



Working Hours Policy

Section: 2.5
Issue: 0
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It is a requirement of Lea Scaffolding and Access Ltd that the working times of operatives comply with the following limits as stipulated in Railway Group Standard GH/RT 4004 and Network Rail Company Standard NR/L2/ERG/003.

In accordance with these documents Lea Scaffolding Ltd will enforce the following requirements.

1. No more than 12 hours to be worked per turn of duty.
2. No more than 72 hours to be worked per calendar week (Sunday to Saturday)
3. A minimum rest period of 12 hours between booking off and booking on for a turn of duty, this may be reduced to 8 hours at the weekly shift changeover, in the case of staff working a shift pattern which rotates or alternates on a weekly basis;
4. No more than 13 turns of duty to be worked in any 14-day period.

Where operatives are working on a regular shift pattern which rotates or alternates on a weekly basis, the rest period at the weekly shift changeover may be reduced to 8 hours

Exceeding Working Time Limits

In emergency situations, to cover essential work only and provided no alternative arrangements can be made, the limits shown above may be exceeded if authorised by a nominated client representative

Records to be Kept

The person authorising the variation must assess each individual operative as suitable to work in excess of the pre-booked hours. A record of the assessment, the actual times worked, and the reason why such authority was given must be recorded on the individual's timesheet

Definitions

14 Day Period – any 14 days, starting and ending on any day of the week.

Hours worked – actual (not rested) paid hours of work, inclusive of paid meal break.

Week – refers to a paybill week i.e. Saturday to Friday

Emergency/Call out situation – circumstances that cannot be anticipated and which threaten serious disruption to the service

Essential Work – work necessary to avoid serious disruption to the service.

Yours Responsibility

You must inform Lea Scaffolding Ltd of any other work that you may carry out for others, regardless of whether it is rail related or not.

The Company will measure the effect of this Policy and the monitoring process following a period of twelve months, at which time its adequacy will be reviewed by the Managing Director.

Director	Tom Lea	Signed		Dated	14/03/2019
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