



Introduction

This policy sets out our requirements for safeguarding the health, safety and welfare of our employees, through the effective management of our operations and infrastructure.

Company Responsibilities

We have responsibility for implementation of this policy in accordance with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, Workplace (Health, Safety & Welfare) Regulations 1992 and Railways and Other Guided Transport Systems Regulations 2006.

We also have a duty to advise our Clients of their duties under the Construction (Design and Management) Regulations 2015 to ensure that systems designed by ourselves will avoid or minimise risks to health and safety.

Company Policy

We accept that the health, safety and welfare of our employees is of paramount importance and actively encourage our employees to adopt a positive attitude towards the creation of a healthy environment.

In order to prevent injury, ill-health or damage to our employees and others we have developed and implemented a clearly-defined Management System with designated responsibilities.

All staff are required to lead by example, to promote a healthy working environment and promote continual improvement.

We will ensure that all employees are adequately informed, trained and aware of Statutory and Company requirements so as to be capable of performing duties whilst safeguarding themselves and others.

The aspects of Health & Safety that will be managed within the Company shall include:-

- Review and briefing of industry and company requirements
- Equipment (including PUWER)
- Induction, training and competency
- Drugs and alcohol, including prescription medication
- Working hours
- Risk assessments
- Accidents, incidents and investigations
- Personal protective equipment
- Ensuring staff work safely at all times by ensuring safe systems of work have been set up
- Where necessary setting H&S objectives and targets.

Signed:

Mark McMahon, October 2016





Introduction

This policy sets out our requirements for the control of the consumption of drugs and alcohol, including prescription medication.

Company Responsibilities

In accordance with the Company Management System and Railway Group Standard GE/RT8070 and Network Rail Standards NR/L1/OHS/051, no employee shall:-

- Take any form of medication without the prior assessment and authorisation of the Company, including prescription medication
- Report or endeavour to report for duty having recently consumed drugs or alcohol likely to cause an unfit state, including prescription medication
- Report for duty in an unfit state due to the use of alcohol or drugs, including medication
- Use, consume or be in possession of alcohol or illegal drugs whilst on duty
- Be excluded from or refuse to undergo any alcohol or drug test stipulated.

Company Policy

We will ensure every employee is made aware of the requirements of this policy and the associated requirements, as well as briefing the relevant sections of the Transport & Works Act 1992 and Railway Group Standard GE/RT8070 and Network Rail Company Standard NR/L1/OHS/051.

Unannounced drugs and alcohol testing shall be carried out on 5% of all rail staff, as a minimum, in accordance with Network Rail Company Standard NR/L2/OHS/00120.

For cause testing shall be invoked using considered judgement, in accordance with the requirements of the Company Equality Policy (NR-CMS-PS-04) and Network Rail Company Standard NR/L2/OHS/00120.

The Company will not tolerate any departure from these requirements and, in the event of an infringement, all appropriate disciplinary and contractual action shall be taken.

Any employee who advises that they have a problem due to abuse of drugs or alcohol will be actively encouraged to seek suitable assistance, however they will not be allowed to work in any safety critical capacity until positive unannounced testing has been carried out for 5 years at the employees own cost.

Refer to Company Procedure NR-CMS-PR-10 for further details of the requirements of this Policy.

Signed:

Mark McMahon, October 2016





Introduction

We have a statutory obligation to provide (so far as is reasonably practicable) an effective system for the control of employees working hours and shift patterns, through the proper management of our operations in accordance with The Railways and Other Guided Transport System Regulations 2006, Network Rail Company Standards NR/L2/ERG/003, NR/L3/ERG/004, NR/GN/INI/001 and NR/GN/CPR/401.

Company Responsibilities

No employee will exceed the following working hours or shift patterns, without prior assessment and written authorisation:-

- 13 shifts in any 14-day period
- 12 hours in any shift
- 14 hours door to door
- 72 hours in any single week
- No less than 12 hours break between shifts.

Company Policy

We accept that the health, safety and welfare of our employees is of paramount importance and require that they also adopt a positive attitude towards the avoidance of excessive working hours.

We have implemented Company Procedure NR-CMS-PR-11 which defines the process for the control of working hours and shift patterns to prevent staff exceeding the above requirements, where possible and unless it has been assessed. Where required we will utilise the HSE Fatigue Index Calculator.

In order to reduce the burden of excessive and long working hours we have also developed a flexible-working hours system to suit the needs of the business and the safety of employees.

Flexible working during the normal working week is permitted, subject to the following conditions:-

- Contracted working hours of 37.5 are completed each week
- Hours are worked between 7am to 7pm on Monday to Friday
- Core working hours are between 10am and 4pm each day
- Flexible leave accrual is subject to prior authorisation of the Director.

For the purposes of quantifying working hours this, shall be calculated as soon as an employee leaves / returns to their home location.

Overtime shall be worked when reasonably required by the Company and dictated by the workload prevalent at the time. All overtime must be assessed and authorised in advance by the Director, to ensure that working hours do not have the potential to exceed maximum limits or constitute inequality.

Signed:

Mark McMahon, October 2016





Introduction

The Company aims to provide a safe working environment, committed to continual improvement.

Safe systems of work

All activities will be risk assessed and suitable control measures will be implemented and cascaded to all employees, before the activities are undertaken.

Risk assessments will be carried out in line with the Management of Health & Safety at Work Regulations 1999 and the HSE 'five steps' to risk assessment (IND 163), as procedure NR-CMS-PR-06.

Control measures will be implemented in order to reduce risks to as low as is reasonably practicable.

Competent Workforce

Sufficient training and mentoring shall be provided to ensure the competence of all staff.

Employees shall not undertake any duties unless they are certified competent and until they have been briefed on any relevant information specific to the task, as well as having the appropriate PPE.

Safe Behaviour

Employees are required to work safely and ensure that others around them do likewise, including:-

- Complying with the Company Management System, site rules and other safety instructions
- Wearing the appropriate PPE provided
- Using equipment correctly and as specified.

Employees refusing to work on the grounds of health & safety will be fully supported, not discriminated against for invoking the process and all reports of unsafe working will be investigated, with the appropriate remedial action being undertaken. All staff can also utilise the CIRAS reporting system - phone 0800 4101 101, text 0750728587

The Director will be responsible for implementation of this policy, ensuring that:-

- A safe system of work is in place for all office and site based activities
- All employees are competent to undertake the duties specified
- Arrangements are in place to report unsafe acts.

Signed:

Mark McMahon, October 2016

