Hours of Work & Fatigue policy statement

Keltbray is committed to ensuring that all personnel receive the rest breaks required under the Working Time Regulations (WTR) 1998. No individual shall exceed the maximum working hours specified in the WTR unless they have formally opted out of those limits and it is deemed safe to do so by their line manager. Staff working hours will be planned and monitored to help prevent fatigue-related risks and ensure the safety of both employees and those they interact with.

Working Time Parameters

To manage fatigue risk effectively, the following working time rules apply to all Keltbray personnel, regardless of their role or work location:

- Maximum shift length: 12 hours per shift, or up to 14 hours including travel time (measured from place of rest to place of rest).
- Weekly maximum: 72 hours worked in any calendar week (Saturday to Friday).
- Minimum rest between shifts: 12 consecutive hours of rest must be observed between shifts.
- Consecutive shifts: No more than 13 shifts may be worked within any rolling 14-day period.

These limits are in place to reduce the likelihood of fatigue-related incidents and to support the physical and mental wellbeing of our workforce. In exceptional circumstances where these parameters cannot be met, a risk-based assessment shall be carried out to determine the potential impact on health, safety, and wellbeing, and appropriate measures taken to mitigate any identified risks.

Additional restrictions will apply to individuals under 18 years of age in accordance with the UK Working Time Regulations 1998 and the Management of Health and Safety at Work Regulations 1999. Young workers will be limited to a maximum of 8 hours per day and 40 hours per week, not work between 10 pm and 6 am, and will be provided longer rest breaks and weekly rest periods.

Application and Oversight

- To help manage fatigue risk and protect wellbeing, individuals must make their manager aware of any work commitments outside of Keltbray.
- Shift planning must consider travel times and client demands and must not exceed the maximum hours or minimum rest requirements set out in this policy.
- Rostering is arranged to confirm that no employee has worked within the 12 hours preceding their shift.
- Staff are reminded of Keltbray's Refusal to Work on the Grounds of Health, Safety and Environmental (Work Safe) procedure and are encouraged not to work if they believe they are unfit due to fatigue.

Working Time Regulations

- Keltbray adheres to the Working Time Regulations 1998. Unless personnel have signed a formal opt-out agreement, individuals are not permitted to work in excess of an average 48-hour week. Any opt-out must be recorded by HR and must not compromise the health or safety of the individual or others.

Policy Management

- This policy is to be communicated to all relevant personnel during induction and each time it is reviewed. Keltbray and its management team fully support this policy and are committed to providing competent personnel and appropriate resources for its implementation. This statement is governed by and supports the Keltbray Code of Practice and recognises the protections afforded by the Whistleblowing Policy (GRP-CAL-PCY-029).
- All Keltbray policies are available via the Keltbray Business Management System. New employees are briefed on accessing and using the system, and any changes or reviews of policies are shared with employees accordingly.

Keltbray and its senior leadership team fully support this policy and are committed to provide competent personnel and financial resources to implement it. This policy statement shall be reviewed annually by all interested parties.

All Keltbray policies are available on the Keltbray Business Management System. New employees are briefed on the use of the Business Management System and locations of the Keltbray policies and any reviews or key changes in the policies are advised to employees.



Peter Burnside
Chief Executive Officer

Last review date: June 2026
Next review date: June 2027