



Alcohol and Drugs Policy (UK)

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Document Control Sheet and Version History

Version	Date	Owner	Comments
1.0	03/10/2024	Patricia Rogers	Reformatted and renumbered for new doc library.
2.0	28/10/2024	Patricia Rogers	Added RISQs procedure D2.016/AD Alcohol and Drugs
3.0	25/09/2025	Patricia Rogers	COO updated to CEO. 1 Reference incorrect NR/LS/OHS/00120 updated to NR/L2/OHS/00120.
4.0	10/02/2026	Patricia Rogers	NR/L2/OHS/00120 Testing for Drugs and Alcohol updated to NR/L2/OHS/00120 Drugs and Alcohol. Changes to area policy are stored in section 6 from noticeboard to SharePoint site. Updates to medication section. Updates to conducting tests. Point of Contact Testing (POCT) added to testing section to comply with RISQS requirements.
5.0	06/07/2026	Patricia Rogers	Changed template due to re-brand, reference D2 Global updated to new business name.

Version	Prepared by	Approved by
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Contents

1. Purpose..... 3

2. Scope..... 3

3. Definitions and Terminology 3

4. Responsibilities 4

5. Policy 5

6. Procedure..... 6

6.1 Conducting Tests..... 6

6.2 Testing for Drugs..... 7

6.3 Medication Declaration..... 7

6.4 Pre-Employment Alcohol & Drug Testing 8

6.5 20% Unannounced Alcohol & Drugs Screening..... 8

6.6 For Cause. Accidents and/or Incidents 8

6.7 For Cause. Behaviour..... 9

6.8 Arrangements for ‘For Cause’ Testing 9

6.9 Positive Results of Screening..... 10

6.10 Communicating & Recording Results 10

7. Review..... 11

8. Records..... 11

Appendix A References..... 12

1. Purpose

The purpose of this policy is to satisfy Network Rail's requirement for alcohol and Drugs as identified by: -

- Railway Group Standard RIS-8070-TOM - Drugs and alcohol testing for safety-critical workers.
- Transport and Works Act 1992.
- Network Rail Company Standards NR/GN/CPR/401 Guidance on Contractual H&S Requirements.

This work instruction mandates measures to control risks to the operation of Network Rail Managed Infrastructure (NRMI) caused by the effect of alcohol and/or drugs on TSA Riley Infrastructure Ltd Limited sponsored employees and sub-contractors.

2. Scope

This policy and the requirements contained within it apply to all TSA Riley Infrastructure Ltd Limited sponsored employees (including associates) and visitors who hold either a PTS competency and/or are carrying out tasks deemed Safety Critical. The term 'Safety Critical' is identified in 'Guidance on the Definition of Activities Regarded as Safety Critical under the Railway and Other Guided Transport System (Safety) Regulations (ROGS) 2006.

3. Definitions and Terminology

Definitions for any specific terms or jargon used in the policy to ensure all readers have a clear understanding.

Term of reference	Definition/Description/Explanation of Term
NRMI	Network Rail Managed Infrastructure
ROGS	Railways and Other Guided Transport Systems
A&D	Alcohol & Drugs

4. Responsibilities

Directors/Senior Leadership Team:

- Responsible for ensuring that a process is established within the company to check for the use of drugs and alcohol.
- Responsible for ensuring there are resources available for random unannounced screening within the 12-month period of RISQS Audit (in line with the current Network Rail Standards).
- Reporting any misuse of alcohol and drugs.
- Providing resources to help support individuals through occupational health.
- Providing resources to establish “For Cause” testing.

Capability Leads/Line Managers:

- Reporting any misuse of alcohol and drugs.
- Including relevant safety awareness information and items in team meetings.
- Following safe work practices and ensuring the safety of themselves and others whilst at work.

Sentinel Administrator:

- Ensuring pre-sponsorship alcohol and drugs testing is booked with appropriate RISQS approved supplier.
- Ensuring “For cause” contract is kept up to date and active.
- Organising 20% random testing as per Network Rail standards.

Employees/Subcontractors

- Responsible for never reporting to work or working in an ‘unfit state’ due to drugs or alcohol.
- Responsible for informing their employer/sponsor of any prescription or over the counter drug/medication that might lead them to be in an ‘unfit state’ or adversely affect their ability to perform their role safely.
- Must comply with all drugs and alcohol tests their employer/sponsor requires them to undertake.
- Must inform their employer/sponsor where they have a drugs and/or alcohol misuse concern that could endanger themselves or someone else.
- Must comply with active monitoring’ drug and alcohol testing deemed necessary if a misuse is reported.
- Should not be in possession of alcohol or drugs in the workplace.
- Should not consume alcohol or drugs whilst on duty.

