



HOLLYWELL

HOURS WORKED POLICY STATEMENT

At Hollywell Building Services we recognise our responsibilities under the Health & Safety at Work Act 1974 to provide a safe system of work and thereby reduce any potential risk to As Low as Reasonably Practicable. We acknowledge the increase in risk to our employees, contractors, passengers, visitors and those affected by working excessive hours.

Additionally, we recognise our responsibilities under The Transport and Work Act, The Railway & Other Guided Transport Systems (Safety) Regulation and Network Rail Standard NR/L2/OHS/003 Fatigue Risk Management, and when carrying out safety critical work we will:

- Not work more than 14 hours including door to door travel to site of work
- Have a minimum rest period of 12 hours between rolling shifts
- Not work more than 13 turns of duty within any 14 rolling days
- Not work more than 60 hours within 7 consecutive days without recording a Level 1 exceedance
- Not work more than 72 hours within 7 consecutive days without recording a Level 2 exceedance
- Not work shifts where planning indicates a Fatigue Risk Index Fatigue score greater than or equal to 35 for day working or 45 for night working
- Not work shifts where planning indicates a Fatigue Risk Index Risk score greater than or equal to 1.6 for day or night working

The arrangements in place to implement this policy form part of the company's day to day operational processes and as such are reviewed on a continuous basis. A formal review will take place in line with our quality management processes. Where opportunities for improvement in the management of safe working hours or safety problems are identified they will be tackled promptly, and with sufficient resources, to ensure that they are dealt with adequately.

The implementation of this policy will be monitored throughout the company in order to ensure compliance with its objectives.

This policy statement will be briefed to all employees at induction and shall be formally reviewed on an annual basis at the Management Review meeting.

Signed:



Bob Stephen

Position:

Managing Director

Date:

1st March 2026