

Health, Safety, Quality & Environment Handbook

This handbook provides guidance on the measures you need to take to ensure your personal safety and protection of the environment whilst working for or on behalf of Stamford Construction Limited

Issued to

Personal track safety sentinel number or National Insurance Number

Stamford Construction Limited Mission Statement

“Everybody has a responsibility to behave safely and challenge unsafe behaviours and conditions when we see them. This will ensure that we all go home safely at the end of every day.” We will fully support anyone who raises a genuine safety concern every time.

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Introduction

Stamford considers safety and protection of the environment to be an integral part of its business activity and are committed to providing a safe and healthy working environment for all staff employed on the project. **Remember** – Safety is everyone's responsibility and Stamford has adopted a **Zero Tolerance** policy towards unsafe acts and conditions. By working together as a team, we **can** and **will** make a difference, and eliminate accidents and incidents. You must familiarise yourself with the contents of this handbook and any amendments that may periodically be issued.

Project Goals

The project goal is to continue to protect the health and safety of our people as they go about their work. To ensure the health safety & welfare of all staff on the project regardless of employer and to promote an awareness of the environment in which we work. A copy of the Stamford safety policy is included at the back of this handbook.

Legal Duties

All employers have a legal and moral duty to look after the health, safety and welfare of their employees. The principal legislation is the Health & Safety at Work Act 1974, although there are many others, if you have any safety concerns report these immediately to your employer. There is also a legal duty for employees to cooperate with the employer on health and safety matters.

The Management of Health & Safety at Work Regulations 1999 mandates that risk assessments are carried out, and the workforce are advised of the findings.

Specific Risks

The following risks have been identified on the project, this list is not exhaustive.

Work at Height	Slip, Trips & Falls
Noise	Working over water
Underfoot Conditions	Hazardous Substances
Site Plant	Reversing Vehicles
Interfaces with other contractors	Leptospirosis
Buried Services	Overhead Power Cables
Driving Company Vehicles	Lone Working
Train Movements	AC /DC Traction Current
Weather exposure (heat & cold)	Manual Handling

Employees General Responsibilities

You must work in accordance with our company procedures. You must follow the method statement / task brief and risk assessments and not deviate from them without authority. Report any unsafe acts or conditions to your supervisor. Never operate any item of plant or machinery unless you are trained and authorised to do so, report any defects promptly. Report all incidents, however minor, to your supervisor. Use any chemicals or substances in accordance with the COSHH assessment. Respect and protect the environment, it's our future. Deal professionally and politely with members of the public. Set a good personal professional example at all times.

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Work Safe Procedure

Stamford has a work safe procedure that applies to all staff on the project including contractors and sub-contractors. You are not expected to carry out a task where the risk to health, safety or welfare of yourself or others is considered unacceptable. If you believe you are being asked to work unsafely, notify the person in charge – **immediately**. A fundamental concept of this policy is that it operates in a no blame culture, so you can invoke the procedure without fear of disciplinary action. A copy of the full policy is available on request.

Working Hours Procedure

Stamford has a work safe procedure that applies to all staff on the project including contractors and sub-contractors. You are not expected to carry out a task where the risk to health, safety or welfare of yourself or others is considered unacceptable due to excessive working hours. If you believe you are being asked to work and in excess of rail industry required hours, notify the person in charge – **immediately**.

Network Rail

- Not more than 12 hours per turn of duty
- Not more than 72 hours in any one week
- Not more than 13 consecutive turns of duty in any 14-day period
- No more than 23 turns of duty in any two consecutive 14-day periods (signal & telecommunications staff only)
- A minimum rest period of 12 hours between turns of duty, this may be reduced to 8 hours to encompass weekend shift changeovers.

London Underground Limited

As determined by the Supplier, the consecutive days that may be worked before a rest period when working on, over or adjacent to the railway shall be either:

- Maximum of 12 hours per shift
- The minimum rest period between 2 shifts is 11 hours
- six consecutive days followed by a rest period of not less than 24 hours
- 12 consecutive days, followed by 2 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 hours.

Drugs & Alcohol

The Stamford Drugs & Alcohol policy applies throughout this project. You must report for duty in a fit condition and not under the influence of drink or drugs, which may seriously affect your ability to act safely. Any breach of this policy may render you liable to disciplinary action, which could include dismissal or your permanent removal from the project.

