

## WORKING HOURS & FATIGUE POLICY

This policy covers both AGS One and AGS Recruitment.

We are committed to ensuring our staff working on railway and utility Infrastructures shall not be subjected to excessive hours of work, as part of our commitment and compliance with The Working Time Regulations 1998, The Railways and Other Guided Transport Systems (Safety) Regulations 2006 (ROGS), Network Rail Standard NR/L2/OHS/003 Fatigue Risk Management (full compliance with Issue 9 and Modules 1 to 5 is not due until October 2022) and London Underground Standards S1552 Contract QUENSH Conditions. We shall maintain processes to plan and risk assess against fatigue, and to monitor the actual hours and shifts worked. Where required, fatigue assessments and management plans shall be created for individuals and/or work groups.

It is our policy:-

**The Working Time Regulations** set out the limits on how long most British Isle workers can work in a week, their right to rest periods, days off and annual leave:-

- A limit on average weekly working time to 48 hours, typically measured over a 16-week period, unless an individual has agreed in writing to opt out. The Worker has the right to end this agreement, with seven days' written notice required.
- A limit on night workers' average normal daily working time to 8 hours, and a requirement to offer health assessments to night workers.
- Minimum daily and weekly rest periods of 11 hours rest a day and a right to a day off a week. Rest breaks at work of at least 20 minutes if the working day is longer than six hours.

### **Exceedance Criteria - Network Rail Managed Infrastructure:-**

- A person exceeds 60 hours of working in a rolling seven-day period. This shall be classed as a level 1 exceedance
- 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.

### **London Underground Managed Infrastructure Restrictions:-**

- The longest shift in any roster shall be 12 hours.
- The minimum amount of rest between two shifts shall be 11 hours.
- As determined by LU or AGS, the consecutive days that may be worked before a rest period shall be either:
  - a) 6 consecutive days, followed by a rest period of not less than 24 hours;
  - b) 12 consecutive days, followed by 2 consecutive rest days, each of which is not less than 24 hours;
  - c) within any 14-day period, 2 rest periods, each of which is not less than 24 hours.

NOTE: These limits are, on their own, are 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.

There are exceptional circumstances where these rules may be breached. This may include essential emergency engineering works that may affect operational safety and mass disruption to railway infrastructure.

- Planned engineering works that have over run, and it is not reasonably practical to make alternative arrangements.
- Providing emergency services in the case of an incident or fatal accident regarding Passengers or other Infrastructure users i.e. other contractors or Train Operating Companies.

### **Authority to Exceed Working Hours**

Any breach of this Company Policy must be agreed in writing by the Company and the Client's representative.

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

### **On Call Arrangements**


Where shift patterns are outside normal office hours, we shall maintain an On-Call Plan to ensure suitable managers are available to deal with unforeseen circumstances on-site, including the assessment against the risk of fatigue, and authorization of working hour exceedances in exceptional circumstances. These plans shall also incorporate arrangements for escalating actions to senior managers and specialist contractors.

### **Working Excessive Hours/Moonlighting**

**Any AGS Safety-Critical workers caught moonlighting will be disciplined.**

Toolbox talks on this item are carried out on a regular basis by Management.

This policy will be implemented on all AGS sites and office complexes and will be reviewed annually, or whenever legislative changes are made.

Signed:   
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Andrew Sim, Group Managing Director

Date: 4 August 2023