

# Safety First

## Welcome to the Winter edition of our newsletter Safety First.

It is just over a year since we welcomed our workforces from Scotland, Kent and Sussex. The transition in these areas has brought many changes to our business, however, I do believe that we have created some great teams and are providing Network Rail with a competent, safe, reliable workforce.

### Safety Moment Events

It was important for us to engage and communicate with you all and with this in mind, we carried out our Safety Moment events throughout this year, notably in October where we held events in Ashford, Bellshill and Edinburgh with the focus being on the new fatigue management requirements.

As always, it was pleasing to see an excellent turn out for these events, and it was good to meet a lot of you in person and promote our Safety First, Safety Always ethos.

These were thoroughly worthwhile events which successfully captured the attention of everyone who attended. All those in attendance gave their full attention to our presentation on the new fatigue standard requirements and showed a positive response to taking onboard individual responsibilities around fatigue and fitness to work.

As the new fatigue management standard comes into effect, my message is always look after your own and your colleague's health, safety, and fitness for duty. With this in mind, I personally ask you to Speak Up and voice any fatigue issues or concerns you or your colleagues might have. It is critical that you come forward and talk in confidence with your line manager around fatigue concerns or issues when carrying out your duties. Effective fatigue risk management needs you, the workforce, to inform us when your levels of alertness could become an issue.

### Approaching the festive season

Winter and Christmas are upon us and that means preparing for colder climates with snow, icy conditions and the increased risk of the trips, slips and fall injuries. Please take extra care with underfoot conditions wherever you are.

On a pleasant note, we are approaching Christmas without the threat of a COVID lockdown, which is more than welcome from the previous two years. Many of you will be putting your festive celebrations on hold by offering your services to the many projects being carried out around the clock on possessions and blockades over the Christmas holiday period, which the industry appreciates but relies upon.

We hope you enjoy reading our newsletter, with articles and features containing information and advice around your safety, health and wellbeing. On behalf of Ganymede, I would like to wish you and your families all the very best for Christmas and the New Year.



**As always, take care, enjoy your Christmas and New Year, remember Safety First, Safety Always.**

**Gary Lobue**  
Head of HSEQ



## Unauthorised Access

A Ganymede team member was carrying out RSS duties overseeing outside parties which included an excavation adjacent to the operational railway. The excavator being used had a malfunction of its slew limiters/restrictors and the RSS became concerned that the machines working parts could come within the safe distance of the operational railway.

He decided to access the track at ground level to make an observation and judgement to reassure himself that the machine would not interfere within the operational confines of the railway.

The RSS was caught on CCTV walking down the platform and accessing track level on or near the line with both lines being open to traffic. Although he holds PTS qualification and is competent in COSS duties the RSS did not have a planned safe system of work pack to access the track.

Although no one else was involved and no injuries sustained the individual did put himself at risk walking in the four foot and crossing open lines.

The individual was competent to go on or near the line as stated in the Rule Book, Handbook 1, General Duties and Track Safety for Track Workers and therefore did not breach the Rule Book. He understood all the risks and dangers of being on or near the line, but he did not follow the 019 Standard requirements of being in possession of and implementing a planned safe system of work, therefore he was unauthorised to access under these circumstances.

He should have raised the Work Safe Procedure and stood down the machine due to its failings and reported it to Network Rail and Ganymede on call.

**Remember the Work Safe Procedure is there for everyone to call if in any doubt around any health and safety issue. Don't be afraid to Speak Up and raise it!**

## New Standard

### NR/L3/ELP/27720 Test Before Touch for Overhead Line Equipment

The above new standard has been introduced, as there have been too many incidents involving colleagues suffering life changing injuries due to inadvertent contact with the overhead line equipment which would have been avoided if Test before Touch had been carried out.

The new standard formalises and improves on the existing guidance on Test before Touch Lifesaving Rule for OLE and undertaking a Test before Touch action is the final step in the isolation process. It demonstrates to the COSS (OLP) and the working party that the OLE is de-energised at the location of the test. This helps to confirm that working party members are within the safe working limits of the OLP.

The standard provides information to enable Test before Touch actions to be identified, implemented, witnessed and recorded in a consistent manner.