You will be dismissed if a test shows a blood alcohol level of

- 29mg or more per 100ml or 13 micrograms of alcohol in 100 ml of breath or
- 39 milligrams of alcohol in 100 ml of urine or there is any trace of Illegal drugs.

Railway Works

If you are required to go “on or near the line” you must be in possession of a current sentinel card for personal track safety as a minimum. Use authorised access points only, the details can be found in the hazard directory. If there are 2 or more persons at least one of you must be a certified as a Controller of Site Safety and the work must be planned in accordance with safe system of work pack. Whatever your duties when trackside you must be trained and competent, in possession of the relevant documentation, the work must be planned and carried out safely.



At each access point vital safety information is provided, you must familiarise yourself with this information.

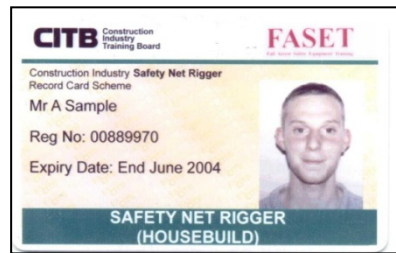
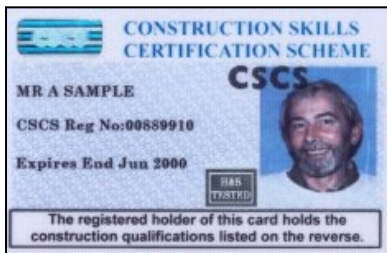
Briefing

Ensure you are briefed on the safe system of work that is to be used on the day prior to commencing work, this may be contained in the method statement or risk assessments. Before signing the acknowledgement, sheet ensure you have fully understood the briefing, if in doubt – **ASK**.

Vehicle / Plant Safety

All vehicles / plant must be fitted with amber visual warning lights or have the vehicle hazard lights operating. Private vehicles used as a means of getting to / from work are used and parked at the owners risk. Check you are insured for business use otherwise any loss or damage will need to be paid for by yourself. You must be trained and certified to operate the plant, this certification must be carried with you at all times you are operating the plant.

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CSCS or CITB certification are acceptable as proof of training and competency. Ensure the vehicle / plant you are driving is in a fit condition and adequately maintained. Carry out the pre-start checks in accordance with your employer's instructions. Ensure that all safety devices are operating correctly, i.e. lights, brakes, visual and audible warnings, rear facing cctv etc. Ensure that safety devices are not rendered ineffective by dirt or damage lens.



Never use a handheld mobile phone or other radios equipment whilst operating plant or driving vehicles. Wear the seatbelt or other safety device in accordance with the instructions you are given, regardless of the length of trip, use the safety features provided. Check regularly the vehicle / plant tyre pressures, fluid levels, tyre tread etc. Report any deficiencies in accordance with your company procedures. Failure to produce a valid competency card will result in your removal from site.

Reversing Vehicle / Plant Safety

Follow the safe system of work you have been briefed on, if Banksmen are employed follow the instructions you are given. Do not move without the authority of the Banksman and be prepared to act promptly on their instructions. Ensure that rear facing cctv systems and mirrors are fitted and operating correctly prior to any reversing movement.

Welfare

Welfare facilities are provided for your comfort and health, treat them with respect and report any shortages (soap, hand towels, water etc.).



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Plant / Vehicle Security

Secure your vehicles / plant whenever you are not in the cab and remove the keys on every occasion. At the end of the day secure the vehicle / plant as instructed and park it safely, remove the keys and operate the battery isolation switches where these are provided.

Personal Protective Equipment

Personal protective equipment is provided free of charge to ensure your health and safety. Ensure you have all the personal protective equipment required and that it is in good condition and fit for purpose. All personal protective equipment must be stored and worn correctly, report any loss or defect. Keep high visibility clothing clean or obtain a replacement. As a minimum, you must

wear a T shirt (sleeveless vests are strictly prohibited), long trousers (shorts are not permitted), Safety footwear, Hard hat, safety glasses, Gloves (risk assessment by exception), High visibility vest / jacket which must be worn correctly. You may need other items of personal protective equipment from time to time, such as ear protection, any additional requirements will be contained in the method statement / risk assessments.

Housekeeping

Keep your work areas tidy, this will reduce accidents. Any materials that must be left on any access route must be lit so it is clearly visible from either direction it is approached.