5. Policy

TSA Riley Infrastructure Ltd (known as 'the company') is fully committed to enforcing an Alcohol and Drugs Policy in accordance with the following standards and procedures:

- Network Rail Company Standard: NR/GN/CPR/401 Guidance on Contractual H&S Requirements – Safety.
- Network Rail Company Standard NR/L1/OHS/051 Network Rail Alcohol & Drugs Policy.
- Network Rail Supporting Procedure NR/L2/OHS/00120 Drugs and Alcohol.
- Railway Group Standard RIS-8070-TOM Drugs and Alcohol and the Transport and Works Act 1992.

The company's Alcohol & Drugs Policy applies to all employees (both permanent and casual) and subcontractors working on Network Rail Managed Infrastructure who could affect the safety of the railway.

The company will take all reasonable steps to ensure that employees (both permanent and casual), sub-contractors, and visitors are made aware of this policy and procedures it complies with.

The company will undertake alcohol and drugs testing of its employees under the following circumstances:

- Pre-employment and routine medical examinations
- On first transfer to a post which requires the holder to be qualified in Personal Track Safety or is designated as a safety critical work post.
- Random unannounced screening within the 12-month period of RISQS Audit (in line with the current Network Rail Standards) This testing can also be undertaken by Clients or Network Rail.
- For Cause – where there is cause to suspect that an employee/sub-contractor is using or is under the influence of alcohol or drugs.
- Following an accident or incident where the use of alcohol and/or drugs may have been a factor.
- At the discretion of management.

This policy will be communicated to all employees prior to commencing work on Network Rail managed infrastructure.

6. Procedure

A copy of the Policy Statement will be available on the company SharePoint site and displayed at site offices/cabins as appropriate and will be briefed and issued to all staff at induction. All company sponsored staff will sign acknowledging that they have been briefed and understand the requirements of the policy. This signed acknowledgement will be kept in staff personnel files.

A process is in place that enables relevant persons to report the use of prescribed and over-the-counter medicines to their site manager.

Staff may voluntarily seek help for alcohol and/or drug related problems. Staff seeking assistance with rehabilitation will not be allowed to work on NRMI until rehabilitation is complete and they are found fit for duty.

Requests for help must be addressed to the HR department prior to Alcohol and Drugs testing and assistance with rehabilitation will be provided at the discretion of the company.

6.1 Conducting Tests

Tests for alcohol & drugs shall be carried out by a suitably qualified agent of Network Rail's licensed testing provider. Testing shall include the collection and testing of a urine sample using a strict chain of custody procedure as detailed in NR/L2/OHS/00120. A refusal of test will be deemed as a positive result.

Positive screening result - For the purpose of this procedure, means that screening for drugs or alcohol shows the presence of drugs, other than medication which does not affect work performance, or

- more than 29 milligrams of alcohol in 100 millilitres of blood, or
- more than 13 micrograms of alcohol in 100 millilitres of breath, or
- more than 39 milligrams of alcohol in 100 millilitres of urine

Or an employee/subcontractor refuses to be tested or to give a sample. A positive drugs test result shall be reported in the following circumstances:

- a) The laboratory analysis indicates the presence of a substance above accepted confirmation cut-off levels and the Medical Review Officer (MRO) determines that the findings are not justified by a legitimate medical reason.
- b) The worker has withdrawn clinical consent for the MRO to complete their investigations into any legitimate explanation for the toxicology findings.
- c) Laboratory analysis reveals that the sample is adulterated.
- d) There is refusal by the worker to undergo testing including:
 - I. leaving the site or signing out of work after being informed of the requirement for a drugs and alcohol test.
 - II. refusal to sign the donor consent form or chain of custody form.
 - III. refusal to provide a urine sample or breath specimen for analysis.
 - IV. leaving part way through the testing process without completing the test.

6.2 Testing for Drugs

Point of Contact Testing (POCT) shall be used for the testing of drugs. All non-negative samples shall go back to the approved testing laboratory for full analysis.

