



Aquatic Control Engineering

# Working Time Policy

Date Reviewed: 18/02/2024

Next Scheduled Review: 02/02/2025

Aquatic Control Engineering Ltd has a strong commitment to Employee Wellbeing & Health and Safety.

Aquatic Control Engineering adhere to The Working Time regulations 1998; employees are not required to work more than 48 hours on average per week.

You may be required to work non-guaranteed overtime as a part of your job role. The employee must volunteer to opt out to work more than 48 hours a week on average.

Aquatic Control Engineering adhere to the following regulations:

- The average working week is 40 hours, contractual business working hours are 0830- 1700. Any hours exceeding this can be recorded on their flexible working time sheet; hours may be taken in lieu according to the flexible working policy and core business hours outlined
- Travel between home and work does not apply as travel hours
- All employees are entitled to a 30-minute lunch break per day as well as short tea/coffee breaks every working day
- Each adult employee is entitled to a rest period of not less than 11 consecutive hours in each 24-hour period during which he works for his employer\*
- \*Young workers (above school leaving age and under 18) are entitled to 12 hours rest per 24 hours working day
- All employees must have at least one full day (24 hrs) rest per week\*\*
- \*\*Young workers are entitled to 48 hours rest period per seven-day working week
- 25 days paid holiday plus UK statutory bank holidays are given to all full-time employees
- Night work is always avoided. Where avoidance is not reasonably practicable (e.g. tidal projects), it must be kept to a minimum and covered by a risk assessment
- Driving duties should be shared where reasonably practicable.
- All employees at their own discretion can book accommodation, to avoid driving when tired; to be approved by your line manager
- Breaking up long spells of Display Screen Equipment work helps prevent fatigue, eye strain, upper limb problems and backache.

The following may help DSE users:

- Stretch and change position.
- Look into the distance from time to time, and blink often.
- Change activity before getting tired, rather than to recover.
- Short frequent breaks are better than longer, infrequent ones.

All Site Operatives are to adhere to the working time regulations and will be managed through health and safety risk assessments by the Operations, Health and Safety Manager.

Signed:



Stephen Randall - Managing Director