Work Equipment

Work equipment covers everything from small tools to large items of plant, before using any item of work equipment carry out a pre-user check to ensure;

- It is fit for purpose
- Free from patent defects
- Properly guarded
- Adequately maintained
- Do not use it beyond its design limits

Operators Must;

- Be competent
- Aware of hazards equipment presents
- Observe speed limits
- Report defects
- Use the equipment as intended
- Not misuse or abuse equipment

- Consider the immediate environment and underfoot conditions

Protect yourself from noise, dust, vibration etc when operating any item of work equipment. Use low voltage or 110-volt equipment only, 230-volt equipment is not permitted. Check that all electrical tools are regularly maintained and tested.

Excavations

Every year people are killed and injured working in excavations. Excavation works need to be properly planned, managed and supervised to prevent accidents. You must follow your company procedures for this type of work and observe any conditions on a permit to dig system if this is in operation. The main hazards are;

- Collapse of the sides
- Materials falling onto people working in the excavation
- People / vehicle falling into the excavation
- People being struck by plant
- Undermining nearby structures
- Contact with underground services
- Access / egress
- Fumes
- Members of the public

Shoring, trench boxes or battering requirements will be determined by the design and the risk assessments.

Remember – A cubic metre of soil weights 1.5 tons!

Safety Signs

You **must** obey all safety signage on site, they are provided for your protection.



Blue signs

Mandatory, you must follow the instructions on the sign

Yellow

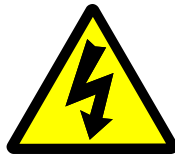
Warning of a potential hazard or restriction

Red

Prohibition, you must comply with the prohibition

Green

Safe condition, fire exit first aid etc.



Safety Concerns

If you have any safety concerns regarding the operation of a safe system of work, report it to your Supervisor / Manager immediately. Alternatively, you can report in total confidence to **CIRAS 0800 0850449** (Confidential Incident Reporting Analysis System), your details are not recorded therefore the system is absolutely confidential.

Overhead Lines

There are many overhead cables of varying voltages over our worksites, to protect you from them, "goal posts" have been

erected. The voltages on these lines can be up to **440,000** volts. Access and egress only under the goal posts and report any defective goal posts immediately.

Do not ride on the outside of vehicles / plant when going under these power cables. For further advise contact the cable owners or local electricity company. On the railway, there are specific procedures for dealing with the risk from the Overhead Line.

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Mobile Telephones

Mobile phones must only be used in a position of safety, you must not use a mobile whilst driving unless it is hands free. When on site if you do not need to use the phone switch it off to avoid any distractions.

First Aid

Your employer must ensure that first aid training and equipment are provided in accordance with their legal duty as determined by a risk assessments. It may be necessary for first aid provision to be shared between companies, if this is the case a formal written agreement must exist.

A first aid kit must be provided on each worksite, this must be stocked correctly and maintained in an effective condition at all times.

Accident / Incident Reporting

All accidents, close calls & incidents must be reported promptly to your supervisor or line manager. RIDDOR reportable accidents & incidents must be reported to the Health & Safety Executive as required by the regulations.

Emergency Procedures

In the event of an emergency follow the instructions of your host or if alone evacuate immediately. Stamford staff will follow the instructions and procedures of the Principal Contractor when visiting site. If you see a fire, or any other emergency, immediately raise the alarm, call the emergency services and clear the area to a safe distance until help arrives. Only use fire fighting equipment if you are trained to do so and you are **not** alone.

Environment

Stamford is committed to protecting the environment, our aim is always to minimise harm to the environment through which we pass. There are many protected species including bats, badgers, door mice, nesting birds, grayfish, great created newts, stag beetles etc. If in doubt stop work and seek guidance, avoidable and unnecessary environmental harm is not acceptable to Stamford .

Control of Pollution

To control any potential pollution incidents, drip trays must be provided under plant / equipment whenever practicable. Additionally, a suitable size of spill kit must be provided in the immediate vicinity.



Use spill kit material must be disposed of as contaminated waste by a licensed carrier.



Liquids stored in
Drip trays

Waste

The control of waste and good housekeeping is everyone's responsibility, there are strict environmental laws in force to ensure that we comply. Recycle or reuse your waste wherever possible, contact your environmental adviser for help.

Office Safety

There are many hazards in the office environment, it is important you understand what they are;

- Manual handling
- Potential health hazards from display screen equipment
- Eye strain / poor lighting conditions
- Fire hazards due to overloaded electrical equipment
- Slips and trips over trailing cables / Overloaded filing cabinets
- Poor ergonomics (posture)
- Noise from adjacent work stations

Fire Safety in Offices

If you see any potential fire hazards report these immediately to the person in charge. If you see a fire activate the nearest call point and call the emergency services 999.

