

## **WORKING HOURS POLICY STATEMENT**

At RCU Solutions 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 Management of Fatigue: Control of Working Hours for Staff Undertaking Safety Critical Work, and we will:

- Not work more than 13 turns of duty within any 14 consecutive days.
- Not work more than 72 hours within 7 consecutive days
- Have a minimum rest period of 12 hours between consecutive shifts, when carrying out Safety Critical Work.
- Not work more than 12 hours in any one shift (or other lesser period) as appropriate to the health and safety requirements for the particular task to be undertaken.

We also recognise our responsibilities under London Underground Standard LULS1548 Safety Critical Work, and we will:

- Not work more than 6 consecutive days, followed by a rest period of not less than 24 hours; OR not work more than 12 consecutive days, followed by 2 consecutive rest days, each of which is not less than 24 hours (as determined by LU or LU's suppliers).
- Have a minimum of 2 rest periods within any 14 day period, each of which is not less than 24 hours.
- Have a minimum rest period of 11 hours between consecutive shifts.

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 the RCU Solutions management review process. 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.



**Managing Director**  
**Glenn Clark**  
**October 2019**



**Operations Director**  
**Nick Carroll**  
**October 2019**