Where a POCT test reveals a positive result, the person being tested shall be assessed by a line manager who if suspecting the person is under the influence of drugs and/or alcohol will be prevented from working key roles until such times as a result is known. The initial result shall be recorded on form TSA RILEY INFRASTRUCTURE LTD-UK-RAIL-FRM-020 Post Accident or Incident Drug and Alcohol Test Form, TSA RILEY INFRASTRUCTURE LTD-UK-RAIL-FRM-005 For Cause D&A Test Form or TSA RILEY INFRASTRUCTURE LTD-UK-RAIL-FRM-0021 Non – Negative result from POCT Test (depending on the situation). Copies of all forms must be held on the persons file.

Under the non-negative risk assessment process and until confirmatory laboratory results are provided, the worker shall be removed from all of the following duties:

- a) All safety critical duties.
- b) Work on or with vehicles, plant, equipment, and machinery.
- c) Driving a company road vehicle.
- d) Temporary works: excavations, work at heights, at depths and over water, lifting operations, scaffolds, falsework.
- e) Permits to work, including hot works.
- f) Flying.
- g) Working in or affecting confined spaces or mines.
- h) Construction work buried services.
- i) Electrical isolations, switching high and low voltage.
- j) Any other high-risk duties which are specified within the Network Rail Health and Safety Management System or duties that make decisions which could directly affect their safety or that of other colleagues.

6.3 Medication Declaration

Prior to collecting the sample, the candidate (employee) will be asked to declare any medication which they may be taking, have taken or had administered within recent weeks. If the candidate (employee) declares that they are taking or have recently taken or administered any medication, the testing agent shall arrange for the sample to be sent to an approved laboratory for testing in line with NR/L2/OHS/00120. If no medication is declared by the candidate, the sample shall be testing in the presence of the candidate using an instant drugs testing kit approved by Network Rail for the purpose. In addition, a sample of breath shall be taken using a breathalyser device calibrated to Network Rail's breath alcohol limit.

Certain medications may have an effect on an individual's ability to work. Some medicines can cause drowsiness or otherwise adversely affect a persons performance with the potential to harm themselves and/or others. This is especially important where their post is Safety Critical.

The manager/supervisor, on receipt of advice from the employee that they are taking medication, must check the list of medicines for any possible side effects. If unsure obtain advice as follows:

- Safety Critical Work ~ Where an employee carries out such activities, that employee should be found alternative Non-Safety Critical Work where they can be monitored.
- Non-Safety Critical Work ~ the employee should be monitored against performance.

Should work of a Non-Safety Critical nature be unavailable then advice should be sought from the On Call Manager.

Records of medication declarations must be kept securely for a minimum of two years.

6.4 Pre-Employment Alcohol & Drug Testing

If an employee or sub-contractor have had a valid drugs and alcohol screening within the last 12 months that is recorded on the Sentinel database, then a further screening at pre-employment is not required. However, pre-employment screening is required for any company employees and sub-contractors that have not undertaken a screening within the last 12 months.

6.5 20% Unannounced Alcohol & Drugs Screening

To comply with Railway Group Standard RIS-8070-TOM (current issue) Alcohol & Drugs, the company will screen a minimum of 20% of its operational workforce who work on Network Rail Infrastructure.

Random testing may be undertaken two ways:

- An employee randomly selected when arriving at his/her office may be requested to attend a medical centre for an Alcohol and Drugs test or
- A pre-arranged Collection Officer may arrive on a worksite accompanied by a company representative where an employee and/or contractor may be randomly selected for testing. The selection may be just one or several people.

Relevant screening will be arranged using RISQS approved Medical and A&D Providers. All results will be input to the Sentinel system as an Unannounced Alcohol and Drugs Test. Records of unannounced A&D certificates will be stored securely. All unannounced certifications will indicate that it is an unannounced test.

Individuals will not be notified that they have been selected for testing until immediately prior to the test and refusal to submit to testing will be treated as a positive result and will be dealt with accordingly.

6.6 For Cause. Accidents and/or Incidents

For Cause testing will be carried out following any accident or incident where it is suspected that safety has been compromised through the consumption of alcohol or drugs. The accident will be subject to a formal inquiry if it has resulted in major injury to more than one person or has resulted in a passenger or workforce fatality. All test results will be forward to the person responsible for investigating the cause of the accident.

