Form Title: Working Hours Policy (NR&TfL)
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WORKING HOURS POLICY (NR & TFL)

The Company recognises its responsibilities under the *Health & Safety at Work Act 1974* to provide a safe system of work and thereby reduce any potential risk to As Low as Reasonably Practicable. The Company acknowledges the increase in risk to our employees, contractors, passengers, visitors and those affected by working excessive hours. Additionally, for NR works, we recognise our responsibilities under Network Rail Standards *NR/L2/OHS/003 Fatigue Risk Management* and *NR/GN/INI/001 Guidance* on the management of door-to-door work and travel time. For TfL works, we recognise the requirements as set out in the QUENSH Manual.

NETWORK RAIL	**TFL (QUENSH)**
▪ Not work more than 13 turns of duty within any 14 consecutive days	The minimum amount of rest between any two shifts shall be 11 hours.
▪ Have a minimum rest period of 12 hours between booking off from a duty / shift to booking on for the next turn / shift	Either: 1. Six consecutive days, followed by a rest period of not less than 24 hours, or 2. 12 consecutive days, followed by two consecutive rest days, each of which is not less than 24 hours 3. Within any 14-day period, two rest periods, each of which is not less than 24 hours
▪ Not work more than 12 hours, including travelling time to and from work sites, in any one shift (or other lesser period) as appropriate to the health and safety requirements for the particular task to be undertaken	In calculating the number of hours worked by personnel, the Supplier shall take fully into account those hours worked for any other Supplier.
▪ Only allow an exceedance of planned hours in exceptional circumstances subject to an assessment of risk and relevant approvals	The Supplier shall maintain records of employees' working hours, and these shall be made available to the Client immediately upon request for monitoring and audit purposes.
The longest shift in any roster shall be 12 hours. When working nightshifts, consideration to reducing the shift length shall be given due to the increased risk of fatigue. The door-to-door time (combined travel time and work time) shall not be planned to exceed 14 hours.	

The arrangements in place to implement this policy form part of the Company's day-to-day operational procedures as defined under the *Fatigue Management procedure: management of hours worked* and as such are reviewed on a continuous basis. A formal review will take place on an annual basis. Where opportunities for improvement in the management of safe working hours or safety problems are identified they will be tackled promptly, and with sufficient resources, to ensure that they are adequately dealt with.
The implementation of this policy will be monitored at various levels throughout the company in order to ensure compliance with its objectives.

Signed:
Dean Jump
Role: Managing Director

Date: October 2026

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