- Do not obstruct fire exits or block escape routes
- Make sure you are aware of the evacuation procedures
- Do not overload electrical equipment / sockets
- Obey the smoking policy / Put waste paper in the bins provided
- If the alarm sounds proceed in an orderly fashion to the fire assembly point, do not stop to collect personal possessions
- Follow the instructions of the Fire Wardens
- Wait at the fire assembly point for roll call, stay at the assembly point until given further instructions

Manual Handling

A third of all accidents are caused by manual handling operations, these injuries can be long term and debilitating, ensure you;

- Avoid manual handling whenever possible
- Use mechanical aids whenever possible
- Work to your own limitations
- Plan the lift
- Examine the load and lift correctly
- Check the weight and the centre of gravity
- Ensure the immediate area is clear of any obstructions
- Use personal protective equipment if necessary
- Ask for help for heavy or awkward loads
- Follow the method statement / risk assessment

Hazardous Substances

There are many hazardous substances such as paints, glues, chemicals etc. Always read the label before use and ensure you are in possession of the relevant Coshh assessment.



The warning labels above are examples of the warning that are placed on hazardous substances.

Noise

Exposure to high levels of noise can seriously damage your hearing, there is no cure for noise induced hearing loss. You must wear ear protection at 85 dB(A), it is advisable at 80 dB(A). Ask your safety advisor for guidance if you feel you are being exposed to excessive noise levels. You must wear ear protection at all times if you enter a noise zone, this area will be clearly signed. If you use ear protection look after it and report any damage or defect, it can only protect you if it is in good order. Ear protection is mandatory when marked with the sign below.



Working Over Water

Working over water is potentially a high-risk activity, a few basic safety rules are detailed below;

- Do not go near a water source unless your duties require you to
- Ensure a risk assessment is carried out and follow it
- Life jackets or other buoyancy aids must be worn where specified
- Prevent falls into water using physical barriers
- Life belts and lines are available for rescue
- Any safety boat is manned by competent people and maintained in good condition
- Make sure you know where the safety equipment is located

Notice Boards

Safety & Environmental information is displayed on the notice board and updated on a regular basis. Alerts and bulletins are also displayed and it is **your** responsibility to check the notice board frequently to keep yourself current.

Site Visits

No persons are permitted to be on any worksite unless their duties require them to do so, or, they have the authority of their immediate line manager.

When you arrive on site you must report to the person in charge of the works and introduce yourself and give the reason for your visit.

The person in charge will give you authority and brief you on any safety arrangements that apply at the worksite, such as restricted areas, underfoot conditions, plant movements, part completed structures etc.

If for any reason the person in charge considers that your visit is not appropriate or it may place you in danger, access will be denied. You must then leave the work site and make arrangements to visit on another day.

You must conduct yourself in a professional manner at all times and set a personal example during your site visit. Safety must be paramount in our day to day activities and form a core principal of the Trent Valley 4 Track project.

Monitoring

Stamford will continually monitor the effectiveness of its health, safety and environment performance. This will be achieved by planned and random unannounced safety tours and inspections. Persons who act dangerously / recklessly or persistently commit minor breaches may be removed from the project without warning.

Failure to comply with the guidelines in this handbook may result in disciplinary action or your permanent removal from the project.

Behavioural Based Safety

Stamford Construction Limited operates a Behavioural Based Safety programme to improve safety across all our works. We hope you will take an active part in the programme, it cannot work without you.

I.0 HEALTH & SAFETY POLICY STATEMENT

It is the policy of Stamford Construction Limited that its operations are conducted in such a way as to safe guard the health, safety and welfare of all its employees whilst at work, and all others who may be affected by its activities. This policy extends to all contractors and sub-contractors engaged on Stamford Construction Limited projects.

Specific objectives

To ensure all employees are in possession of the necessary information in order to set up and maintain a safe system of work. To provide the necessary safety training to all employees. To ensure that the correct conditions for a safe system of work to be implemented and maintained exist.

To ensure that plant and equipment is used only for the purpose for which it was intended, and ensure that all plant and equipment is properly maintained in accordance with the relevant statutory provision and company procedures.

To provide Personal Protective Equipment (free of charge) where a risk assessment has identified the need for such equipment. To provide the appropriate level of welfare facilities at all sites dependent on the nature of the work and the number of persons employed.