A detailed briefing has been produced for persons who hold Nominated Person, Authorised Person and all COSSs who hold OLP. This is to ensure you gain a clear understanding of your own and of other duties within the new Test before Touch process.

**The compliance date for the new standard is 31st December 2022 and therefore if you hold the above competencies, you must attend the detailed briefing that will be notifiable to Sentinel. Your Ganymede office will contact you with details for you to attend one of the detailed briefings.**





# Spotlight on Safety

## Work Safe Procedure

Well done to Ray Couldridge from our Ashford Office. Ray was carrying out Engineering Supervisor duties for Network Rail Works Delivery and had been given permission by the PICOP to set up his worksite, yet only a few moments later he was told by the PICOP on no account to go on track.

This command was immediately actioned by Ray, but only a few minutes later the PICOP again gave permission to Ray to set up his worksite. Ray became concerned that an irregularity had taken place. He reported this to the client Site Manager who told him to report the event to the Network Rail ODM.

We must commend Rays actions and showing bravery by Speaking Up and reporting his concerns regarding the uncertainty of the PICOPs actions.

## Safety Initiative

Well done to Kevin Pike, a Crane Controller from our Ashford office. Kevin was acting as a Crane Controller on the installation of a set of points. It was here where he raised his concerns over the whole planned lifting operation, giving a full explanation of why the lift couldn't be executed due to weight, radius, positioning of machines and configuration etc.

However, when challenged by the client for a solution Kevin, using his experience, presented a safe working solution for the tandem lift operation to be carried out. We commend Kevin for not shirking his responsibilities and producing a working solution.

## Adam Thompson Positive Feedback

Well done to Adam Thompson, a Machine Controller from our Doncaster office. Adam received positive feedback from our client Volker Rail's Site Manager on the TRU East Alliance project, commending him for being extremely helpful and engaging on site at the beginning and throughout the shift.

He showed all his knowledge and experience supporting other Machine Controllers on site. This type of feedback is always welcome, and we encourage all our workforce to follow Adams lead.



Adam Thompson, Doncaster office



# Spotlight on Safety

## Do you get an adequate COSS briefing before carrying out your duties on or near the line?

### Do you know...

- Who the PIC/COSS is?
- Where the access points are?
- The route to be taken to the site of work?
- Which lines are blocked, or which lines are open to traffic?
- The line speeds which apply to each of these lines?
- If any lines are electrified and whether they are live or isolated (permit)?

### Do you know...

- The direction trains normally approach from and any lines which have bi-directional movements?
- The nature and location of work you will be carrying out?
- The limits of the site?
- If there are any hazards such as limited clearances and underfoot conditions?
- Where the telephone for emergency use is located?

### Do you know...

- The safe system of work to be used?
- If its Safeguarded, Fenced or Separated Protection YOU MUST UNDERSTAND:
  - The limits of the safe system and how they are defined.
  - If appointed who the Site Warden is and the method of warning
  - If in a possession the detail of any train or on track plant movements
- If its open line working, YOU MUST UNDERSTAND:
  - Where the Position of Safety is
  - What the method of warning will be (Equipment Warning)
  - If Lookout Warning who the lookout is and the method of warning

Answering no to any of these questions could mean you have not received an adequate brief from the COSS that could be critical to your safety

The PIC/COSS must ensure you receive and understand the planned and implemented Safe System of Work and must identify themselves to you.

The COSS should question you and the group members to check understanding of the brief before you sign the Record of arrangements and briefing form to confirm you understand and accept the arrangements.

If YOU don't understand any part of the COSS Brief "Speak Up" and inform the PIC/ COSS what you are not sure about or don't understand.

Always remember, if its not safe don't do it, Speak Up, raise a close call or invoke the work safe procedure but, whatever happens do not work unsafe.

Everyone home safe, everyday!



**MAKE SURE YOU ARE IN NO DOUBT AS TO WHAT THE SAFETY ARRANGEMENTS ARE**







## Update on the Workforce Champions in Scotland

We are increasing our safety presence in Scotland through the development of our Workforce Champions. The aim of the Workforce Champion is to promote our Safety First, Safety Always message to the workforce and promote industry initiatives, such as Network Rail Take 5 and our Speak Up campaign.

