

Fatigue Policy and Statement

In a high risk working environments, fatigue can cause or contribute to potentially dangerous mistakes not only affecting employees, but also clients and members of the public. Fatigue can be caused by a number of factors; the job design & the workload, the working environment, long working hours, inadequate breaks or a lack of quality sleep. It can reduce workers' mental alertness and can affect performance; they may find it harder to concentrate, make clear decisions or take in and act on information. Their perception of risk may be adversely affected, and they may react more slowly to hazards arising in the workplace.

Directors, assisted by other members of their management team, are responsible for ensuring that work is planned to reduce the risks to health & safety that are associated with working patterns and excessive working hours. This includes:

- Restricting the number of consecutive night or early morning shifts
- Providing adequate rest between shifts and blocks of shifts to allow fatigue to dissipate.
- Avoiding overly long shifts and too much overtime and arranging for quality breaks during the working day.
- Considering the impact of travelling time and work load when scheduling shifts longer than 10 hours

Exceeding working hours limits shall only be permitted with prior approval, on an infrequent basis & only in exceptional circumstances once the risk of fatigue has been assessed and steps taken to mitigate the risks. Team Leaders are responsible for taking steps to relieve staff who have worked in excess of the working time limits as soon as practicable as well as for taking steps to mitigate against further exceedances.

Team Leaders and supervisors are authorised to prevent any employee from commencing work or continuing to work if they believe the person is unfit due to fatigue. Reasons for the fatigue shall be established and appropriate measures shall be introduced before the individual is permitted to commence work. Team Leaders are responsible for ensuring that staff are briefed on this policy, the effects of fatigue and how it is controlled.

This policy and the arrangements for managing the risks of fatigue shall be reviewed annually, where working limits are exceeded regularly or when fatigue has been identified as a causal factor in an incident, when circumstances indicate a change is needed or following a change in legislation. Guidance is noted in Working Time Limits identified in NR/L2/OHS/003 ISSUE 6:

- Work no more than 12 hours per day
- Work no more than 72 hours per calendar week
- Have a minimum rest period of 12 hours between shifts
- Work no more than 13 shifts in any 14 day period

The company observes these as absolute limits any member of staff should be working.



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Date:

**Warren Lynes,
Managing Director**

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