

 ganymede

# SafetyFirst

Winter 2024



## SPOTLIGHT ON SAFETY

Trespassers on site  
Operational Close Call Raised  
Unauthorised Work

## RULE BOOK DECEMBER 2024 CHANGES

Be sure to review these important updates carefully to ensure you are following the correct guidelines.

## RAIL WORDSEARCH

Join in on a Ganymede wordsearch, can you discover all the words and uncover the secret word?

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

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 Raise a Close Call on the Ganymede app

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## Welcome to the winter edition of Ganymede's Safety First Newsletter

We are approaching the end of another year, with winter and the dark evenings well upon us. As usual, here's a quick reminder about the adverse weather conditions we must contend with, and the hazards they pose to you all when commuting to work, as well as when carrying out your duties. The festive season is also closing in, bringing many distractions, so please remember not to let these distractions impact your responsibilities and decisions when performing your duties.

I would like to highlight a few areas below which I urge you to take on board as needed.

### Acknowledging HSE Briefings

Our newsletter contains articles relevant to our workforce, and we believe the effort we put in is worthwhile to keep you updated with information vital to your safety, health, and wellbeing. This also enhances the communications and briefings sent to you on a regular basis. We understand that the briefings come quickly and can feel monotonous, but due to the nature of our industry, it's essential to keep you informed about events on the infrastructure.

It's therefore important that you take in the messages and, more importantly, confirm your understanding. Please take the time to acknowledge all briefings sent to you, which provides us with confirmation that they have been received and understood.

If there's anything in a briefing that you don't understand or would like guidance on, you can request a call back, and a member of the HSEQ team will contact you to discuss.

### Avoiding Point Run-Throughs

As we enter the festive season, the Christmas period shutdowns and blockades on the infrastructure will allow for many projects and planned renewal works while regular train services are suspended. With this in mind, consider the numerous work trains, on-track machines, on-track plant, and hand trolleys that will be moving in and out of worksites, passing over level crossings and through points and crossovers. The latter is of particular concern due to the frequency of point run-throughs within the industry, with the resulting damage and delays costing the industry significantly.

Remember, whether you are the Engineering Supervisor, Machine Controller, Machine Operator, or Points Operator, each role carries a responsibility to ensure that the route through points and crossovers is set correctly, checked, and authorised before any movement takes place. Whatever role you play in these operations, please follow the correct process and remember that points should be returned to their normal position unless otherwise instructed.





## Listening

We're all good listeners when it comes to something that offers an immediate benefit or reward to ourselves. But are we as attentive when listening to understand and help others? Do you take the time to focus on what people are saying, to fully grasp what might help them in their time of need? We often hear the phrase, "It's good to talk," but it's equally important to listen. If you engage in conversation, remember that listening attentively could make a real difference to someone who needs support.

Words matter, but so do gestures and body language. Try not to get distracted; focus fully on the person speaking. For many, Christmas is a time to celebrate, but this isn't true for everyone. Take time to engage in conversation with your family members, friends, and colleagues, someone might need your support, and you won't realise it without listening carefully and giving them your full attention.



### Season's Greetings and Safety First

A big thank you to those of you who will be working over the Christmas period; the industry relies on your commitment and is grateful for your sacrifice, giving up celebrations with family and friends, swapping party hats for hard hats. Our sincere thanks go to all our workforce and subcontractors for your hard work and dedication throughout the year.

On behalf of Ganymede, I wish you and your families all the very best for Christmas and the New Year.

Take care.



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**Head of HSEQ**

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# Spotlight on Safety

## Trespassers on Site

Well done to Irene Johnston, our Bellshill Manager. Irene was leaving Ayr station (a demolition site) when she spotted three members of the public accessing the area. She cautiously approached them, advised them of the dangers of being in such an environment, and politely asked them to leave. She then immediately reported the incident to the Watchman/Security, who escorted them off site.

We commend Irene's actions and bravery in approaching these trespassers and promptly reporting the issue to security, which helped prevent potential theft, danger to workers, or even serious injury to the unauthorised visitors.