To ensure that regular internal and external inspections and audits are carried out to ensure all safety rules and regulations and company procedures are implemented and adhered to by all employees. External safety consultants will be employed to carry out regular inspections of the work place to the laid down frequency and make recommendations and provide guidance as appropriate.

Stamford Construction Limited will hold regular safety meetings with all sections of the work force to discuss current and new safety requirements. To create a safety culture within the organisation and ensure that the laid down safe systems of work are functioning correctly

and promote new ideas and encourage feedback to improve the overall safety performance of the company. Stamford Construction Limited consider safety of paramount importance and regard working safely as a condition of employment.

Our commitment to a safe working environment will;

- ▶▶ *Reduce personal injury*
- ▶▶ *Increase awareness of health & safety issues*
- ▶▶ *Increase awareness and understanding of occupational health issues*
- ▶▶ *Eliminate environmental harm*
- ▶▶ *Ensure Stamford Construction Limited meets both its moral and legal obligations*

Stamford Construction Limited considers the discharge of this policy to be a management function with equal importance to production, finance, quality, human resources and plant and equipment. To ensure that this policy remains effective the Managing Director will undertake a review of the policy annually or more frequently if there is any doubt regarding its validity.

This safety policy has my fullest support, it also needs your support if it is to succeed.

FOR PUBLIC RELEASE

01/05/2019

Darren Lacey
Managing Director
Stamford Construction Limited

QUALITY POLICY STATEMENT

Stamford Construction Ltd Limited is committed to the principles of Quality Assurance and ensures that these principles are fully applied to all of its activities.

The business believes customer satisfaction is crucial to the commercial success and continued growth of the business. It is the established policy of Stamford Construction Ltd and all its employees to maintain a programme of setting and continuously improving quality standards which will culminate in the achievement of zero defectives and ongoing customer satisfaction. The business sets objectives which are established and maintained at the annually scheduled management review meetings.

The Quality Policy is primarily based on the requirements of ISO 9001:2015 and may encompass, where agreed, the Quality requirements of individual customers and interested parties. This policy is implemented by means of a fully documented quality system as outlined in the business Quality Manual and its associated documents, procedures and standards. The Managing Director has the responsibility for ensuring that the quality system is fully implemented, monitored and maintained.

This statement represents the commitment of the Directors, Management and total workforce of Stamford Construction Limited to full compliance to ISO 9001:2015.

Adherence to this Quality Policy is a mandatory requirement of all personnel.

We are committed to continual improvement and to comply with all applicable legal and regulatory requirements.

This policy is made available to all interested parties upon request.

Signed:

Darren Lacey
Managing Director

FOR PUBLIC RELEASE

11/05/2019

**FAILING TO FOLLOW OUR QUALITY MANAGEMENT SYSTEM
PROCESSES AND PROCEDURES COULD RESULT IN LOSS OF CONTRACT,
LOSS OF ISO CERTIFICATION OR LOSS OF EMPLOYMENT!**

2.0 ENVIRONMENTAL POLICY

Stamford Construction Limited accepts that the management of the environment is fundamental to the business and is therefore an integral part of Stamford Construction Limited business strategy policy. Stamford Construction Limited aim to make sound environmental management a feature throughout the organisations activities, Stamford Construction Limited is committed to reducing adverse work activities to ensure the lowest practicable minimum impact on the environment. Stamford Construction Limited will ensure all sub-contractors are aware of their responsibilities under this policy.

Legislation

Stamford Construction Limited will comply with the requirements stated in UK environmental legislation as well as being pro-active in the approach to future legislation.

Environmental Protection Act 1990

Control of Pollution Act 1974

Water Act 1989

Clean Air Act 1993

Noise Act 1996

Noise and Statutory Nuisance Act 1993

Wildlife and Countryside Act 1981

Special Waste Regulations 1996 / 1997

Environmental Protection (Duty of Care) Regulations 1991

Environmental Effects

Stamford Construction Limited are fully aware of the impact that sub-contractors can have on the environment and will exercise control over its sub-contractors, in the following areas:



- Energy Efficiency**
- Waste**
- Pollution**
- Noise**
- Litter**
- Visual Impact and Wildlife**

Stamford Construction Limited will plan, measure and review their environmental performance annually. Stamford Construction Limited will apply risk management and loss control techniques to improve their environmental performance.

