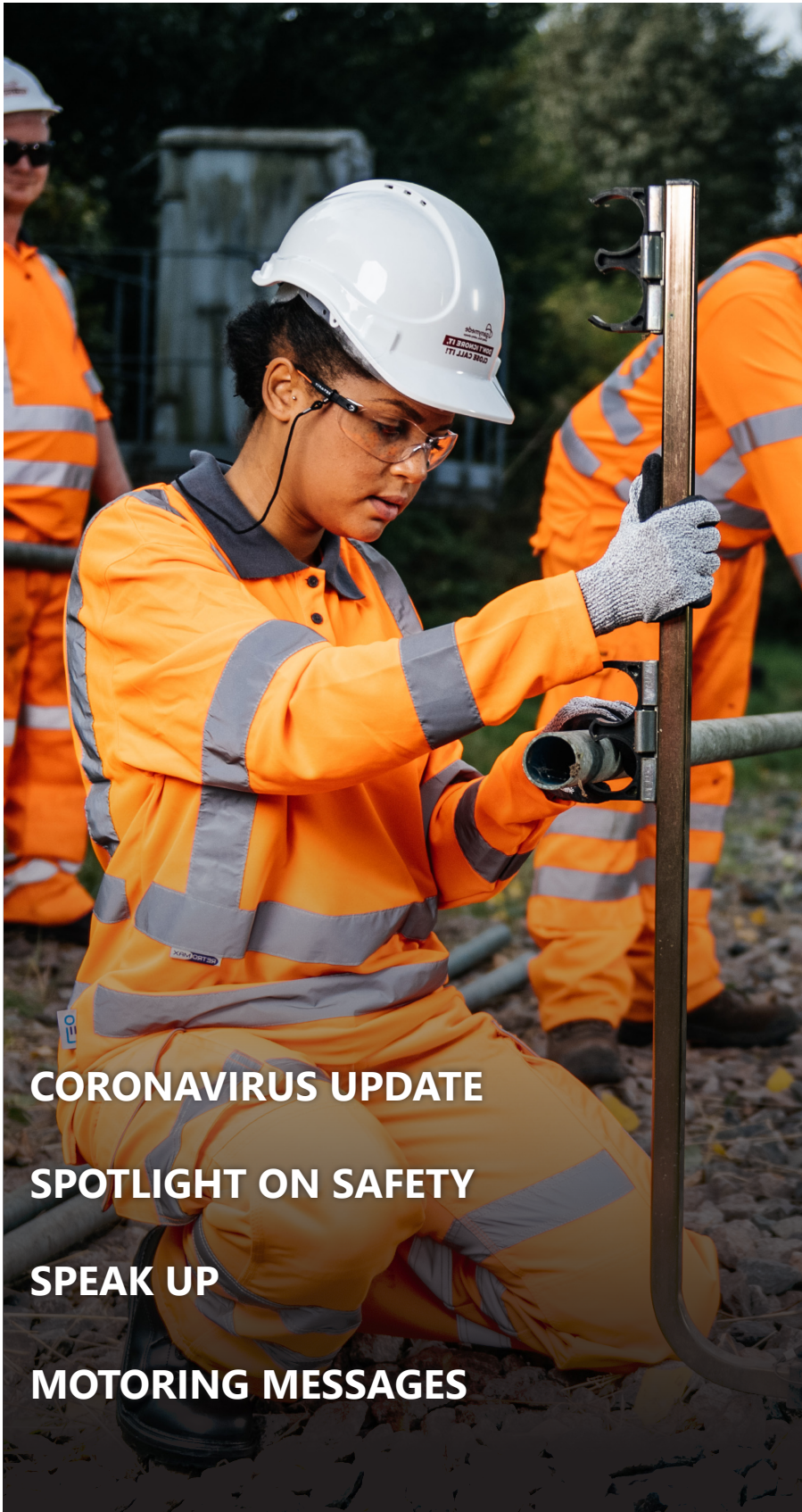


# SafetyFirst



**CORONAVIRUS UPDATE**

**SPOTLIGHT ON SAFETY**

**SPEAK UP**

**MOTORING MESSAGES**

Welcome to Safety First, Ganymede's quarterly safety newsletter.

Hello everyone, welcome to our Summer edition of Safety First. COVID-19 has had an unprecedented impact on the global economy and continues to present all business sectors with severe immediate challenges including the rail industry.