Below are the areas we are encouraging the Workforce Champions to promote to the workforce when on site and carrying out their duties:

- Ganymede 'Speak Up', Take Five and Work Safe Procedure
- Mental Health & Wellbeing
- Accident/Incident Pre-Investigation and Fair Culture
- Fatigue Management
- Basic Health & Safety/CDM and Risk Assessment
- Behavioural Change Safety, Engagement and Communication
- Competence/Mentoring

We have developed a training/briefing programme to support the operatives that were selected as Workforce Champions, which provides a structure enabling them to fully understand the role they have to play. It will help them understand how to interact and engage with the workforce, and importantly follow the Network Rail Values and Behaviours.

We believe the ongoing programme will support the Network Rail Code of Conduct for behaviours ensuring that all parties work in a positive manner, providing support, help and able to manage conflict when required. The following training modules have been delivered:

Module 1 - Introduction/Induction to Ganymede Workforce Champions

Module 2 - Behavioural Safety Training was delivered successfully at Bellshill on 19 May 2022

Module 3 - Fatigue Management Completed October 2022

Module 4 - Conducting site visit requirements/expectations - to be delivered in December



Training Module being delivered in Bellshill attended by Network Rail

# Seasonal Tips

## Here are your Seasonal Tips for Winter

Now the dark nights and mornings are with us, we want to remind everyone to make sure that they have considered their access to site from leaving the vehicle.

We are currently investigating an accident where an individual had a nasty fall and ended up in hospital.

Some of the underlying causes of the accident are thought to be that he was not able to park within the compound as it was full, so found parking on the road nearby. This area did not have lighting and the individual had not put their PPE (headlamp) on at this stage. The individual was alone and also had some equipment to carry to the access point, which may have caused him to trip.

The investigation is ongoing at this time, but it serves as a good reminder for people to consider access to worksites –

- Where will you **park**?
- What **lighting** will there be?
- What might the **underfoot conditions** be (wet, slippery, uneven, icy)?
- Do you have **equipment** to carry (can it be contained to keep your hands free)?
- Will you be **alone or have someone** that can help you?

Take time out to consider the above questions on arrival and make sure that you can get to and from the site safely.

### Take time out



**Risk assess your environment and tasks before, during and after the work. Speak up if you're concerned**



# STAY SAFE THIS WINTER



# Fatigue Update



## New Network Rail Standard

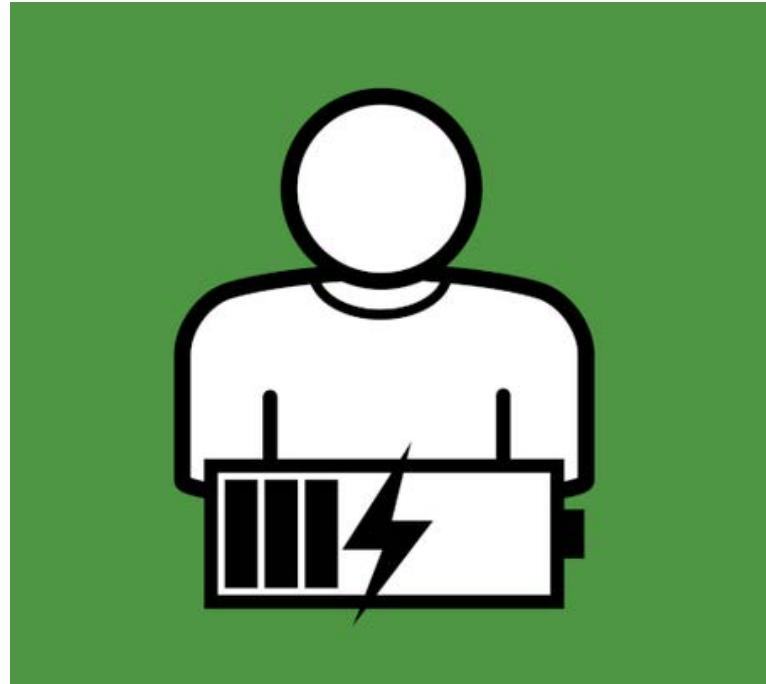
The new Network Rail standard that we have been talking about for the last few months has now come into force.

