

OFFICE MANUAL, SECTION 7

FATIGUE MANAGEMENT

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KEY

[A31] = Electronic Folder Reference

REVISION TABLE

Revision	Date	Comments
1	27/05/2015	-
2	23/07/2018	Update for safety critical work consideration
3	14/07/2020	Employee responsibilities added
4	09/07/2021	Update to Table 2
5	04/07/2025	Update to section 4.1, 5 and 6. Minor text editing.
6	30/07/2025	New section 3.4 added

1. FATIGUE MANAGEMENT POLICY STATEMENT

Management systems are in place to ensure that Robert Walpole and Partners complies, as far as is reasonably practicable, with the requirements of:

- a) legislation (Health and Safety at Work Act 1974),
 - b) regulations (Management of Health and Safety at Work Regulations 1999, Working Time Regulations 1998, Railways and Other Guided Transport Systems (Safety Regulations),
 - c) and standards (Network Rail NR/L2/OHS/003, London Underground S1548)
- for the management of fatigue and working hours.

These management systems outline the control and monitoring procedures to ensure that staff under the management, supervision or control of Robert Walpole and Partners do not carry out work in circumstances where they are so fatigued or would be liable to become so fatigued that their health or safety or the health or safety of other persons on the transport system could be affected.

All our work is planned in such a manner to include adequate breaks and rest periods. Exceedances must only be considered in extreme circumstances and require authorisation by a Partner.

This Fatigue Management Policy Statement will be reviewed annually by the Partners and revised as circumstances require.

All staff will be briefed on this policy statement.

Signed: M.J. Walpole

M.J. Walpole
Partner

Date: 2025-07-30

2. FATIGUE RISK

Guidance issued by the Office of Rail Regulation (ORR, 2012) defines fatigue as “a state of perceived weariness that can result from prolonged working, heavy workload, insufficient rest and inadequate sleep”. It will affect individual’s:

- a) vigilance and monitoring,
- b) decision making,
- c) awareness,
- d) reaction time,
- e) tracking ability,
- f) memory.

Fatigue is one of the contributing factors of many accidents but can also increase risk of health problems.

The most serious potential fatigue risk at Robert Walpole and Partners is work-related driving. ORR guide quoted above states that:

“Being awake for around 17 hours has been found to produce impairment on a range of tasks equivalent to that associated with a blood alcohol concentration above the drink driving limit for most of Europe. Being awake for 24 hours produces impairment worse than that associated with a blood alcohol concentration above the legal limit for driving on the UK’s roads”.

3. WORKING HOURS

3.1. Legal Duties

Working hours are governed by The Working Time Regulations 1998 (including any further amendments). These Regulations state that workers:

- a) can work an average 48 hours a week.
- b) have right to 11 consecutive hours’ rest in any 24-hour period.
- c) have right to a 20-minute break if the working day is longer than 6 hours.
- d) have right to 1 day off each week (staff are entitled to 24 hours uninterrupted rest each week or 48 hours each fortnight).

For the purpose of fatigue management hours of work are defined as actual time spent working at the employer's disposal and include any:

- overtime,
- rest days worked,
- paid travelling/walking time,
- handover/wash-up time,
- paid meal/rest breaks,
- hours of work when travelling to and/or working at a location that is not at a normal place of work (e.g. working from home, home start arrangements).

3.2. Working Hours Limits and Shift Patterns

A 48-hour week can be translated into monthly thresholds as per Table 1 averaged over 4 month period excluding Holiday and Sickness.

Table 1: Monthly hour thresholds

Number of Days	Number of Hours
31	213
30	206
29	199
28	192

Return travel time to out of office sites (door to door) is taken into consideration when assessing rest periods and needs to be recorded as working time on timesheets.

There are additional provisos with regards to regular and frequent night workers limiting their normal working hours to 8 in any 24-hour period and an entitlement to receive regular health assessments. Staff undertaking a mixture of day and night works are to finish their immediate shift prior to a night shift no later than at 13:00 and shouldn't return to the office until they have achieved their 12 consecutive hours' rest (a day in lieu).

Compliance with the defined working hours is monitored by regular review of timesheets.

Typical shift patterns used by the business are indicated in Table 2 for guidance.