Many of you have continued to work as essential frontline workers and on behalf of Ganymede, I thank you all for your hard work and dedication to keep the railways running. As restrictions begin to ease as the country gets on the rocky road of recovery, you must continue to follow Government guidance and the COVID-19 control site measures that have been implemented to help prevent the spread of the virus and keep everyone safe.

In this edition of our newsletter, we are focussing on COVID-19 to update but remind you of your responsibilities. Let's hope in the coming weeks that we see the rate of infection decrease, and we get back to some sort of normality.

In the meantime, we must stay alert, control the virus, and in doing so, save lives. Please take the utmost care and stay safe.

Gary Lobue  
Head of HSEQ



# COVID-19

## Important Reminder

Despite the COVID-19 controls you need to remain aware of the dangers of working on or near the line when undertaking work. In the current circumstances it is easier to become distracted, which is why it is important to make sure you understand the safe system of work implemented and briefed by the PIC/COSS. Good, clear communication is key to being safe. If you don't understand something **Speak Up**, if you think something is unsafe, stop work immediately and inform the PIC.



## Code of Conduct

We expect all Ganymede staff members and sponsored operatives to follow the requirements of this code of conduct during the Coronavirus (Covid-19) pandemic or until further notice. This is to achieve our aim of protecting the workforce whilst also minimising the risk of transmitting the infection.

### Employee/Sponsored Operatives Responsibilities

- Travel alone in vehicles wherever possible if travelling in crew bus or public transport maintain social distancing
- Do not travel to work if you, anyone you live with or anyone you have recently been in contact with shows symptoms of COVID-19 (develop a high temperature, a persistent cough, loss or change to your sense of smell or taste)
- Respect the social distancing guidelines
- Wash your hands frequently with soap and water, at least at the start of the day, at each change of task, and every 2 hours thereafter
- Wash hands before drinking, eating and smoking for at least 20 seconds
- Do not touch your eyes, nose or mouth if your hands are not clean (avoid touching them wherever else possible); Wash/sanitise hands after touching eyes, nose or mouth
- Use hand sanitiser gel if soap and water are not available
- Ensure you wear the correct PPE including face mask where required
- Immediately report any symptoms or close contact with someone displaying the symptoms of covid-19
- Stop work and challenge the method of work so it can be adjusted if you are not able to comply with any of the above.



Maintain Social Distance



Wash Your Hands



Use a Tissue for Coughs



Avoid Touching Your Face

Your safety is our top priority and we want to ensure that all work carried out is done in a safe manner. We have developed a page on our site that houses all of our COVID-19 related documents and policies, you can access it by clicking the link below.

[Click here to read the full code of conduct](#)

[Click here for more COVID-19 documents](#)

**STAY ALERT, CONTROL THE VIRUS AND SAVE LIVES**

# SPOTLIGHT ON SAFETY

## WELL DONE BARRY WEEKS



Barry Weeks, a Track Operative from the Leeds office was working for Volker Rail and received an award for his actions see below comments from Martin Blundell, Volker Rail Manager.

"I would like to say congratulations to Barry Weeks from Volker Rail P-Way division. Barry carried out a positive intervention that involved a delivery driver working at height without the correct protection in place. Barry confidently approached the driver and asked if he could wear his harness. The driver acknowledged, climbed down and put his harness on before continuing."

Barry has been awarded a £25 Voucher by Volker Rail for this intervention. This positive behaviour is a brilliant example of working with the supply chain safely. Well done.

## DON'T IGNORE IT, CLOSE CALL IT!

Well done to Brian Olive from our Doncaster Office, Brian was working for Volker Rail on PSU2 project on the East Coast Main line between Temple Hirst Junction to Colton Junction He was the Person in Charge for survey works and whilst walking the track he noticed that a clamp protecting a rail defect had come off so he reported it immediately to the controlling signaller at York ROC South panel. Network Rail response team came out to rectify the problem and signed into Brian's line blockage and safe system of work.

If this had not have been picked up then a damaged rail on an 125mph line could have been very serious and caused a derailment.

We encourage all operatives to raise a Close Call, no matter how small it may seem as we must all do our best to ensure our work environment is safe, including behavioural, environmental and economic factors.



**Reporting a close call is simple and it could prevent an accident or injury in future.**

You have a chance to be awarded with a £150 voucher for reporting a close call that makes a difference.

**Need to report a close call?**

**PHONE 01332 861 840**

**TEXT 'Close Call' followed by your report to 78866\* or**

**EMAIL [closecall@ganymedesolutions.co.uk](mailto:closecall@ganymedesolutions.co.uk)**

\*Text messages MUST start with 'Close Call' followed by your report for them to be received.

