



dbors

DB Rail Solutions

Management of Fatigue Procedure

Effective May 21st 2025

DB Rail Solutions Ltd
Unit 1 & 2 Ace Business Park,
Burley Close, Chesterfield,
United Kingdom, S40 2WL
Company Number: 16145208

MANAGEMENT OF FATIGUE AND WORKING HOURS

1. Purpose

The purpose of this procedure is to define the roles and responsibilities with respect to the management of fatigue and hours of work on Network Rail Managed Infrastructure (NRMI) in order to ensure compliance with the requirements of Network Rail Standard *NR/L2/OHS/003 Management of Fatigue : Control of Working Hours for Staff undertaking Safety Critical Work*, the Railway and Other Guided Transport System (Safety) Regulations 2006 (ROGS) and associated Network Rail guidance note *NR/GN/INI/001 Guidance on the Management of Door to Door Work and Travel Time*

2. Scope

This procedure applies to all staff placing employees to work on or near NRMI and to the staff being placed. It also applies to all sub-contractors used on work in the railway environment.

3. Responsibilities

3.1 Deployment Manager

The Deployment Manager is responsible for :-

- Ensuring that employees and sub-contractors (where applicable) have the fatigue management arrangements communicated to them.
- Ensuring no work is planned to exceed the criteria set out in section 4.1 below.
- Monitoring timesheets for excessive hours.
- Ensuring compliance with this procedure via internal audit at least annually.

4. Procedure

4.1 A working hours exceedance shall be declared when any of the following conditions are (or might be) reached:

- A person exceeds 60 hours of working in a rolling 7-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:
 - o 35 during daytime or
 - o 45 during nighttime hours.
- A person works when they are expected to exceed an FRI risk score of 1.6 (regardless of daytime or night time working);
- A person exceeds 14 hours door to door.

4.2 Where new staff join the Company to work on railway projects, Deployment Manager or nominated representative shall brief this procedure as part of the induction.

- 4.3 Sub-Contract staff used by the Company on railway projects shall also be briefed with the Company Management of Fatigue and Working Hours Policy and this procedure.
- 4.4 As part of the Project Planning Process, the Nutshell App will be used to verify weekly rosters, ensuring that individuals' shift patterns do not result in a planned exceedance.
- 4.5 Staff shall fill in a timesheet for the work allocated and obtain the signature of the customer's on-site representative / company representative in order to confirm the details recorded.
- 4.6 Where emergency work has necessitated excessive hours (and access to Nutshell is not possible) the staff concerned shall ensure that the excessive hours are recorded on [Risk Assessment Template for Excess Hours](#) to show the reasons for the excessive hours. The Customer's on site representative / company representative must, prior to asking staff to carry out excessive hours, assess their suitability to perform the duties without affecting the safety of themselves or others and subsequently authorise the exceedance by endorsing Risk Assessment Template for Excess Hours prior to the exceedance being worked.
- 4.7 The Deployment Manager shall monitor timesheets for excessive hours worked, including checks to ensure that no staff carry out excessive continuous shifts.
- 4.8 Where required to help with the management of fatigue, the company will provide accommodation close to the area of operation and if needed transportation to and from the place of rest. Failure to adhere with this will result in a disciplinary action been taken.
- 4.9 Where changes in policy occur these shall be briefed out to all relevant staff and formally recorded.

5. Source documents

- Management of Fatigue and Working Hours Policy
- Railway and Other Guided Transport Systems (Safety) Regulations 2006
- Network Rail Company Standard L2/OHS/003 Management of Fatigue: Control of Working Hours for Staff Undertaking Safety Critical Work
- Network Rail Guidance Note NR/GN/INI/001 Guidance on the Management of Door-to-Door Work and Travel Time

Signed:


David Barnett

Position: Managing Director

Dated: 27/04/2025