Table 2: Typical shift patterns

Type of shift	Site location	Typical travel time (hours)	Typical working time (hours)	Extra time*
Daytime	Office	2	8	2
Engineering hours	LUL / NRMI	2	4	6**
Daytime / Traffic hours	LUL / NRMI / Other	2	8	2
Night time	Other	2	6	4**

*Extra time allows for additional working or travel time as required, before limits are reached.

**Working time for regular night shifts still limited to 8 hours total. Single shifts may use the full allowance.

3.3. Safety Critical Work

Under the standards and regulations of London Underground (LUL) or Network Rail (NRMI) stricter working time limits apply to staff undertaking safety critical work. These are:

- No more than 12 hours to be worked per period of duty/shift;
- No more than 72 hours to be worked in any seven day period;
- A minimum of 12 hours rest between booking off from a period of duty/shift to booking on for the next period of duty/shift;
- No more than thirteen periods of duty to be worked in any fourteen day period.

The definition of safety critical varies widely between industries. Robert Walpole and Partners instead applies a global policy that the regulations included in this section apply to all staff attending site.

3.4. Timesheet Recording and Compliance

All staff must record their time using the company's timesheet system. Timesheets must be completed as work progresses and submitted daily. Each entry should include:

- a) Project code (or internal category)
- b) Start time
- c) Breaks taken
- d) End of day
- e) Brief work description (if needed)

Accurate time logging is essential for billing, cost tracking, health and safety, and fatigue monitoring. It helps ensure compliance with working hour limits, rest periods and potential exceedances of working time limits.

Consistent non-compliance will be treated as a disciplinary matter.

4. MONITORING

4.1. Fatigue assessments

The Safety Officer shall undertake fatigue assessments when:

- a) it is identified that an employee exceeded or might exceed any of the above thresholds.
- b) an employee has asked for a fatigue assessment to be undertaken.
- c) a fatigue assessment is required to provide supporting information for a risk assessment or investigation.

Details to be included in a fatigue assessment documentation shall be in line with Network Rail standard NR/L2/OHS/003/04 (*Fatigue assessment and fatigue management plans*) or equivalent.

Outcomes of the fatigue assessments guide workload or shift adjustments.

4.2. Fatigue management conversation

The Safety Officer shall also conduct a fatigue management conversation with any staff member who has returned to work after:

- a) extended absence (including maternity/paternity leave and long-term sick leave); or
- b) where flexible or compressed working arrangements have been requested; or
- c) where there is a need to amend working hours.

5. EXCEEDANCES

Robert Walpole and Partners recognise that to complete certain tasks exceedances of the above limits might be required. These tasks vary greatly in scope and will be planned and managed on a case-by-case basis to minimise risks to staff and their surroundings. Any overtime is to be undertaken voluntarily, and the exceedance must be authorised by a Partner following appropriate risk assessment.

Employees can choose to work more than 48 hours a week on average provided that they:

- a) Are over 18 year old
- b) gave a written consent by completing 'Opt-out Agreement'.

6. EMPLOYEE RESPONSIBILITIES

All employees need to comply with this policy and are expected to arrive at work adequately rested to undertake their tasks safely.

All employees are responsible for reporting to the Safety Officer any areas at work (including other employment) or outside of work (for instance health conditions or personal circumstances) that might increase their risk of fatigue.

All employees are reminded that they should not drive whilst experiencing effects of fatigue. If any employee is too tired to work safely, whether on site or in the office environment, he or she needs to report that fact to their immediate manager or supervisor who will advise the next course of action.

Employees working from home or in remote settings should apply the same principles of fatigue management as they would in the office or on site. This includes taking regular screen breaks, maintaining a defined work schedule with a clear end-of-day, and ensuring their working environment promotes alertness and comfort. Staff should avoid extending work hours into rest time and are encouraged to report any difficulties in managing fatigue while working remotely to their manager or the Safety Officer.

All employees are to adhere to the expected maximum hours (daily, weekly and monthly thresholds). The Safety Officer shall be informed if you exceed or expect to exceed any of the working time limits defined within this policy. All such occurrences will be reviewed to verify if any additional control measures are required. The aim is to prevent excessive working hours and keep a fatigue related risks as low as reasonably possible.