



Working Hours Policy

Section: 2.5
Issue: 2
Review Date: 14/12/2022
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Lea Scaffolding and Access Ltd commit to managing and monitoring the working times of operatives, to ensure they comply with the following limits as stipulated in Network Rail Company Standard NR/L2/OHS/003.

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

1. No more than 12 hours to be worked per turn of duty (14 hours door to door)
2. No more than 60 hours to be worked in a rolling 7-day period.
3. A minimum rest period of 12 hours between booking off and booking on for a turn of duty
4. No more than 13 turns of duty to be worked in any 14-day period.

Exceeding Working Time Limits

A Level 1 Exceedance will be triggered where an operative exceeds 60 hours in a rolling 7-day period or where a FRI fatigue score of 35 for daytime working and 45 for night time working is reached or exceeded. The project manager must carry out a risk assessment, using the Permission for Exceedance form (LEA-103) which must be reviewed by the Managing Director/SQE to assess whether the level of risk is acceptable. Where the risk is deemed low, work may continue, with the following mitigation:

- safety critical duties shall be confined to a minimum or additional supervision shall be provided for those affected staff
- affected staff shall not be nominated for driving or lookout duties

A Level 2 Exceedance will be triggered where an operative exceeds 72 hours in a rolling 7-day period. The project manager must not roster the operative for any more shifts until they have had a minimum of 24 hours rest and be excluded from any safety critical, driving and plant operational tasks until they have had a minimum 24 hours rest.


Records to be Kept

Records of any exceedances must be retained for a minimum of 3 years

Your 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	14/12/2022
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