Ganymede have updated our systems and trained our staff to deal with reports of fatigue and to be able to undertake fatigue risk assessments.

The limits we are working to remain in place, with the addition of the 60-hour trigger.

This does not mean that you cannot work more than 60 hours – it just means that your manager **MUST** undertake a risk assessment with you before confirming you can proceed.

- More than 60 hours in 7 rolling days
- More than 72 hours in 7 rolling days
- Limit of 14 hours door to door\*
- Shifts not to exceed 12 hours
- Must not work more than 13 shifts (day or nights) in 14 days
- Must not have less than 12-hour rest periods between consecutive shifts



Where you have rostered hours that take you over these limits, but your actual hours are less, your manager will need to document this to ensure we have evidence you are not exceeding the above working limits without a risk assessment in place.

Please talk to your manager if you have any concerns and visit the Safety & Wellbeing Hub on our website for more information on fatigue.

Ganymede has a series on fatigue on the Safety & Wellbeing Hub, covering areas from indicators of fatigue, the impact on work, the importance of a healthy lifestyle, and much more.

[Click here to be taken to our fatigue series.](#)

F A T I G U E

# Corporate Social Responsibility



## Environmental Close Calls and Incidents

We all know we are encouraged to report close calls in relation to safety issues, where we spot an unsafe condition that needs to be rectified to stop an accident or incident.

It is just as important that we report close calls that are related to the environment, whereby action can be taken to prevent the situation developing into an environmental incident.

Environmental close calls may be unexpected finds, such as contaminated soils or other hazardous substances that could come into contact with the ground or waterways, it could be finding a protected species that has not been disturbed. It can also include where working methods are not in accordance with work package plan, such as petrol-powered tools instead of battery operated.

By identifying and reporting at an early stage we can prevent an environmental incident, such as spillages impacting on land or water, disturbance, injury, or death to protected species or a breach of a tree preservation order.



When reporting any type of close call remember to provide as much information as possible to enable it to be followed up on. Provide accurate location information, and details of how to find the specific thing you have identified. Describe the problem and any actions you have taken – describe the actions that need undertaking if you know them.

## Reducing Food Waste

At Christmas, we produce 30% more food waste than we do in the rest of the year. Not only is this a problem for landfill sites from the products and their packaging, but on top of this, there are the resources that are used to create the food. Each stage of the journey draws resources from our planet and produces greenhouse gas emissions.

Also, it's also wasting money that can be better spent. It's easy to say 'just buy what you need', but for most of us, we buy extra at Christmas as we are catering for more people and having visitors over the holidays.

The government have created a website that provides lots of really useful information to help you reduce your food waste, it provides tips on best ways to store and preserve food, great ideas for using items that you have left over and lots of ways to create meals from what you have available.





# Driving in Winter

Never are daily vehicle checks more important than during the cold dark winter months. Whether you are driving a company vehicle or your own, it is essential that your vehicle is in roadworthy condition to keep you and other road-users safe. Whilst driving in bad weather and in darkness it is especially important to check the following items.

- Check your brakes work correctly, call the hire company or take your car to a garage if they start to squeak or you felt any brake judder
- Make sure all lights work correctly to ensure you will be seen by other drivers
- Check your tyres have at least 2mm of tread across the entire width of the tyre
- Keep the wiper blades clean and free from grease
- Ensure your screen-wash is always kept topped up
- Always carry a scraper or de-icer and make sure all of your windows and mirrors are clear before you set off



**Lightfoot Reminder for approved drivers – The PIN number you have been given is unique to you, not the vehicle. Do not share it with any other driver or you could end up paying for their fines and/or damages.**

## Know your speed limits

It is extremely important for you to know the legal speed limits for your vehicle as a lot of people forget the differences between a car and a van.

To be absolutely clear, all of the vehicles provided by Ganymede solutions, from the small 2 seat vans to the big Mercedes Sprinters, are classed as Goods Vehicles (not more than 7.5 tonnes) and are governed by the following speed limits.