Communication

Stamford Construction Limited will make its environmental policy widely available and will seek to develop an effective relationship with outside bodies. Stamford Construction Limited will promote environmental awareness amongst its employees and sub-contractors.

FOR PUBLIC RELEASE

Darren Lacey
Managing Director
Stamford Construction Limited

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3.0 Work Safe Policy

Stamford Construction Ltd operate a Work Safe Policy (or Refusal to Work Policy) for its staff and subcontractors working on all their sites. This policy complies with Network Rail/LUL requirements.

Every member of Stamford Construction Ltd and every member of any Sub-contractor's team working on any Stamford Construction Ltd site / managed project(s), has the absolute right to decline to carry out work if they have safety concerns over the methodology, the work environment or the nature of the work.

Any situation arising which leads to an individual refusing to work for Health and Safety reasons must be reported and managed in line with Stamford Construction Ltd Work Safe Procedure, and no work should be recommenced until the issue(s) causing concern have been addressed.

The company additionally supports the Confidential Incident Reporting for Safety (CIRAS – Registration No: C1836) with details of how to contact CIRAS being available within the Work Safe Procedure and on safety notice boards.

Managers and staff are also encouraged to report any unsafe acts or conditions, which they have witnessed.

As Managing Director of Stamford Construction Ltd, I will ensure that this Policy is implemented across the whole company and reviewed for effectiveness, through Management Reviews, on an annual basis, or more frequently as organisational needs or legislative changes dictate.

Where a conflict / disagreement cannot be reached by the person raising the concern and the site supervisor/client representative then the Managing Director will be contacted to review the situation, discuss with all parties and make a decision on how to move forward, only when all parties are satisfied the works can continue in a safe manner will works be allowed to continue.

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FOR PUBLIC RELEASE

Darren Lacey
Managing Director
Stamford Construction Limited

4.0 Working Hours Policy

To ensure the health & safety of its employees and others who may be affected by their acts or omissions, the Stamford hours worked policy must be adhered to by all staff and sub-contractors at all times.

Those responsible will ensure that the works are planned so that no exceedances shall occur under normal operation of the business, the plan shall be monitored by the Office Manager / SHE Advisor to ensure compliance. Those responsible for planning work must check with head office to confirm that the limits will be adhered to. Stamford Limited will comply with the Working Time Regulations 1998 (as amended) / NR/L2/OHS/003 - Fatigue Risk Management, S1548 - Safety Critical Work and any other associated legislation. The limits on working hours are set out below, these must not be exceeded unless the circumstances are exceptional and authorised, compliance will be monitored through the time sheet system.

Network Rail

- Not more than 12 hours per turn of duty
- Not more than 72 hours in any one week
- Not more than 13 consecutive turns of duty in any 14-day period
- No more than 23 turns of duty in any two consecutive 14-day periods (signal & telecommunications staff only)
- A minimum rest period of 12 hours between turns of duty, this may be reduced to 8 hours to encompass weekend shift changeovers.

Where the “door to door” total hours exceeds 14 all staff / contractors shall be required to lodge locally to eliminate the risk of an accident due to extreme fatigue.

Where reasonably practicable all employees must be given a 30-minute rest break between the 4th and 6th hour, on 12 hour shifts this should be increased to two 20-minute breaks between the 4th and 8th hour.

London Underground Limited

As determined by the Supplier, the consecutive days that may be worked before a rest period when working on, over or adjacent to the railway shall be either:

- Maximum of 12 hours per shift
- The minimum rest period between 2 shifts is 11 hours
- six consecutive days followed by a rest period of not less than 24 hours
- 12 consecutive days, followed by 2 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 hours.

In calculating the number of hours worked by personnel, the Supplier shall take fully into account those hours worked for any other Supplier. The Supplier shall maintain records of employee's 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.

Contractors

Contractors working for Stamford Limited will apply the same policy and limits. Contractors will supply weekly time sheets and bring to Stamford's immediate attention any breach of this policy. Hours worked across the project will additionally be submitted by the contractor in the form of a spreadsheet on a monthly basis.

Excess Hours Authority

In exceptional circumstances such as adverse weather, plant failures or other incident it may be necessary to exceed the guidelines above. Prior to any breach of the policy, authority must be obtained from a Stamford Manager / Director. An excess hours authorization must be completed by the person authorizing the breach, giving the circumstances of each case. The excess hours authorization is to be sent to Head Office and retained for audit purposes. All reasonable steps must be taken prior to authorizing excess hours such as providing additional staff, reducing the work scope, et cetera.