6.7 For Cause. Behaviour

Where the behaviour of an individual undertaking any work gives cause to suspect that he/she is unfit to work due to the effects of alcohol and/or drugs, the Line Manager must not allow that individual to continue with any work activities. The following reasons may apply:

- DERAILEMENTS AND COLLISIONS.
- Trains striking LEVEL CROSSING gates or vehicles, or other serious irregularities in the working of level crossings.
- POINTS RUN THROUGH when the Manager or Supervisor is concerned as to the ability of the individual responsible to continue to work safely.
- SERIOUS SIGNALING IRREGULARITIES warranting the Signaller being relieved from duty.
- Serious irregularities in connection with ENGINEERING WORKS, e.g., trains irregularly entering/leaving Engineering Possession or Work Site, or trains running over detonator protection.
- "NEAR MISS" INCIDENTS when the individual responsible showed willful negligence or disregard of his own or others' safety.
- Any incident in which plant or equipment comes into CONTACT WITH AN OVERHEAD ELECTRIC LINE in which the voltage exceeds 200 volts or causes an electrical discharge from such an electric line by coming into close proximity to it.
- PERSONAL ACCIDENTS resulting in the death of, or major injury to, any employee, contractor, or member of public (excluding trespassers).
- At the request of a Network Rail / LUL representative.
- On the instruction of a British Transport Police Officer.

6.8 Arrangements for 'For Cause' Testing

For Cause Testing shall be undertaken using the approved For Cause Testing Medical Provider and must be carried out in the workplace. Testing must not be carried out at the worker's home. The procedure to be followed and the contact details are made available to all staff authorised to make For Cause requests.

Specimens for 'For Cause' Testing will be collected using a 'chain of custody' procedure, which are detailed below.

- Line Managers shall ensure that each person to be tested is removed to a secure place of safety and is accompanied at all times prior to testing. Any person tested will not carry out work on NRMI until a negative result has been confirmed.
- Refusal of the worker to attend for a test or refusal to provide a sample for testing shall be treated as a breach of the standard and reported as a positive test result.
- The person to be tested must not eat anything unless essential nor drink anything other than small quantities of water (except those who may be suffering from shock may be offered a warm drink such as tea).

- The person to be tested must not take any medication, whether prescribed or 'over the counter' unless this is essential (i.e., insulin for diabetics).
- The person to be tested must not use the lavatory unless this is absolutely unavoidable.

Until a negative result has been received staff must be prevented from work within Network Rail Infrastructure.

6.9 Positive Results of Screening

When the results of any screening for alcohol and drugs prove to be positive the following action will be taken:

Pre-employment

Any person giving a positive result will not be considered for employment and Network Rail & Sentinel will be notified accordingly.

Unannounced

Should the unannounced test provide a positive result, the individual will be removed from site immediately. The individual will then be notified of a positive result via disciplinary action and possible dismissal. Their Sentinel card will be removed immediately. Sentinel and Network Rail will be notified, and the individual will no longer be allowed to work on NRMI.

For Cause

This procedure will be the same as unannounced (positive results of screening). Individuals receiving a positive result shall not re-commence work on the NRMI for five years.

6.10 Communicating & Recording Results

Results of all drugs and alcohol tests shall be communicated to candidates and recruiting manager as soon as possible. Tests results will also be communicated to Sentinel and recorded on the Sentinel database.

Anyone failing or refusing the A&D test shall be prevented from carrying out any works in Network Rails infrastructure and Sentinel will be immediately informed.

Candidates will be made aware of their rights of appeal and the appeal procedures by the approved screening agent should a positive result be recorded.

Following a positive result, the operative will be immediately suspended from rail related site work. The Company policy is for dismissal of any operative who is found positive of usage or under the influence of drugs or alcohol whilst on duty. The operative has the right to appeal to the Company in writing and by formal meeting against the decision. The CEO will make a decision on hearing the appeal. If the operative wants to make a further appeal then the employer shall write to the HR team within 30 days of the positive result.

7. Review

This policy is reviewed at least every year to ensure it remains effective, relevant, and appropriate to our organisation, and reflects legislative requirements, or earlier if:

- There is a newly identified risk to the business.
- an investigation which gives reason to doubt the effectiveness of the arrangements
- Audit results demonstrate that the procedure failed to deliver the required outcomes.
- There are changes in associated legislation.

8. Records

All records of screening (hard copy) will be kept on individual's personnel file for a minimum of 10 years. Records of all positive tests shall be retained indefinitely.

All documentation is held in the personnel files on the HR restricted SharePoint site.

