

**BALCOMBE
PEST
CONTROL LTD**

Travelling Time Policy

Balcombe Pest Control directors have examined the requirements of the Transport and Works Act, Railway Group Standards and Network Rail Company Standards and decreed that the following shall apply to all staff:

Where staff are required to work a 12 hour shift and have more than 1 hours travel from Balcombe Pest Control offices or their agreed rest place then the following arrangements must be made;

A nominated driver is provided to drive the operative to and from their site of work and this will not exceed 2 hours travelling at either end of the shift, (2 hours to work site and 2 hours from work site).

Or

Suitable lodgings are provided within 1 hour's travel of the work site

Or

The required shift is split between two or more operatives so that a maximum of 12 hours including travelling is not exceeded.

In all the above cases the rest period between shifts should not be less than 12 hours unless controls can demonstrate to a director that an assessment of the risks has been undertaken and suitable control measures have been put into action to ensure that the operative gets enough rest so that he/she does not import risk onto Network Rails infrastructure or anyone else's operation.

This policy shall be reviewed annually and whenever necessary.