Paul Cook, Head of Rail Operations (Scotland) and Irene Johnston, Resource Manager



David Danch, Kent Labour Manager and Carl Fieldsend, Engineering Supervisor

## Operational Close Call Raised

Carl Fieldsend, an Engineering Supervisor from our Ashford office, was performing ES duties for a busy possession worksite at Hither Green. Due to the volume of work within his worksite, Carl had to raise an operational close call, preventing him from authorising the movement of a grinding train to its planned location. Although under pressure to get the train to its intended destination, Carl assessed the situation, with scaffolding erected and other track machines nearby, meaning the movement could not be made safely when considering clearances and everyone's safety on site. This led Carl to refuse the train's entry on safety grounds.

We commend Carl for his actions and sound decision making. He could have succumbed to pressure to allow the train into a restricted worksite, risking potential collisions and delays to other planned works. Well done, Carl, for raising this Close Call.

## Unauthorised Work

Well done to Dave Bosworth, an Engineering Supervisor from our Doncaster office. Dave arrived at Berwick Station, ready to begin his shift as ES on a possession worksite for ASPRO, when he noticed that the gate within the compound leading to the track was open to the running lines. This prompted Dave to investigate further, and he discovered two workers erecting scaffolding in the cess between the up main and the station wall, while the lines were still open to traffic and the overhead line remained live. He immediately ensured the safe removal of the scaffolding from the line, along with the two workers involved, and informed control.

We commend Dave for being proactive in readiness for his duties, alert to noticing the open gate to the track, and for his swift actions that prevented a situation that could have led to serious or fatal injuries for the two workers. Dave's professionalism and actions throughout this event were also commended by Network Rail.



# Rule Book December 2024 Changes

The following modules and handbooks will be reissued and come into force on 07 December 2024:

- **Handbook 1** General duties and track safety for track workers
- **Handbook 6** General duties of an individual working alone (IWA)
- **Handbook 7** General duties of a controller of site safety (COSS)
- **Handbook 8** IWA, COSS or PC blocking a line
- **Handbook 11** Duties of the person in charge of the possession (PICOP)
- **Handbook 12** Duties of the engineering supervisor (ES) in a possession (This handbook has been renamed removing safe work leader)
- **Handbook 15** Duties of the machine controller (MC) and the on-track plant operator

## Key Changes

A new section has been added to Handbook 1 and Handbook 8, outlining the actions for staff to take when travelling on a route proving train. Following recommendations from the Rail Accident Investigation Branch regarding the Carmont accident, a new standardised approach to route proving has been developed. As part of this project, the Rule Book has been updated with instructions for staff on what to do if they are required to access the track from a route proving train.

The rules concerning holders of Handbooks 1, 6, and 7 regarding going on or near the line, either alone or as part of a group, have historically been very general and have not accounted for varying levels of competency.

These rules have undergone a complete review and have been extensively revised with the following objectives:

- To provide a clear definition of when walking on or near the line is permitted and for what reasons.
- To define the extent to which walking on or near the line is permitted for varying levels of competency.
- To define the permitted arrangements for crossing lines open to traffic when walking.

There have been changes to sections within Handbooks 11, 12, and 15 that impact the duties of the PICOP, ES, and MC.

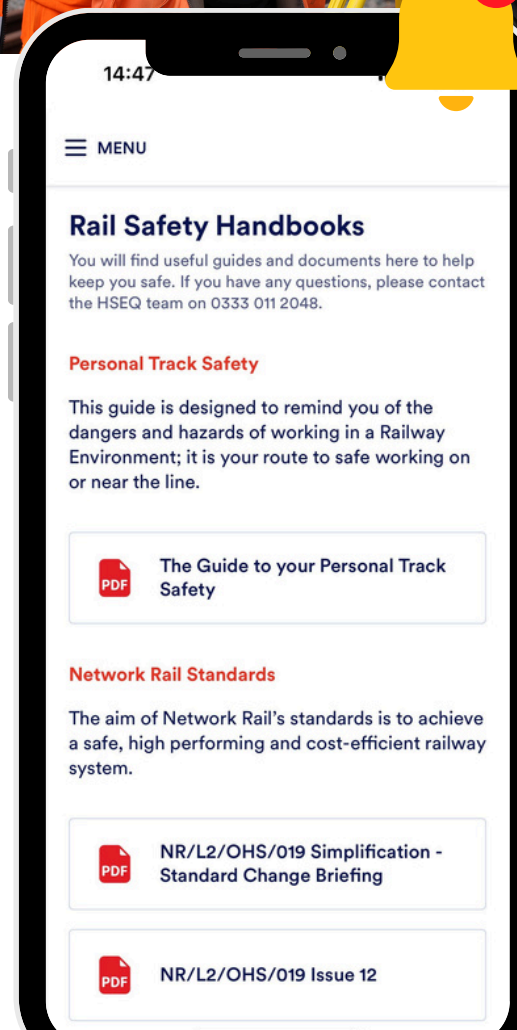
The competency of a Safe Work Leader (SWL) is no longer recognised, and all references to a Safe Work Leader have been removed from this handbook.

