowances are not exceeded by personnel D&D Rail Limited maintains a Working Hours Register to monitor the number and duration of shifts.

Extension of Working Hours

If there is an event that occurs and requires a shift to be extended beyond the 12 hour shift limit then the procedure outlined in the Health & Safety Policy will be followed to ensure this is properly managed.

An employee/ subcontractor can refuse to work the extended working hours.

This policy is to be reviewed annually (as a minimum) unless there are changes in the responsibilities of the persons named within it or other changes of substance, in which case a revised policy will be issued immediately to all existing policy holders.

A handwritten signature in black ink, appearing to read 'David Farrow', is written over a faint, light-colored signature line.

David Farrow M.B.E.
Managing Director
D&D Rail Limited

4th July 2024