

## Rules and Guidance for London Underground Sites

For health and safety rules related to work on the London Underground (LU) infrastructure, please refer to the QUENSH manual. This can be found at this link [QUENSH](#)

There are strict rules controlling working hours on the London Underground network. Deliberately breaching these rules may result in your SENTINEL card being suspended or revoked. The rules are:

- You **must not work** more than 6 shifts in 7 consecutive days.
- You **must not work** more than 72 hours in any 7 consecutive days.
- You **must not work** more than 12 hours in any 1 shift.
- Every person **must have** a minimum of 11 hours break between shifts.

Every person must sign in at the site office prior to starting work and sign out when leaving for the day or when leaving mid shift. Sentinel cards must be left in the site office whilst the operative is on site.

Minimum PPE requirements are: Hard Hat, Orange Hi-Visibility Vest, Orange Hi-Visibility Jacket in inclement weather, Safety Glasses, Gloves, and Safety Boots with toe protection. We advise that you wear safety boots with mid-sole protection for added safety. Safety boots must not have any damage that causes the protective metal or composite to be exposed. Other PPE must be worn as dictated by the risk assessment.

No person under the age of 18 will be allowed in the work area at any time.

All personnel must be complete a site safety induction and be briefed on all relevant risk assessments and method statements for the site prior to commencing work.

Hot work shall always only be carried out under permit with relevant safety personnel in attendance.

Mane Contract Services Ltd recognises the provision made under the Health & Safety at Work Act 1974 for the rights of persons to cease work if they reasonably consider it to be unsafe.

The purpose of this work instruction is to detail the way Mane gives the opportunity for employees, temporary workers or contractors to stop working should they consider the working environment or the working practice to be unsafe.

Anyone who believes that a situation will endanger either themselves or others work should cease, and the situation must be immediately reported to the Site Person in Charge.

The situation will be reviewed by the Site Person in Charge and consideration will be given to the safety impact on the individual and others.

As a result of the review, the system of work will be confirmed as safe or amended accordingly. Once all individuals are satisfied with this outcome, they may resume work.

If any individual remains unsatisfied, the Site Person in Charge will contact the Site Manager or Duty Manager.

The Site Manager or Duty Manager will review the situation and where possible, immediate action will be taken.

If the situation cannot be resolved, a review will be undertaken against all legislative requirements, industry group standards, company standards and industry best practice in order to provide a safe outcome.



As a result of this review, the system of work will either be confirmed as safe or amended accordingly. If all individuals are satisfied with this outcome, they may resume work.

If the review fails to produce a satisfactory outcome, the disputed work will cease, and Site Director will be informed.

If you have concerns about the safety of your working environment, conditions or you have witnessed a safety critical incident you can contact CIRAS.

CIRAS is the confidential incident reporting system for the rail industry. Anyone who works on or near a railway line can contact them with a safety concern.

The system is completely confidential. Whilst they will need to take your contact details to process your report, they never pass on any personal information you provide. CIRAS has never had a single breach of confidentiality. Contact CIRAS on Free-phone 0800 4 101 101, Freepost CIRAS and you can even text on 07507 285887.

### **Unannounced Alcohol & Drugs Screening**

Mane Contract Services Ltd operates unannounced testing of workers involved in operations on London Underground Infrastructure.

Personnel selected for unannounced testing shall continue to undertake their duties whilst awaiting results, unless there are reasonable grounds to suspect that they are unfit for duty.

A representative number of relevant workers shall be selected at unannounced on a first out of the hat basis. The results shall be recorded on the workers personnel file, clearly identified as unannounced.

Upon receipt of a positive result the Compliance Assistant shall notify the Operations Director and the Client by the quickest practicable means. The employee's SENTINEL card shall be retrieved and returned to LU immediately. The individual shall be suspended with immediate effect, pending confirmation of the positive result. The disciplinary and grievance procedures shall be instigated. The personnel records will be updated accordingly.

In addition to the company unannounced screening, London Underground may carry out testing of any personnel holding a SENTINEL card whilst working on London Underground Infrastructure.

### **For Cause Alcohol & Drugs Screening**

For cause screening is undertaken where:

- An individual is involved in a serious accident i.e. resulting in major injury or fatality
- There are reasonable grounds to suspect that drugs/alcohol were a contributory factor to an incident
- An individual is suspected of being under the influence of alcohol or drugs (e.g. due to their behavior)

Any person identified for 'for cause' screening may be removed from, and prevented from re-gaining access to, London Underground's Infrastructure until the results of the screening are known or the findings of any investigation into an incident clears that individual of any involvement.

Where a person is tested by the police and a POSITIVE result is obtained, this shall be sufficient evidence of use/abuse and there is no requirement to carry another for cause test.

Where a person is tested by the police and a NEGATIVE result is obtained, a "for cause" test will be carried out in line with this procedure.



The actions to be taken regarding the individual prior to the test being carried out shall be specified in the instructions provided by the Alcohol and Drugs screening provider. As a minimum this shall include removing the individual to a place of safety and ensuring they are accompanied at all times. The individual must not be allowed to:

- Eat anything, unless essential e.g. in diabetes to prevent hypoglycemia
- Drink anything other than small amounts of water. Those suffering shock may be offered a warm drink e.g. tea.
- Take medication whether prescribed or “over the counter”, unless essential e.g. insulin for diabetics
- Use the lavatory, unless absolutely unavoidable.

Upon receipt of a positive result the Compliance Assistant shall notify the Operations Director and the Client by the quickest practicable means. The employee's SENTINEL card shall be retrieved and returned to LU immediately. The individual shall be suspended with immediate effect, pending confirmation of the positive result. The disciplinary and grievance procedures shall be instigated. The personnel records will be updated accordingly.

Refusal or failure to undergo Alcohol & Drugs screening shall be deemed as a POSITIVE result. The following action shall be taken:

- The employee will be removed from, and be prevented from further work on the London Underground Infrastructure
- The Sentinel card shall be withdrawn, and LU notified.
- Disciplinary action will be taken where appropriate.