The authorization can be given verbally with the site supervisor entering the details on the form.

Monitoring

Stamford will monitor the hours worked of Stamford staff / contractors, data will be collated to determine if any particular trends are apparent. When particular trends are evident Stamford will investigate the reasons & introduce the necessary remedial actions to eliminate or reduce the area of concern.

NOTE: If authorized to drive a company vehicle to and from site, this time is to be included in the turn of duty which shall not exceed 12 hours. If travelling as a passenger

in a company vehicle or other mode of transport, this time does not form part of the turn of duty.

FOR PUBLIC RELEASE

Darren Lacey
Managing Director
Stamford Construction Limited

5.0 Drugs & Alcohol Policy

Stamford Construction Limited operates a Drugs & Alcohol policy to take account of the **Transport and Works Act 1992** and the requirements of Railway Group Standard RIS-8070-TOM - Testing Railway Safety Critical Workers for Drugs and Alcohol & NR/L1/OHS/051 - Drugs and Alcohol Policy, NR/L2/OHS/00120 Testing for Drugs and Alcohol, S1251 – Alcohol and Work & S1257 – Drugs and Work to minimise the risk to our workforce & any other persons affected by our activities. This policy also covers sub-contractors / agency staff employed by Stamford. The Sentinel database is checked for any previous disqualification for drugs or alcohol / safety reports prior to considering any prospective employee.

It is the requirement of Stamford that no employee or sub-contractor shall:

- 1) Report or attempt to report for duty, having just consumed alcohol or being under the influence of drugs
- 2) Report for duty in an unfit state due to the use of alcohol or drugs
- 3) Be in possession of drugs of abuse in the workplace
- 4) Consume alcohol or drugs whilst on duty

Stamford will not tolerate any departure from the policy and will take the appropriate action in case of any infringement. All potential Stamford employees will be subject to a pre-employment drug screening, no offer of employment can be made until the screening has taken place & a negative result achieved.

When Stamford employees or sub-contractors are suspected of not being fit to carry out their duties or are impaired from carrying out their duties because of use or abuse of drugs or alcohol, those employees or sub-contractors will not be allowed to commence or to continue work. Such employees or sub-contractors suspected of being under the influence of alcohol will be required to undertake a Breathalyzer / drugs test. In addition, random Breathalyzer tests also take place at any location without prior notice.

Drugs and Alcohol Policy

Stamford recognises that drugs and alcohol are not compatible with the high safety standards the company seeks to achieve. Stamford Limited is fully committed to the requirements of the **Transport and Works Act 1992**. It has therefore developed this policy to control the abuse of drugs and alcohol in the workplace.

Personnel that believe they have drugs or alcohol related problems and pro-actively raise the issue (i.e. not after being involved in an incident or being nominated for a test) shall be provided confidential support. However, other personnel in contravention of this Policy shall be subject to appropriate disciplinary action.

To ensure that all our employees can work in a safe environment all employees, contractors and visitors to Stamford Limited sites or premises must adhere to the companies drugs and alcohol policy. It is forbidden for any employee, contractor or visitor to be in possession of, or use, any drug of abuse or unauthorised substance or alcohol. Stamford will report employees involved in drug abuse to the appropriate authorities. Any employees in breach of this policy will render themselves liable to disciplinary action, which could result in dismissal. Contractors or visitors in breach of this policy will be removed from the site or premises and the circumstances will be reported to their management.

You will be **dismissed** if a test shows a blood alcohol level of 29mg or more per 100ml or 13 micrograms of alcohol in 100 ml of breath or 39 milligrams of alcohol in 100 ml of urine or there is any trace of Illegal drugs.

You will **normally be dismissed** if you try to report for duty when unfit through alcohol or drugs or having just consumed alcohol, consume alcohol or drugs whilst on duty, possess illegal drugs whilst on duty, refuse a test without good cause.

In the event of a positive test or a refusal the individual is not permitted to work on the railway infrastructure. If the individual is already working on the railway

infrastructure they must be removed immediately with the assistance of the British Transport Police if necessary.

Screening and Testing

Transfer or promotion to a safety critical post or when first required to hold personal track safety certification means you will be drugs tested, even if you already hold a safety critical post. You could be tested as the result of an accident or incident (for cause) or if a manager or supervisor has good reason to consider you unfit through alcohol or drugs.

