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Guidance Note

Guidance on the management of door to door work and travel time


Endorsement and Authorisation

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Reference documentation

Health & Safety at Work Act 1974

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1 Purpose

Excessive work and travel time can import risk to the infrastructure and the workforce. This Guidance Note identifies Network Rail's minimum expectations with regards to employers discharging their duty of care under the Health & Safety at Work Act 1974 relating to the management of work and travel time.

2 Scope

This Guidance Note provides information to support the assessment of risk associated with fatigue and the management of work and travel time. It is aimed at all Network Rail staff and suppliers working for Infrastructure Investment who access Network Rail Managed Infrastructure.

3 Definitions

door to door time	a period of time identified as the combined total of travel time and work time.
place of work	a location where an employee is working at the employers' disposal.
rest location	home or other temporary place of residence where rest can be achieved.
travel time	a period of time directly from rest location to place of work including a return journey, irrespective of terms of payment or modes of transport.
wakefulness	a state of consciousness and awareness.
work	activities carried out by an employee under the direction, responsibility and disposal of their employer.
work time	a period of time, inclusive of breaks, during which an employee is undertaking work activities.

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4 Supporting Information

4.1 Employers have a general duty to provide a safe working environment for their employees and suppliers working for them. It is recognised that prolonged periods of wakefulness lead to excessive levels of fatigue and increased risk of accidents.

4.2 Fatigue increases during periods of wakefulness and is only reduced by sufficient sleep. A passenger can experience similar levels of fatigue as the driver of a vehicle.

4.3 A persons natural low points are from 02:00hrs to 06:00hrs and from 14:00hrs to 16:00hrs when the body is most susceptible to the effects of fatigue.
NOTE: Information taken from "Arrive Alive – Advice for Sleepy Drivers", Loughborough Sleep Research Centre.

4.4 Research has suggested that 17 to 19 hours of wakefulness results in the same level of impairment as having around 50mg of alcohol in 100ml of blood and produces much slower response speeds. The current drink drive limit is 80mg of alcohol and the Network Rail limit is 29mg of alcohol.

NOTE: Information taken from "A Literature Review and Position Paper", The Royal Society for the Prevention of Accidents – Driver Fatigue and Road Accidents.

4.5 Driving when knowingly deprived of adequate sleep are among factors that will aggravate the seriousness of an offence. Fatigue has the potential to affect everyone on site as well as in vehicles and other road users.

5 Guidance

5.1 In accordance with the definitions, door to door time should not be planned to exceed a maximum of 14 hours.

5.2 Work time should not be planned to exceed 12 hours in any 24 hour period, with the exception of designated night workers as defined by the working time regulations.

5.3 There is no maximum travel time within the 14 hour limit, but employers should have a suitable risk assessment process for managing periods of travel time they consider excessive.

5.4 Employers should have suitable systems in place to demonstrate how they manage risks associated with fatigue specifically related to door to door time.

5.5 Where there is a potential to exceed a door to door time of 14 hours a robust assessment of imported risk should be undertaken.

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5.6 Employers should have a documented management system in place that will allow potential exceedances to be identified that facilitate appropriate management controls.

Standards Briefing Note



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Title: Guidance On The Management Of Door To Door Work And Travel Time			
Standard Owner: Infrastructure Investment			
Non-Compliance rep (NRNC): Infrastructure Investment Standards Steering Group Chair			

<p>Purpose: Excessive work and travel time can import risk to the infrastructure and the workforce. This Guidance Note identifies Network Rail's minimum expectations with regards to employers discharging their duty of care under the Health & Safety at Work Act 1974 relating to the management of work and travel time.</p>	<p>The following teams require awareness briefing:</p> <ul style="list-style-type: none"> Executive Management Group <input type="checkbox"/> Commercial Property <input type="checkbox"/> Strategic Sourcing <input checked="" type="checkbox"/> Strategic Change <input type="checkbox"/> CTRL <input type="checkbox"/> Engineering Asset Management <input type="checkbox"/> Civil Engineering <input type="checkbox"/> E&P Engineering <input type="checkbox"/> Enhancements Engineering <input type="checkbox"/> Ergonomics <input checked="" type="checkbox"/> Future Railway Programme <input type="checkbox"/> Ops Principles & Standards <input type="checkbox"/> Rail Vehicle Engineering <input type="checkbox"/> Railway Systems <input type="checkbox"/> Telecoms Engineering <input type="checkbox"/> Track Engineering <input type="checkbox"/> Signal Engineering <input type="checkbox"/> Finance <input type="checkbox"/> Funding <input type="checkbox"/> Govt & Corp Affairs <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Information Management <input type="checkbox"/> Infrastructure Investment Crossrail <input checked="" type="checkbox"/> Track <input checked="" type="checkbox"/> Programme Management <input checked="" type="checkbox"/> Contracts & Procurement <input checked="" type="checkbox"/> HSEA <input checked="" type="checkbox"/> Sig. Power & Comms <input checked="" type="checkbox"/> WCRM <input checked="" type="checkbox"/> Construction <input checked="" type="checkbox"/> FTN/GSM-R <input checked="" type="checkbox"/> Thameslink <input checked="" type="checkbox"/> Enhancements <input checked="" type="checkbox"/> Infrastructure Maintenance Central Team <input type="checkbox"/> Route Teams <input type="checkbox"/> Delivery Units <input checked="" type="checkbox"/> National Programme Team <input type="checkbox"/> Operational Property <input type="checkbox"/> Overhead Condition <input type="checkbox"/> Renewals <input type="checkbox"/> Legal Services <input type="checkbox"/> National Delivery Service <input checked="" type="checkbox"/> Network Development <input type="checkbox"/> Operations & Customer Services <input type="checkbox"/> Planning & Regulation <input type="checkbox"/> Safety and Compliance <input type="checkbox"/> Westwood <input type="checkbox"/> 			
<p>Scope: This Guidance Note provides information to support the assessment of risk associated with fatigue and the management of work and travel time. It is aimed at Network Rail staff and suppliers working for Infrastructure Investment who access Network Rail Managed Infrastructure.</p>				
<p>What's New/Changed: A new Guidance Note that identifies door to door time should not be planned to exceed 14 hours. Door to door time is defined as a period of time that is the combined total of travel and work time.</p> <p>There is no maximum travel time within the limit, but employers should have a suitable risk assessment process for managing periods of travel they consider excessive.</p> <p>Employers should have a suitable documented management system in place to demonstrate how they manage the door to door time of their employees.</p> <p>Where there is a potential to exceed a door to door time of 14 hours a robust assessment of imported risk should be undertaken.</p>				
<p>Affected documents:</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><i>Reference</i></th> <th style="text-align: left;"><i>Impact</i></th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td></td> </tr> </tbody> </table>		<i>Reference</i>	<i>Impact</i>	N/A
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N/A				
<p>Implementation requirements: <i>The following posts have specific responsibilities within this standard and shall receive technical briefing as part of the Implementation Programme:</i></p> <p>Programme / Major Programme Directors HSEA Managers Asset / Programme Project Managers</p>				
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