

Safety First



Welcome to the Summer Edition of our newsletter Safety First

The summer season is well upon us and last year in our summer edition of Safety First I talked about the uncertainty of holidaying overseas due to the coronavirus restrictions, the restrictions get lifted and yet we now face the uncertainty of our flights being cancelled and industrial action on the railways. I hope you can avoid these issues and successfully have those well-deserved holidays.

Safety Technology & Competence

As I am sure you are all aware, Nick Millington and the Task Force Team are working tirelessly on trying to improve track safety, to ensure our workforce get home safe every day and they have some brilliant initiatives. More line blockage availability, reduction in open line working, protection methods and safety technologies are the initiatives the team are exploring to ensure the safety of the worksite. I had first-hand experience of these innovations at the Rail Live event in June and it is amazing how technology can be developed for our safety whilst working on the Railway.

The Geo Fencing did take my eye with its precision technology to improve the management of exclusion and restriction zones that normally involve barriers and human reliance. These new safety methods will enhance our already robust safe systems of work, our PICs and COSSs will need to be trained and passed as competent in their use. But what is competence and do we do enough to ensure the non-technical skills are part of being competent in an 'in charge' role, especially setting up safe systems of work. I think we have the people with the right skills, knowledge and experience to implement these new technologies and I believe we now need to focus on the non-technical skills of communications, area familiarisations, avoiding distraction and human cultural behaviours are lacking within our workforce. I would therefore stress to all COSSs, PICs and ESs to take time out and think about getting the communications right, checking your documentation, ensuring you are familiar with your access point and the lines at the site. This is surely the best belt and braces you can apply to the competencies you hold.

Safety Moments

On a pleasing note, it was great to see our Safety Moments re-launched enabling us to meet and engage face to face with our workforces from our Abercynon, Bellshill and Ashford offices. We would like to thank those of you who attended these events, where we shared our safety, health, and wellbeing initiatives with you, and we hope to see you all again in September.

We are also pleased to announce the launch of our "Drop and Swap" PPE Recycling Scheme, which we are running in collaboration with our PPE supplier Safeaid. To use this environmentally responsible solution just call into your local office and drop off your old/used PPE and swap for new items.

I hope you enjoy reading the articles in our Newsletter and remember, if you have any ideas or topics you would like included, just let us know as these would be welcome.

As always, take care, enjoy your summer holidays and remember Safety First, Safety Always.



Gary Lobue
Head of HSEQ

Lessons Learned

Non-Technical Skills Failings

We have experienced a number of events recently that have been brought about by failures in non-technical skills. The type of skills we are referring to are those such as area/location familiarisation and communications. The staff involved hold the relevant safety critical competencies and prove they are competent by successfully completing training courses, mentorships, assessments and gaining vast experience carrying out their duties. But unfortunately, they let their guard down by complacent behaviours around the non-technical skills. Below are two events/irregularities where non-technical skills and complacency behaviours were identified as the main cause.

Incident One, Access Irregularity

An operative had been carrying out Level B Strapping duties at Kidbrooke which were carried out successfully on the previous two shifts however on the third shift the worksite limits were shortened and there was a late change of Engineering Supervisor.

The Operative received his Safe Work Pack when he reported for duty and didn't have the chance to look through his safe work pack due to being rushed to get to site and place/apply his protection.

The Engineering Supervisor informed the operative that the worksite had been shortened but didn't fully explain - due to not giving a sufficient brief. The operative then proceeded to where he thought the access point was, but unfortunately found himself and his strapping assistant over a mile away from the planned worksite limits he was to protect.

Incident Two, Line Blockage Irregularity

An operative carrying out COSS duties was taking planned line blockages of the Up line for survey works, after successfully taking the line blockage with the signaller he allowed the team to access the Down line as confusingly he thought it was the Up line.

He believed this because he listened to another team member stating it was the Up line. A train approached on the Down line and the survey team moved to a position of safety immediately and only just averting a near miss.



Lessons Learnt

Both events show a lack of area familiarisation and track configuration and failure to locate the correct whereabouts of track access and lines at the site of work. Familiarisation is critical when carrying out your duties and pre-site visits will always be a requirement if you are not familiar with the area. You should look at your Safe Work Pack, study the line diagrams and sectional appendix extracts to help you identify the lines at the site. These should be used in conjunction with the Network Rail Access Point Information Boards to confirm your location, lines, and directions where you are carrying out your duties.

