



London Ambulance Service **NHS**
NHS Trust

Clock Change - UK Daylight Saving Time

DOCUMENT PROFILE and CONTROL

Purpose of the document: To provide guidance for operational staff when UK clocks move one hour forwards or backwards due to British Summer Time (BST)

Sponsor Department: Operations

Author/Reviewer: Deputy Director of Operations/Senior HR Manager. To be reviewed by July 2021

Document Status: Final

Amendment History			
Date	*Version	Author/Contributor	Amendment Details
10/07/18	2.2	Senior HR Manager	Reviewed. No change.
03/06/15	2.1	IG Manager	Document Profile and Control update and reference to Equality Analysis added
7/11/14	1.4	Kevin Brown DDO South West	Minor wording changes
7/11/14	1.3	Senior HR Manager	Reviewed in line with Governance requirements. Cosmetic changes.
25/06/10	1.2	Senior HR Manager (South)	Revised scope, monitoring
11/01/10	1.1	Senior HR Manager (South)	reformatted

***Version Control Note:** All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

For Approval By:	Date Approved	Version
SMT	27/05/15	2.0
Chief Executive	10/07	1.0
Ratified by Trust Board (If appropriate):		

Published on:	Date	By	Dept
Thw Pulse (v2.2)	16/07/18	Internal Comms	Comms
The Pulse (v2.1)	03/06/15	Digital Media Officer	Comms
The Pulse	29/06/10	Records Manager	GCT
LAS Website (v2.2)	16/07/18	Internal Comms	Comms
LAS Website (v2.1)	03/06/15	Digital Media Officer	Comms
LAS Website	29/06/10	Records Manager	GCT
Announced on:	Date	By	Dept
The RIB	09/06/15	IG Manager	G&A
The RIB	07/10	Senior HR Manager (South)	HR

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Equality Analysis completed on	By
01/06/15	HR Team
Staffside reviewed on	By
10/ 07	Staffside

Links to Related documents or references providing additional information		
Ref. No.	Title	Version
	European Directive 2000/84/EC	
	European Communities Act 1972	
	Summer Time Order 2002 (Statutory instrument (2002 S.I. 262))	
	Summer Time Act 1972	

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1. Introduction

From the last Sunday in March until the last Sunday in October, the UK moves its clocks forward from Greenwich Mean Time by one hour (GMT+1). This is currently known as British Summer Time (BST). This adjustment affects the working hours of LAS staff on duty.

2. Scope

This policy defines working practice to be followed by operational staff when UK clocks move one hour forwards or backwards due to BST and affects all operational staff working at the point that clocks change in accordance with BST.

3. Objectives

1. To address the issues which occur with rosters when shifts increase or decrease by one hour, due to BST.
2. To confirm arrangements regarding overtime payment over the period.
3. To provide clarity on how rest breaks are managed over the period.
4. To provide clarity on how shifts due to end on the hour of the clock change are managed

4. Responsibilities

- 4.1 It is the responsibility of the Director of Operations to notify managers and staff via the Routine Information Bulletin prior to any clock change.
- 4.2 **Operational and Control Staff** are responsible for adhering to the procedure as defined within this document.

Policy / Procedure

5. BST (March to October (GMT+1))

- 5.1 At 01:00hrs GMT, the clock moves forward to 02:00hrs BST.
- 5.2 Shifts that are rostered to finish at 02.00hrs BST or after are reduced in length by one hour.
- 5.3 Staff may end their shifts in line with the clock time, rather than the official shift length.
- 5.4 Although the shift is reduced by one hour, pay will not be reduced.

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- 5.5 The official rostered / contracted shift length must be worked before any **enhanced** overtime **pay** is available.

6. GMT (October to March)

- 6.1 At 02:00hrs BST the clock moves back to 01:00hrs GMT.
- 6.2 Shifts that are rostered to finish at 02.00hrs or later are increased in length by one hour.
- 6.3 Staff working shifts that are rostered to finish at 02.00hrs or later are required to work the additional hour and finish their duty in line with the clock time, not their official shift length. Although it is recognised that extending the shift length by an hour is not ideal for staff, the risk of failing to provide a service for an hour could be catastrophic and put patients at risk.
- 6.4 Staff should claim the additional hour, as overtime, by recording it on the signing on sheet in the usual manner.
- 6.5 If a shift is undertaken entirely on overtime all of the actual hours worked should be claimed.

7. Notification

- 7.1 Pre-warning will be carried on the Routine Information Bulletin before each clock change date.

8. Rest Breaks

- 8.1 The timing of the rest break 'window' and the length of breaks will not be changed for the shift which incorporates the clock change. The clock change will therefore increase the rest break window by one hour during the October shift and reduce it by one hour in the March shift.
- 8.2 Staff who do not receive a rest break within the rest break 'window' will, as normal, be permitted to end their shift early. However the early finish will be based on the clock time and not the rostered shift length.
- 8.3 In circumstances that staff are due to complete a shift at 02:00 BST (and the clock is due to be put back at this point to 01:00 GMT) then those staff who have been unable to undertake a rest break and choose to finish prior to 02:00BST will not receive overtime. Those whose shift end was 02:00 BST and have been able to undertake a rest break will continue to work until 02:00 GMT and will therefore receive one hour's overtime.

IMPLEMENTATION PLAN				
Intended Audience	For all LAS operational staff			
Dissemination	Available to all staff on the Pulse			
Communications	Revised Procedure to be announced in the RIB and a link provided to the document			
Training	Briefing circulated via Rib.			
Monitoring:				
Aspect to be monitored	Frequency of monitoring AND Tool used	Individual/ team responsible for carrying out monitoring AND Committee/ group where results are reported	Committee/ group responsible for monitoring outcomes/ recommendations	How learning will take place
N/A	N/A	N/A	N/A	N/A