**Remember, for every Close Call raised Ganymede will donate £1 to support our charity partner, Samaritans.**

**SAMARITANS**

# #SpeakUp

Ganymede supports and encourages our workforce to **#SpeakUp** and challenge unsafe acts, conditions or behaviours. If you feel unsure in a situation or would like any advice, contact our HSEQ team who will offer you support and guidance - remember, **Safety First, Safety Always.**

## Work Safe Procedure



**Speak Up** and raise a close call if asked to carry out unsafe acts that invoke the work safe procedure

## Wear Correct PPE



Ask your team leader and **Speak Up** if you're unsure about the correct PPE required

## Take Time Out



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

## Fit For Duty



If you feel unwell or unfit whilst carrying out tasks, **Speak Up** and let your team leader know

## It's OK Not To Be OK



**Speak Up** if you are feeling low, Ganymede has mental health first-aiders available, or contact Samaritans 24/7 on 116 123

## Don't Always Follow



Don't always follow the leader **Speak Up** if you think something is not safe

## Close Call It

**DON'T IGNORE IT,  
CLOSE CALL IT!**

If you come across any unsafe acts or conditions, **Speak Up** and Close Call it

## Don't Drive Tired



Stop and **Speak Up** if you start feeling the effects of fatigue when driving

Contact the HSEQ team:

☎ 0333 011 2048

✉ [compliance@ganymedesolutions.co.uk](mailto:compliance@ganymedesolutions.co.uk)

 ganymede

# Motoring Messages

## ALL MULTI-SEAT VEHICLES TO BE FITTED WITH PROTECTIVE SCREENS

Ganymede have been working with [Phormular](#), a cutting edge of graphic display company, on the design and manufacture of protective screens to be fitted in all multi-seat vehicles. The screens are designed to keep everyone safe and help to prevent the spread of the virus. They are made from 16mm thick hexagon card and coated with an easy-clean plastic coating. While still offering the durability and ease of cleaning they have tested to be stronger than an acrylic sheet and from an environmental point of view, they are 99.9% recyclable at the end of their useful life.



## Benefits

Along with the obvious benefit of preventing the transmission of Covid-19, with the screens being printable, they also provide an excellent way of reminding all staff of the social distancing and hygiene requirements. In the unlikely event that the vehicle breaks down, it is also incredibly simple for the driver to remove and re-fit the screens into any replacement vehicle provided, meaning the team can be back up and running with minimal impact to their working day.



"The screens are an additional measure to enhance our robust procedure of protecting our workforce and help prevent the spread of the coronavirus while travelling in our vehicles to and from site. The screens not only ensure social distancing but give the added benefit to individuals peace of mind ensuring they feel safe and are COVID-19 secure"

- **Gary Lobue, Head of HSEQ**

# STAY ALERT, CONTROL THE VIRUS AND SAVE LIVES

# Motoring Messages

During the lock-down period, the roads are quieter, and drivers have slowly been getting faster and less observant of their surroundings. Now more people are travelling again, there's a real danger that the rate of accidents will rise dramatically, and we need to be more observant than ever to ensure we are not involved.

In a recent survey conducted by the Institute of the Motor Industry (IMI), it was found that the average motorist has driven a total of just 26 miles since lock-down began and nearly 40% of those surveyed said they had lost their confidence for completing long journeys.



Here are some top tips that will help you to drive safely:

## **Adapt your driving to the appropriate type and condition of road you are on. In particular:**

- Do not treat speed limits as a target. It is **often not appropriate or safe** to drive at the maximum speed limit
- Take the road and traffic conditions into account. Be prepared for **unexpected or difficult situations**, for example, the road being blocked beyond a blind bend. Be prepared to adjust your speed as a precaution
- In side roads and country lanes look out for **unmarked junctions** where nobody has priority
- Children, are looking the other way, they **may step out** into the road without seeing you

## **Be careful of and considerate towards all types of road users, especially those requiring extra care. You should**

- You **MUST NOT** throw anything out of a vehicle, for example, cigarette ends, cans, paper or carrier bags. This can endanger other road users, particularly motorcyclists and cyclists
- Try to **be understanding** if other road users cause problems; they may be inexperienced or not know the area well
- **Be patient**; remember that anyone can make a mistake
- Do not allow yourself to become agitated or involved if someone is behaving badly on the road. This will only make the situation worse. **Pull over, calm down** and, when you feel relaxed, continue your journey
- **Slow down and hold back** if a road user pulls out into your path at a junction. Allow them to get clear. Do not over-react by driving too close behind to intimidate them