Please ensure you understand and verify your Safe Work Pack and speak up if the information isn't correct or you are unsure. If taking instructions from other persons such as signallers, PICOPS and ESs ensure the instructions are clear and you fully understand the requirements. You must Speak Up when confronted with these types of issues and raise the Work Safe procedure if needed – that is what it is there for.

No injuries or damage were sustained from these incidents at the time however the outcome could have ended with devastating consequences.

Ganymede Leadership Model

Ganymede Leadership Model Annual Capability Conversation

Have you had your annual review?

This is carried out with your Line Manager and is part of our Leadership Model.

The purpose of the leadership model is to provide a mechanism to assess skills, experience and behavioural competence of you, our workforce, whilst working for Ganymede.

A secondary aim is to define a career path by means of a training and development plan, giving everyone an opportunity to further themselves and their career.

You plan to have a discussion with either your resource/line manager or team leader dependant on your status. You will need to produce your work experience logbooks you hold so a review can take place to ensure you are practising your skills and maintaining the competencies you hold.



Career Development Plan

The career development plan is completed on an annual basis for each operative by your resource manager or delegated representative.

The plan defines the short term (12 months) and longer term (5 years) objectives and is in line with the competence requirements of the business along with your aspirations.

The development plan includes defined goals to determine when an operative will be deemed competent to undertake additional training.



Sponsorship

Primary and Sub-sponsor arrangements

Remember all individuals must have a Primary Sponsor to be able to use their Sentinel card to access the managed infrastructure (MI). Under the sentinel scheme you are permitted to have a maximum of one Primary Sponsor and two Sub-Sponsors, dependent upon your Primary Sponsor granting permissions for sub sponsorship.

Your Primary Sponsor

Shall establish a Contract of Sponsorship with each Individual they intend to Sponsor. The Primary Sponsor shall undertake checks of an Individual's eligibility to work on managed infrastructure prior to engaging in a Contract of Sponsorship.

Your Sub-Sponsor

Must request permission to use an Individual from their Primary Sponsor. The Sub-Sponsor must receive confirmation this has been agreed by the Primary Sponsor before resourcing you to work. The Sub-Sponsor is responsible for providing all information to the Primary Sponsor to enable the Primary Sponsor to manage the overall safety of their operatives. This includes but is not limited to information on; working hours, safety incidents, competences used (these can be recorded by using the Sentinel app) and competence short-falls.

You - the individual

Must carry your Sentinel card at all times while working on Network Rail Managed Infrastructure and must cooperate with your Primary Sponsor to keep your personal information (held in the Sentinel Scheme Database and therefore surfaced on their Sentinel card) up to date.

An Individual has a responsibility to:

- Know the identity of your Primary Sponsor
- Know which Sub-Sponsor you are working for (when you are not working for your Primary Sponsor)
- Provide the name of the Sponsor you are working for when booking into site and have identifiable PPE.

You are required to notify your Primary Sponsor if you no longer wish to be sponsored by them so that they can de-sponsor you. Change of sponsorship can be requested online through MySentinel.

Remember, if you working for a sub-sponsor and are involved in an accident or incident you must inform your Primary Sponsor as soon as possible.



Spotlight on Safety

Close Call Reporting

Well done to Keith Williams from our Ashford Office, Keith who was carrying out duties for Network Rail Works Delivery received his Safe Work Pack and found out that the planned mileages that had been changed on the B2 Form were not included in the Safe Work Pack.

The pack was amended, however, Keith noticed that the new mileages stated for the worksite were in possession, but two adjacent lines were open to traffic. His planned SSOW stated Safeguarded, however this would not have been achievable and Keith raised a close call and later raised the work safe procedure around this issue. Keith's actions have to be commended, he ensured he verified his safe work pack taking into account the changes, but most importantly he identified the safe system of work was not safeguarded exposing him to live open lines with the potential outcome having serious consequences. Again, well done Keith.