Criminal prosecution could follow if you fail to comply with the **Transport and Works Act 1992**. The effects of alcohol or illegal drugs can result in the inability to perform your work safely therefore Stamford will conduct random testing to ensure full compliance with this policy.

Random Testing

To comply with railway standards / Contract Quench Conditions, Stamford Limited will carry out random screening of at least 10% of the workforce in any one calendar year. This will be achieved either by an approved collections officer attending site or by attendance at an approved testing centre. When attendance at a testing centre is required the employee will be given not more than 24 hours' notice of their need to attend.

The following [RISQS](#) approved organisation provide Stamford Limited with onsite/unannounced/pre-employment testing;

Meditest

The Old School
Stondon Road
Ongar
Essex CM5 9RG

Selection for Random Testing

Selection for random testing will be authorized by the Managing Director and notified by to the relevant line manager, the selection will be a random search of the competency database. If attendance at an approved testing centre is required the minimum notice period will be given, and in all cases no more than 24 hours. Each member of staff selected for random testing at an approved centre will be advised in writing by their line manager. Unannounced on-site testing will also be undertaken dependent on the level of risk and numbers of staff on site. The Managing Director will be notified of any failure(s). In accordance with Stamford's policy a refusal is deemed as a positive result and in all cases of a positive result the individual will be immediately removed from Network Rail / London Underground Limited Infrastructure.

The Managing Director will evoke the disciplinary procedure and advise the client / Principal Designer immediately. The Managing Director shall ensure that [Sentinel](#) are notified in writing as soon as practicable. All test certificates both positive and negative shall be retained for audit purposes for a minimum period of 7 years. No person who fails a random or unannounced test will be employed by Stamford on any works.

Sub-Contractors

- Sub-contractors are required to submit evidence to Stamford confirming that tests for drugs alcohol have been carried out in accordance with this policy. The evidence must show the sub-contractors name, National Insurance number, date of test and the organization that undertook the testing.
- Copies of will be kept on file for a period of two years after which time re-testing will take place.

For Cause testing

You will be tested if your behaviour gives cause for concern, the decision to instigate a for cause test will be made by the Site manager. For cause screening will be carried out as soon as practicable following a major accident or incident. The employee will be immediately stood down from duty, escorted to a place of safety and supervised until screened. Once screening has been carried out the employee

will be taken home safely and not allowed to recommence duties until a Negative result is returned.

Prescribed Medicines

You must report for duty in a fit state to undertake your duties, prescribed or over the counter medicines may affect your ability to perform your duties safely. When taking medication, you must contact your Manager / Supervisor immediately. Your Manager / Supervisor will advise you if the medication is likely to affect your fitness for work. Only a small number of medicines produce side effects which can affect your ability to work, you should always seek the advice of the doctor or pharmacist at the time of issue.

Records & Data Protection

Records of drugs & alcohol screening will be retained for a minimum of 7 years, these records are subject to the Data Protection Act 1998 & as such will be maintained securely & not divulged to a third party without the individuals' consent.

Disciplinary Procedure

Any employee in breach of this policy will be subject to the Stamford disciplinary procedure, which may involve suspension from duty whilst the matter is investigated. All employees will have the right of appeal in accordance with the Stamford disciplinary procedure.

Review

This policy shall be reviewed annually and communicated to all staff at Induction or after review via a tool box talk.

FOR PUBLIC RELEASE

Signature
Darren Lacey
Managing Director
Stamford Construction Limited

The phonetic alphabet is

Numbers must be spoken as single digits and not in multiple So 150 is one – five - zero and not one fifty.

A.	alpha	n.	November
B	bravo	O.	Oscar
C.	Charlie	P.	papa
D	delta	Q.	Quebec
E	echo	R.	Romeo
F.	foxtrot	S.	sierra
G	golf	T.	tango
H.	hotel	U.	uniform
I.	India	V.	victor
J.	Juliet	W.	whiskey
K.	kilo	X.	x-ray
L.	lima	Y.	Yankee
M.	mike	Z.	Zulu

ACKNOWLEDGEMENT

Induction briefing for Stamford Construction Limited.

(Print name in box)

I acknowledge receipt of the Safety, Environmental & Quality Handbook.

I have been briefed on and understand the content of the Safety, Environmental & Quality Handbook.

I undertake to comply with the contents of the Safety, Environmental & Quality Handbook.

Signed: **Date:**

Please complete the details above and forward to your Project Supervisor.

Handbook can be downloaded from www.stamfordconstruction.co.uk/download