All documentation and records generated are retained and managed in accordance with the Business Document Management Policy [TR-GLB-QMS-POL-00001]

Appendix A References

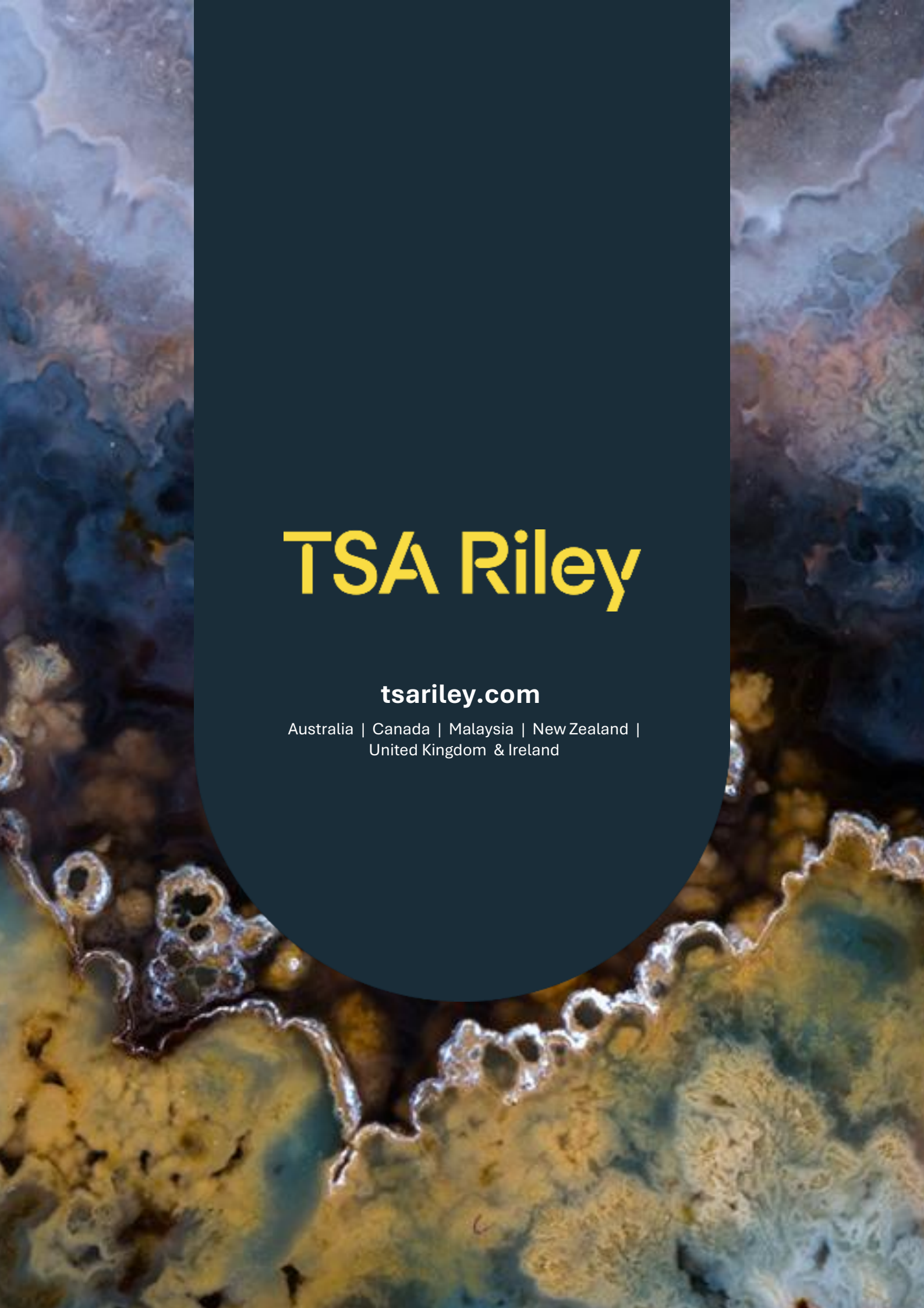
ROGS 2006.

Transport and Works Act 1992.

Network Rail Company Standard NR NR/GN/CPR/401 Guidance on Contractual H&S Requirements.

Railway Group Standard RIS-8070-TOM (current issue) Testing Railway Safety Critical Workers for Drugs & Alcohol

Network Rail Supporting Procedure NR/L2/OHS/00120 Alcohol and Substance Misuse in the Workplace.

The background is an abstract, textured image with organic, marbled patterns in shades of blue, purple, and brown. A large, dark blue circular shape is centered on the page, serving as a container for the text.

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