Keith Williams, Ashford office

Track Safety Updates

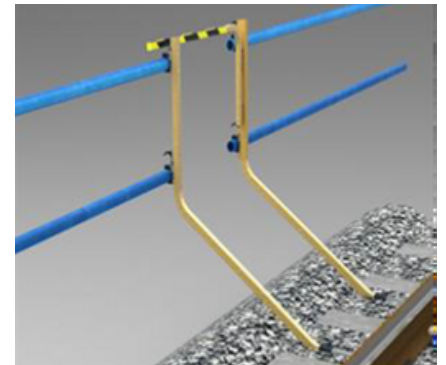
Message to all persons holding Safe Work Leader 1 & 2 and Safe Work Manager who carry out these duties on Capital Delivery Sites – All expiry dates for these competencies will be extended by Sentinel and there will be no requirement for re-certification training. This is an advanced notice of the removal of Standard NR/L3/OHS/019 IP – This means SWL 1 & 2 and SWM Competencies will be removed and you will be notified in due course of the removal and compliance dates.

Rigid Safety Barriers

Rigid Safety Barrier Systems must be erected in accordance with the manufacturer's instructions. A Safe Access Gate should be fitted. This is a one-way opening gate attached between fence supports to create a continuous fence but allowing safe access from the track every 40 metres.

See in the picture how the rigid safety barrier must be erected in accordance to manufacturer's instructions and Network Rail Standard and Rulebook requirements.

- Rigid Barriers must be at least 1.25m from the nearest running rail
- Where barriers cause limited clearance, suitable Limited Clearance notices must be erected.



How the rigid safety barrier should be erected



Spotlight on Safety

Safety Moments Events

It was great to see Ganymede relaunch our safety moment events. After two and a half years we were back on the road hosting our Safety Moments in Abercynon, Bellshill and Ashford. It was so refreshing to see our workforce collectively and face to face again.

Our events started in Abercynon in Wales, followed by Bellshill, Scotland and finished off in London meeting, our operatives from the Ashford office, which had a large audience including our client and sub-contractors. The events were themed around Fatigue (and the new standard coming in in October), Accident reporting, Communications, Wellbeing & Mental Health, raising of Close Calls, Driving and the Fleet Check App and PPE but most importantly our #SpeakUp and 'Safety First, Safety Always' was embraced by all.'

We trust all attendees found the sessions useful and engaging. As a business we are committed to raising awareness and sharing safety messages to our workforce to help keep everyone safe, so the value in these sessions cannot be understated.

The next series of Safety Moment events will resume in the Autumn.



Ganymede's Safety Moments event in Ashford

Signing Out

Following some feedback from a client, it has been highlighted that a high proportion of staff are not signing out of worksites when they finish work. This may be swiping out by advising the COSS you are leaving site or via any other systems in place on the site (e.g. MacRail). Signing out of site is not only a contractual requirement and a way of monitoring hours worked, but it is critical in the case of an emergency where the Person in Charge needs to account for who is still on site. In an emergency not being able to account for individuals that have left site can put others/emergency workers at risk.

Please do the responsible thing and make sure you sign/swipe out when you leave site.

Safety Critical Communications

We received an email from a Safety Coach at Network Rail commending Scott Brown for the quality of his safety critical communications. The Safety Coach listens in to calls into Signal Boxes and ECR's to audit them for the quality of the safety critical communications. The Coach made a special effort to get in touch and let us know what a high standard Scott had reached, his call was very professional, concise and accurate and on listening to other calls from Scott they were all of the same very high standard.

Ganymede would like to express their thanks to Scott for undertaking his duties in such a professional way and he has been presented with a high street voucher to show our appreciation.

Seasonal Tips



Summer Edition

Here are your Seasonal Tips for Summer

Hay fever

As we are well into the summer hay fever has been with us for the last few months. For those that suffer it can cause some horrible symptoms that can affect their sleep and work activities. Finding an allergy medication that suits you makes a massive difference, contact your local pharmacist for advice, if you don't get relief from over-the-counter medicines, refer to a GP. Remember to check any medications you are taking and advise your Resourcer/Manager in case they have any side effects.

Hydration

Don't forget to stay hydrated when working, being dehydrated can have a number of side effects, these can be fairly mild like headaches, loss of appetite and constipation which can lead to more severe conditions such as an increased heart rate, muscle cramps and confusion. Drinking water regularly helps keep you hydrated, where regular drinks are restricted due to the nature of the work, make sure you drink around 500ml before work and try to drink the same at your breaks. Obviously if you sweat excessively, you will need to drink more water.

Sun Exposure

Although it's great to see the sun and feel its great effects on your skin, too much sunlight is harmful and we need to protect ourselves from it's damaging effects.

