Safe Working Hours and Overtime

**REGULATIONS AND STANDARDS**

[**The**](http://qualitystandards.proceduresonline.com/homes/p_quality_standards.html#reg_5) **Health and Wellbeing Standard**

**The Protection of Children Standard**

**The Leadership and Management Standard**

## **Contents**

1. **Aim of Policy**
2. **General Information**
3. **Overtime Procedure**
4. **Employers Responsibilities**
5. **Employees Responsibilities**
6. **Management Oversight of Hours**

**1.****Aim of Policy**

The aim of this policy is to ensure that all employees at Benecare do not work excessive hours which could lead to exhaustion and mistakes made on shift.

## **2.****General Information**

Staff are required to work such hours as are necessary to successfully fulfil their task and as identified on their contract of employment.

Staff work an average of 39 hours per week.

Bank holidays are deemed to be normal working days for residential staff.

Staff ratios will be specified in each home's [**Statement of Purpose**](https://www.proceduresonline.com/caldecott/chomes/chapters/p_statement_of_purp.html).

At least one senior/experienced member of staff will be on duty or available on call at all times of the day.

An appropriate number of staff (as specified in the homes statement of purpose and subject to any additional risk assessments) will sleep in each night where required under the homes Statement of Purpose.

Staff are likely do an average of two sleep-ins per week. This will be monitored by the Registered Manager to ensure parity across staff teams and to ensure individual staff are not required to complete an unduly high number of sleep in duties on a regular basis.

**3.****Overtime Procedure**

To minimize the risk of our employees working excessive hours Benecare have implemented the following that must be followed by Management and those that oversee the rotas.

All hours planned on the monthly rotas must be signed off by the Manager and Responsible Individual prior to the rota being given out as a final copy.

Any overtime picked up after the rota has been given out must be clearly marked as overtime and authorised by the Manager and Responsible Individual.

Any additional overtime over the course of the month must be added to an overtime claim form with reasons for the overtime clearly recorded. This will be reviewed and signed off by the Manager and the Responsible Individual. Where possible time in lieu will be given back to the employee for picking up sickness/absences which may have resulted in a high amount of hours the employee has worked.

**4.****Employers Responsibilities**

The employer is responsible for ensuring that their employees do not work excessive hours. This could lead to them becoming tired and unwell and not performing to their best ability.

Employers are responsible for tracking their employees hours weekly via Key Performance Indicators and ensuring that their employee is working high hours they address this with the Responsible Individual.

**5. Employees Responsibilities**

Employees are responsible for notifying their line manager if they feel tired or unwell due to their workload. This could be for a number of reasons.

Poor sleep at work

Having a difficult shift the previous day

Home life

Working elsewhere which could have an impact on their shifts at Benecare

Working overtime

Covering sickness/absences after a full shift.

Employees must notify their line manager if they are feeling fatigued as a result of working high hours.

**6. Management Oversight of Hours**

Staff hours should be tracked weekly during Key Performance Indicators.

If managers note one of their employees have worked an excessive amount of hours this must be discussed with the employee and reasons for the extra hours must be reviewed and discussed with the Responsible Individual.

Overtime claim forms must be completed and we must consider the employee taking time back in lieu to ensure they have fully recovered from their work life.

A suitable work life balance must be overseen by the Manager and Responsible Individual.

Final sign off of timesheets will be signed off by the Responsible Individual.

Any concerns with hours completed will be reviewed and discussed with the Registered Manager and employee.