BUILT-UP AREAS	SINGLE CARRIAGEWAYS	DUAL CARRIAGEWAYS	MOTORWAYS
MPH	MPH	MPH	MPH

It is also important to understand the penalties for being caught speeding in a commercial vehicle. There is a popular misconception that you will be automatically issued with a "Fixed Point Notice" of a £100 fine and three points but this is no longer the case. Guidelines introduced in 2017 mean speeding penalties are now judged based on the amount you exceed the speed limit by and the potential risk you presented to other road users. Speeding in a van is automatically classed as being more dangerous than in a car because of its size and weight.

**This is reflected in the penalties van drivers receive which are split in to three different bands:**

- For the offences deemed least serious, classed as Band A, you would receive the usual 3 points on your licence, but the fine can be set to anywhere between 25%-75% of your weekly wage
- For Band B offences, you will receive up to 6 penalty points or a driving ban up to 28 days and a fine anywhere between 75%-125% of your weekly wage
- For the most serious Band C offences, you will receive up to 6 penalty points or a driving ban up to 56 days and a fine anywhere between 125%-175% of your weekly wage

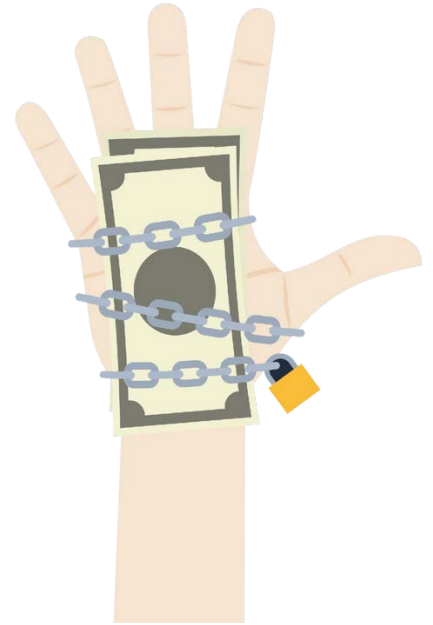
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# Modern Slavery

## Does Modern Slavery really exist in the UK?

Many of us don't even think about Modern Slavery being an issue in the UK but it really does exist. The figures below show the extent of the issue in the UK in Quarter 2 of this year.

- There were 4,171 potential victims of modern slavery referred to the Home Office in quarter 2 of 2022, representing a 10% increase compared to the preceding quarter (3,777)
- The number of referrals received exceeded 4,000 for the first time in a quarter and is the highest since the National Referral Mechanism began in 2009
- 79% (3,298) were male and 21% (866) were female
- 48% (2,003) of potential victims claimed exploitation in the UK only and 43% (1,794) claimed exploitation overseas only
- 54% (2,268) of referrals were for potential victims who claimed exploitation as adults and 39% (1,630) claimed exploitation as children
- Adult potential victims most commonly claimed labour exploitation (41%; 931), whereas child potential victims were most often referred for criminal exploitation (44%; 722)
- The most common nationalities referred in quarter 2 of 2022 were Albanian, UK and Eritrean



These statistics show that Modern Slavery is on the rise in the UK and 41% of cases in quarter 2 were labour exploitation, this is why we need to be alert to this scourge and report any concerns immediately. Remember, please do not investigate yourself as it may put others at risk.

**If you have any concerns then please follow the process for reporting a suspected instance of Modern Slavery and call HR on 01332 861816 or email [hr@rtcgroupplc.co.uk](mailto:hr@rtcgroupplc.co.uk).**



### HSEQ

Email: [H&S@ganymedesolutions.co.uk](mailto:H&S@ganymedesolutions.co.uk) | Phone: 0333 011 2048

#### **Gary Lobue - Head of HSEQ**

Oversees the HSEQ management of Ganymede's internal and external requirements including the safety, health and wellbeing of our internal staff and external workforce.

#### **Suzanne Thorpe – Safety, Health and Wellbeing Support**

Oversees and project manages our safety, health and wellbeing initiatives and also co-ordinates our environmental sustainability requirements

### Have your say!

If you want to give us any feedback on the Safety First newsletter, scan the QR code on the right or click [here](#). All feedback is recorded anonymously and reviewed regularly by our HSEQ and Marketing teams.

