Boxmoor Construction Fatigue Policy.

Fatigue can cause or contribute to potentially dangerous mistakes not only affecting our employees, but also other contractors 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, mental ill health 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 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 between 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 workload when scheduling shifts longer than 8 hours

Note: the planning of shift and calculating of hours worked shall include travelling time.

Where travelling time exceeds two hours arrangements must be made to either transport the person home or arrange for lodgings reasonably accessible to the work site.

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. This must be recorded and agreed with the employee, see Fatigue Risk Assessment & Guidance

Managers are responsible for taking steps to relieve staff who have worked more than the working time limits as soon as practicable, and for taking steps to mitigate against further exceedances

Managers and supervisors are authorized to prevent any employee from commencing work or continuing to work if they believe the person is unfit due to fatigue. Reasons for fatigue shall be established and appropriate measures shall be introduced before the individual is permitted to commence or re-commence work.

Managers 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,

- at least 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
- following a change in legislation

Signed: Date 08-01.2025

Paul Dewick Managing Director Review Date 08.01.2026