

MATCHTECH



Resourcing
Solutions

GATTACA GROUP'S RAIL RECRUITMENT SPECIALISTS

HSQE Briefing

Updated Company Policy June 2022

WORKING TOGETHER TO PROVIDE THE BEST RAIL TALENT IN THE UK

Updated Company Policy

There have been occasions where a workers shift pattern has changed, but RSL as the primary sponsor have not been made aware.

RSL have fatigue management software that calculates the risk of incident and fatigue based on shift patterns that you do, so it is critical that the information that we have is accurate at all times.

Please familiarise yourself with the new fatigue policy, because Rail industry fatigue management is becoming more and more into focus in 2022, as new Network Rail standards and rules are introduced later in the year.

I have included the RSL document with this briefing and the Matchtech policy mirrors this.

Policy – Rail

Title: **Safe Hours Worked Policy**

Resourcing Solutions Limited aims to minimise fatigue for all our staff and subcontractors who work under our control and are carrying out 'Safety Critical Work'.

This policy sets out how Resourcing Solutions Limited will fulfil our health and safety commitments and demonstrate compliance with the following requirements for managing fatigue and working hours:

- **Railway and other Guided Transport Systems (Safety) Regulations 2006**
- **NR/L2/OHS/003 Fatigue Risk Management.**
- **NR/GN/INI/001 Guidance on the management of door-to-door work and travel time**

The Resourcing Solutions Limited rostering system imposes the following limits on working time and will not allow for planning of staff to work more than these limits:

- **No more than 12 hours per period of duty / shift**
- **No more than 72 hours in any seven-day period**
- **A minimum of 12 hours' rest between booking off from a period of duty / shift to booking on for the next period of duty / shift**
- **No more than 13 periods of duty to be worked in any 14-day period**

Breaks

Staff and subcontractors will be allowed time to take physical needs breaks throughout their shift. Due to the nature of the work, actual length and pattern of breaks will vary but at least one break of 30 minutes will be allowed at about mid-shift and two other breaks of at least 10 minutes. Staff and subcontractors may be required to take breaks at their workstation.

Work Travel Time

Staff and subcontractors are not expected to travel more than one hour to work in their own time. Where travel is likely to exceed one hour in each direction, the total door to door work and travel time shall not exceed a maximum of 14 hours in accordance with Network Rail Guidance Note NR/GN/INI/001. A risk assessment will be carried out for excessive travel times and mitigation measures applied accordingly.

Changes to Planned Shift patterns

Candidates must notify Resourcing Solutions if there are any changes to the shift patterns agreed with the client in the placement contract. This includes changes instigated by the client or the candidate and applies to any and all changes to the original, agreed shift pattern; even if only for a short period. Resourcing Solutions uses a software-based fatigue management system, which requires prior knowledge of any changes to the agreed shift pattern in order to effectively predict and mitigate fatigue risks. Failure to provide adequate prior notice of any shift changes, will inhibit Resourcing Solutions from accurately calculating fatigue status, and may put the candidate at risk of fatigue, and in breach of the Sentinel Scheme Rules.

Exceptional Circumstances

The following exceptional circumstance may arise that result in the above limits being exceeded:

Over-run of possessions, associated work or engineering work, resulting in staff and subcontractors being required to remain on site to fulfil Network Rail safety requirements.

Any other exceptional circumstances as stated in Network Rail Standard NR/L2/OHS/003 that dictates an extension of planned shift times. In these circumstances, the staff and subcontractors concerned are required to contact the Resourcing Solutions Limited On-Call Manager who will undertake a fatigue risk assessment on the staff or subcontractor and take any appropriate steps as indicated by the assessment.

Resourcing Solutions Limited monitors safe hours worked in accordance with the procedures laid down in PR09 Working Hours. Any exceedance instances are reviewed in the monthly safety meeting to facilitate and verify that appropriate management controls are in place.

Resourcing Solutions Limited require our staff to manage their off-duty time to avoid fatigue and limit their hours worked for other companies (if any) to avoid any exceedance of Resourcing Solutions Limited's working time limits.

This policy is available to all Resourcing Solutions Limited staff and is available to other interested parties upon request.

Safety briefing links

Safety Central

- Network Rail share updates of recent incidents, accidents and best practice advice online. Please get into the habit of checking this website for the latest news;

<https://safety.networkrail.co.uk/tools-resources/safety-bulletins/>

Southern Shield

- Southern Shield is a collaborative safety forum that consists of Network Rail Southern Capital Delivery and its principal contractors. On their website they have useful articles and explain the rules of the Southern Shield charter, which are mandatory on some southern sites.

<https://www.southernshield.co.uk/>

Resourcing Solutions Monthly briefings

- Add this website address to your browser favourites to ensure that you always have access to the [Network Rail Rulebook modules](#) as well as all previous monthly rail briefings.

<https://www.resourcing-solutions.com/health-and-safety-briefings>



MATCHTECH

IMPORTANT INFORMATION

For the Latest COVID 19 guidelines follow this link below.

<https://www.gov.uk/coronavirus>



Coronavirus (COVID-19)

STAY HOME ➤ PROTECT THE NHS ➤ SAVE LIVES



MATCHTECH

Contact the Rail team

24 hour on call - 07786 265531

Use this on-call number if you need to contact someone from the company urgently, for example to report an accident / incident or if you are being pressured to do something that you are not comfortable with, such as being asked to exceed the working hours rules etc.

Store this number in your phone in case of an emergency

This number is **not to be used** to query timesheets or to enquire about vacancies, it is an emergency contact number.

- If you would like to suggest a topic for future safety briefings, or need to talk to someone in confidence then email the Rail HSQE manager Joe Christopherson; jchristopherson@resourcing-solutions.com

Safety sQuaRed

See it, Scan it, Share it



MATCHTECH



<https://www.gattacaplc.com/report-near-misses>

Our Lifesaving Rules



Always be sure the required plans and permits are in place, before you start a job or go on or near the line.



Never use a hand-held or hands-free phone, or programme any other mobile device, while driving.



Always use equipment that is fit for its intended purpose.



Always test before applying earths or straps.



Never undertake any job unless you have been trained and assessed as competent.



Never assume equipment is isolated – always test before touch.



Never work or drive while under the influence of drugs or alcohol.



Always use a safety harness when working at height, unless other protection is in place.



Always obey the speed limit and wear a seat belt.



Never enter the agreed exclusion zone, unless directed to by the person in charge.



Report hotline:
0800 4 101 101

Report textline:
07507 285 887

Freepost: CIRAS
www.ciras.org.uk