

Fatigue Management Briefing - June 2019

Network Rail Standard	NR/L2/OHS/003 Issue 8 – Module 3
Date of Issue	01 June 2019
Date of Compliance	29 October 2022

The following briefing relates to Module 3 of the Fatigue Risk Management Standard issued on 1st June 2019, and originally briefed out in the Network Rail Standards Update Issue 112.

The scope of this new module covers the management of ‘Exceedances’ and the ‘Triggers’ to the working time limits as defined in the main standard.

It applies to anyone that has a responsibility for managing staff where working activities and/or rosters/working patterns have the potential to result in the identified trigger conditions being met.

Exceedance Criteria	
An exceedance shall be declared when any of these conditions are or might be reached:	
1	a person exceeds 60 hours of working in a rolling seven-day period. This shall be classed as a Level 1 exceedance;
2	a person exceeds 72 hours of working in a rolling seven-day period. This shall be classed as a Level 2 exceedance;
3	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;
4	a person works more than 12 hours in one shift or period of duty;
5	a person works more than 13 consecutive turns of duty in 14 rolling days;
6	a person works when they are expected to exceed a Fatigue Risk Index (FRI) fatigue score of 35 during daytime or 45 during night-time hours;
7	a person works when they are expected to exceed an FRI risk score of 1.6 (regardless of daytime or night-time working);
8	a person exceeds 14 hours door to door.

Fatigue Risk Index (FRI) Calculator
The FRI must be calculated using the Fatigue Risk Index tool. This tool is recognised by Network Rail has been developed and recommended by the Health and Safety Executive (HSE) and can be located via their website: CLICK HERE FOR A COPY

Action Levels	
<p>An exceedance shall be risk assessed by a responsible person.</p> <p>If the FRI fatigue score of 35 for daytime working and 45 for night-time working and/or the FRI risk score of 1.6 are reached or exceeded, the responsible person shall make additional plans to reduce the FRI:</p>	
1	to as low as reasonably practicable; and
2	below the scores of 35 for daytime working and 45 for night-time working.
LEVEL 1 Exceedance	If an individual works 60 or more hours but less than 72 hours in any rolling 7-day period
Actions in event of Level 1 Exceedance	<p>Where the assessed fatigue risk is not identified as high, the responsible person shall decide whether to allow further work to be undertaken with this mitigation applied to affected staff:</p> <ul style="list-style-type: none"> a) safety critical duties shall be confined to a minimum or additional supervision shall be provided for those affected staff; and b) affected staff shall not be nominated for driving, lookout duties and/or IWA duties. <p>The supplier shall review this information and inform the responsible person whether they are satisfied that the fatigue risk associated with the individual is being effectively managed.</p>
LEVEL 2 Exceedance	If an individual works 72 hours or more in any rolling 7-day period
Actions in event of Level 2 Exceedance	<p>If a level 2 exceedance is identified or foreseen, the responsible person shall arrange for the affected individual(s) to:</p> <ul style="list-style-type: none"> a) not be rostered for any further shifts until they have taken a rest period of at least 24 hours; and b) be excluded from undertaking the following tasks until they have completed the minimum 24hrs rest: <ul style="list-style-type: none"> 1) any safety critical tasks; 2) activities requiring the management of train/OTP/OTM movements; 3) all train exposure; 4) driving duties; and 5) plant operation. <p>If an individual has more than one level 2 exceedance during a rolling 13-week period, the line manager shall:</p> <ul style="list-style-type: none"> a) document it; and b) report it to the functional head with the FRI number recorded for the individual.

	<p>If more than 25% of a supplier's workforce have a level two exceedance during a 13-week period, they shall:</p> <ul style="list-style-type: none"> a) undertake a review of the rostering process and shift management; and b) identify potential organisational/systemic causes of the exceedances; and c) propose additional controls.
Door To Door	
Door to Door Exceedance (14hr)	the line manager shall produce a fatigue management plan; or
	if a fatigue management plan already exists for the individual, the line manager shall review it and determine if it is still effective in the control of the fatigue risk.
	<p>On completion of the risk assessment the responsible person shall determine whether the level of risk is acceptable. If it is, they shall authorise the exceedance only if they believe:</p> <ul style="list-style-type: none"> 1. work cannot be completed at another time without disruption; or; 2. working beyond the identified processes and arrangements for managing fatigue is necessary to avoid or reduce: <ul style="list-style-type: none"> a) risks to the health and safety of persons on the railway; or b) significant disruption to services and it is not reasonably practicable to take alternative steps.
Record Keeping	
<p>Managers shall maintain records of all exceedance risk assessments completed for a minimum of 3 years.</p> <p>If a responsible person other than an individual's line manager has authorised an exceedance, the line manager or nominated deputy shall co-sign the exceedance on their next working day.</p> <p>All Suppliers must:</p> <ul style="list-style-type: none"> a) collate and retain information on working hours and exceedances, including; <ul style="list-style-type: none"> i) the number, type and causes of exceedances that occur within the period; ii) identify where individuals repeatedly trigger a need for exceedance management; iii) the number of authorised actions plans generated; iv) the number of non-compliances to this standard identified; and v) delivery of training/briefing of exceedance management against target. b) review trends; and c) assess how effectively fatigue risk is being managed within their organisation. 	