When at work, many people will have PPE/Clothing provided which will cover their arms and head/neck/ears, so please make sure you keep these areas covered. Use a sunscreen and re apply it when you have a break. As mentioned above, make sure you keep hydrated and drink plenty of water. Make sure you check your skin and check for any unusual moles or spots, if you notice anything that is changing in size, colour or itching please see a doctor promptly.



STAY SAFE THIS SUMMER

Fatigue - What's Changing?



Do You Work More Than 60 Hours a week?

You may have started to hear and see lots of articles and updates around fatigue. The rail industry have been working for the last three years towards the implementation of Network Rail's updated Fatigue Standard.

You will already be aware of certain restrictions that are in place and that we ask you to abide by such as –

- 14 hours door to door
- More than 12 hours in one shift/working day
- Less than 12 hours rest between shifts/working days
- More than 13 day or nights | 14 rolling days



The biggest change you need to be aware of, is that from October when you are scheduled to work – or hit more than 60-hours in 7 rolling days, your Resourcer/Manager will need to complete an assessment to confirm if you can exceed this number of hours. The standard dictates that when this limit is reached there are certain restrictions we **must put in place:**

- No Lookout duties
- No Individual Working Alone
- No Safety Critical duties without additional controls
- No driving duties
- Minimum 12 hours rest before the next period of work

When you reach the 60 hours these restrictions are **not negotiable**, they must be in place and your Manager/Resourcer will agree with you any additional controls that may be required. This could be accommodation, supervision, additional breaks etc, this will depend on the role you are undertaking and how you are feeling. Please be patient with staff, as they will need to gather sufficient information to make the right decisions, this is to make sure they put your safety first.

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.](#)



Corporate Social Responsibility

Plastic Free July

Plastic Free July is a movement from the Plastic Free Foundation to encourage people around the world to reduce single-use plastic waste every day, at home, work and school. The idea is that people challenge themselves during July to reduce their single use plastic use and hopefully this will help create new habits for the future.

You don't have to look far to see the negative effects single use plastics have on our planet:

- More than 40% of plastic is used just once, then tossed away.
- Around the world, nearly a million plastic beverage bottles are sold every minute.
- Estimates for how long plastic lasts ranges from 450 years to forever.
- Animals and birds can get trapped, tangled and even strangled by plastic waste.
- Bottle tops, food wrappers and small bits of plastic can be mistaken for food by animals and birds, once eaten it fills their stomach and they think they are full, so they don't eat and then they starve.

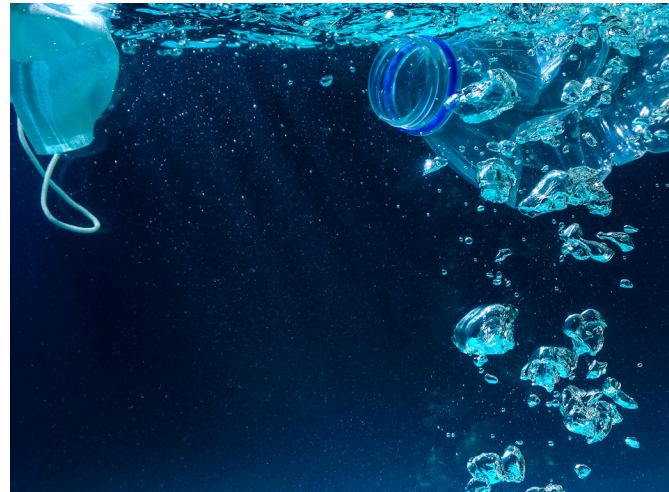
As plastic breaks down in the ocean, it just gets smaller and absorbs toxic industrial chemicals, these small pieces can then be swallowed by fish, the toxins are absorbed into their tissues and eventually eaten by humans.

You can take a pledge by visiting their website here, where they have lots of ideas on how you can reduce your plastic use.

Why not try some:

- Choose re-useable drinking bottles and cups.
- Buy loose fruit/vegetables instead of pre-packaged.
- Look for plastic free cleaning and laundry products.
- Look for plastic free tea bags or use loose leaf tea
- Swap liquid soap for a bar

As a business we are trying to reduce plastic usage and will work with our suppliers and clients to reduce it further.



Feedback on our EDI Survey

Thank you to all of our operatives who took part in completing our annual Equality, Diversity and Inclusion survey.

