

 Pro Rail Services Ltd.	Pro Rail Services Ltd	POL-06 Issue 2
	Working Hours Policy	

Pro Rail Services Ltd (PRSL) is committed to enforcing an effective Hours of Work Policy in accordance with the requirements of Railways and Other Guided Transport Systems (Safety) Regulations 2006, Network Rail Standards NR/L2/OHS/003 – Fatigue Risk Management and its associated modules - (current Issues) and Guidance on the Management of Door-to-Door Work & Travel Time - NR/GN/INI/001 (current issue). We recognise the importance of such a policy in its contribution towards ensuring the health and safety of our employees, sub-contractors, and all those affected by our works.

An exceedance trigger shall be declared by PRSL when any of these conditions are or might be reached:

- a person exceeds 60 hours of working in a rolling seven-day period. **This shall be classed as a level 1 exceedance;**
- a person exceeds 72 hours of working in a rolling seven-day period. **This shall be classed as a level 2 exceedance;**
- a person receives less than 12 hours break between booking off from their shift / period of duty and booking on for their next shift / period of duty;
- a person works more than 12 hours in one shift or period of duty;
- a person works more than 13 consecutive turns of duty in 14 rolling days;
- a person works when they are expected to exceed a Fatigue Risk Index (FRI) fatigue score of 35 during daytime or 45 during night-time hours;
- a person works when they are expected to exceed an FRI risk score of 1.6 (regardless of daytime or night-time working);
- a person exceeds 14 hours door to door.

Travelling Time

PRSL employees and contractors who hold a Sentinel card competency or are required to undertake Safety Critical Work on behalf of PRSL will be required to adhere to the following requirement with regard to travelling to and from sites and lodging away:

- Travelling each way to and from site should ideally be included in the maximum 12 hours turn of duty.
- However, where this is not possible, the travelling time must not lead an overall turn of duty time in excess of 14 hours.

It is company policy to ensure that any sponsored person selected for undertaking activities when working in a London Underground environment shall not exceed the minimum rest periods, maximum turns of duty and maximum working hours as detailed within S1552 QUENSH Contract Conditions.

The consecutive days that may be worked before a rest period when working on, over or adjacent to the railway shall be

- Six consecutive days, followed by a rest period of not less than 24 hours;
- 12 consecutive days, followed by two consecutive rest days, each of which is not less than 24 hours
- Within any 14 day period, two rest periods, each of which is not less than 24 hour;
- No more than twelve hours to be worked per period of duty/shift
- A minimum of eleven rest hours between shifts

Where travelling and work will lead to an exceedance of the above 14 hours turn of duty limit

Lodging required IN ALL CIRCUMSTANCES

PRSL has developed internal procedures to prevent employees or sub-contractors from working excess hours or shifts. Measurement of the effectiveness of these procedures will be carried out via a continuous monitoring

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process. Should this monitoring process reveal a departure from the procedures then appropriate action will be taken.

This policy will be reviewed annually as part of the Management review process, to ensure its continued relevance and adequacy.

Managing Director

Signed



Date: 04/06/2025