



POL/07

Integrated Management System

Last Review: 12<sup>th</sup> May 25

Next review: 12<sup>th</sup> May 26

### **Working Hours -Fatigue Management Policy**

H&M Security Services Ltd is committed to enforcing an effective Hours of Work Policy in accordance with the requirements of the Railway and Other Guided Transport Regulations and Network Rail Company Standards and Procedures and QUENSH. We recognize 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.

H&M Security Services Ltd will take all measures as far as is reasonably practicable to ensure that all employees and sub-contractors are aware of and adhere to the guidelines for hours of work.

H&M Security Services Ltd requires that all employees or sub-contractors shall not:

- work more than 14 hours per day door to door.
- work more than 13 days in any 14-day period;
- take less than 12 hour's rest between shifts.

If an individual works 60 or more hours but less than 72 hours in any rolling 7-day period, this shall be recorded as a level 1 exceedance.

If an individual works 72 hours or more in any rolling 7-day period, this shall be recorded as a level 2 exceedance.

If an exceedance of 14 hours door to door is triggered the line manager shall:

- a) produce a fatigue management plan; or
- b) if a fatigue management plan already exists for the individual, the line manager shall review it and determine if it is still effective in the control of the fatigue risk.

Deviation from the above limits will require a Risk Assessment and will affect the Client's Safety Case.

#### **Travelling Time**

All H&M Security Services Ltd employees or contractors working on behalf of H&M Security Services Ltd who hold a Sentinel card competency will be required to adhere to the following requirement with regard to travelling to sites:

- Travelling to a training site between 1 to 1½ hours each way is acceptable.
- If travelling to a training site is over 1 ½ hours each way, then lodging is required.

London Underground: The limits on working hours for these employees are:

- The longest shift in any roster shall be 12 hours.
- The minimum rest between 2 shifts shall be 11 hours.

As determined by LU or LU's suppliers the consecutive days that may be worked before a rest period shall be either:

- 6 consecutive days followed by a rest period of not less than 24 hours.
- 12 consecutive days followed by 2 consecutive day's rest, each of which is not less than 24 hours.
- Within any 14-day period, 2 rest periods, each of which is not less than 24 hours.
- Staff must not work in the 12 hours preceding the start of any training course.

**H&M Security Services Ltd** has developed internal procedures (PRO/07) 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 process. Should this monitoring process reveal a departure from



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the procedures then appropriate action will be taken. Hours are strictly planned and monitored by use of the Logosoft electronic package.

The ultimate responsibility for this policy lies with the Managing Director who ensures that it is given and retains the highest of priorities. This policy and its implementation will be reviewed at least annually and updated as required.

Signed by:

A handwritten signature in cursive script, appearing to read 'Ian Henderson', written over a horizontal dotted line.

**Ian Henderson**  
**Managing Director**  
**H&M Security Services Ltd**