It was great to see so many of you be involved. As you may recall, earlier this year we invited all of our sponsored operatives to take part in the survey as it helps us to better understand the makeup of our workforce. By monitoring this data through our surveys, it helps us to improve the diversity of our workforce. We have a number of EDI Ambassadors within Ganymede meeting every quarter to discuss and take action on how we can be a more diverse and inclusive business. So what key trends did we see from the survey?

- Majority of our workforce identify as male.
- Just over 2% of our workforce are part of the LGBTQ+ community.
- 23% of our workforce are Black, Asian and Minority Ethnic
- Just under 3% have a disability or long term health condition
- Over 12% of our workforce are under 30 years of age and over 25% are aged 55 or older

With EDI very much at the forefront of our business agenda, we are taking positive steps to improve our diversity and increase inclusion across all of our business divisions. Everyone has the right to work in an environment where they can be safe to be who they are. We have a zero approach to discrimination on the grounds of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. Everyone who works for Ganymede has a valuable part to play in helping to shape the business and achieve the EDI goals that have been set and like most organisations there is still more work to do. Thank you once again for completing the survey.

Save on your fuel bills

Fuel bills have soared this year as pump prices have increased by more than 30% since January. This means that we have more responsibility than ever to improve our fuel efficiency when driving. Here are some tips on reduce fuel costs:

Reduce Speed

Drivers may feel like they are making progress with fast overtakes and pedal to the metal driving, but it will do little to increase the average speed of a journey. The benefits of an hour's speeding can be wiped out by a few seconds at a traffic light. For example, driving at 65mph instead of 70mph on a motorway can reduce fuel usage by as much as 30% without impacting journey times.

Anticipation

Keeping a vehicle moving at the right speed is essential for fuel economy. How easy this is will depend on traffic conditions and what is happening on the road ahead, but slowing down and having to accelerate again uses more fuel. Try to anticipate what's going to happen in front of you by looking well ahead. This way you'll see the traffic lights on red meaning you can ease back on the accelerator or slow down naturally and potentially keep moving as opposed to coming to a stop. When slowing down, it's important to remain in gear as the fuel cut-off switch in a fuel injection engine is then activated, meaning virtually no fuel is used while braking.

Idling

Unless specifically required for welfare while on site, always switch off the vehicle when you're not moving. Over a month, a few minutes idling can add up to hours of engine time and across our fleet, it can result in hundreds of litres of fuel burnt needlessly.

Load Management

Don't carry unnecessary tools and equipment. The less weight you have on the vehicle, the less fuel is required to accelerate.

Tyre Pressures

Each year, drivers waste millions of pounds because incorrectly inflated tyres are harming their fuel economy. Typically, running tyres at the correct pressure can reduce fuel costs by anything between 2-10%.

Servicing

Always ensure your vehicles are serviced at the correct mileages. Oil and filter changes reduce wear and tear on the engine and keep it efficient. This may only make a small fuel economy improvement, but over thousands of miles our vehicles drive, the savings start to add up.

Lightfoot

Follow the prompts that Lightfoot gives you. Remember, you don't need to achieve scores of 100% when driving, any score of 85% or greater classes you as an elite driver and will reduce fuel usage by more than 10%. If your Lightfoot device is not working, please log this as a defect on your daily inspection and an Engineer appointment will be arranged.



Our Dedicated Team

HSEQ

Email: 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

Compliance

Email: compliance@ganymedesolutions.co.uk | Phone: 0333 011 2048



Our award winning compliance team work tirelessly to ensure that the business, our clients and our operatives have everything in place to work compliantly, safely, and in accordance with legal and industry requirements.

Pictured left to right

Lauren Bradford - Head of Compliance and Assurance
Lindsay Andrew - Compliance Team Leader
Shannon Woolner - Compliance Coordinator
Renata Barbosa - Compliance Administrator
Angie Taylor - Compliance Administrator

Corporate Socially Responsibility

Email: CSR@ganymedesolutions.co.uk | Phone: 0333 011 2048



Our “being socially responsible” strategy is a key focus for everyone at Ganymede and is one of our core business values. The four pillars of our strategy are:

- 1) Community Engagement
- 2) Environmental Impact
- 3) Equality, Diversity and Inclusion
- 4) Employment as a Social Issue

You will receive updates on our efforts in the four areas above in each issue of Safety First.

Pictured

Kelly Tallis - Corporate Social Responsibility Manager

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.