You can access all the updated Handbooks via the Ganymede App or through the Safety and Wellbeing Hub on the website. [Click here](#) to access the RSSB briefing, which provides a full explanation of these changes.

**Hand Trolley Controller Update**  
The Hand Trolley Controller will become a Sentinel Competence from 1 January 2025. As a result, all previous certification for hand trolley competence will become invalid by 31 December 2024, with no grace period allowed.



Training to achieve the new qualification will be available at Network Rail Licensed Training Providers. If you hold the current competence, please contact your office as soon as possible so arrangements can be made for you to attend the new training course. You must not operate a hand trolley after this date unless you hold the Sentinel competency.





# Spotlight on Safety

## Fatigue – Night Working

Shift work can involve long hours, which can increase fatigue. Working at night or during irregular hours also disrupts our body clock, making it harder to sleep during the day. Thankfully, good habits can help you manage your sleep and stay alert on duty.

### Preparing for Night Duty

The first night shift often poses the highest risk of fatigue, as adjusting your body clock can be challenging. Here are some tips to help you prepare:

- The night before your shift, stay up later than usual so you can wake up later in the morning.
- Try to find time earlier in the day for some exercise, even a walk. Exercising just after you wake up can work well.
- Prepare your meals in advance, including a nutritious night-time meal and some healthy snacks for your shift.
- If you'll be outside during midday, wear sunglasses to help you get better sleep in the afternoon before starting your shift.
- After lunch is a good time for a nap. Set an alarm for 90 minutes (the length of one full sleep cycle). Be aware that you might feel groggy when you wake up, so wait at least 20-30 minutes before driving.
- Plan ahead. If you have a long shift and a long commute, talk to your manager about options to reduce fatigue risk, such as sharing transport or booking a hotel nearby.

### During Your Shift:

- Stay hydrated by drinking water regularly, and take small sips from a coffee flask to help boost alertness. Snack on the healthy foods you prepared earlier.
- Midnight is a good time for the light night-time meal you prepared. Regular meals help keep you alert, but avoid overeating as it can reduce your alertness and make you feel drowsy.
- Discuss a safe time and place for a 15-minute power nap with your manager or supervisor (whether this is allowed will depend on local rules). Just before your nap, drink some caffeine to help reduce grogginess when you wake up.

### After Your Shift:

- If you're feeling sleepy after your shift, do not drive. Arrange alternative transport with your manager/supervisor, or consider staying at a hotel. As a last resort, take a short nap before heading home.
- If it's light out, wear sunglasses on your way home to avoid boosting your alertness before bed.
- Have a light breakfast before going to bed to help settle down for sleep.

### If You Feel Your Alertness Dropping During a Shift:

- Inform your supervisor or on-call manager, as they need to be aware of anything affecting team safety, including fatigue.
- Take a break and go for a short walk (discuss this with your supervisor first).
- Drink some coffee to help boost your alertness.

If appropriate and permitted in your area, consider taking a 15–20-minute power nap. Always seek permission from your manager or supervisor beforehand.

### Team Effort

Here's a checklist to help you look after your team:

- Ensure everyone has planned breaks and actually takes them. Use these breaks for a snack and a drink to recharge.
- Chat with your team. Talking not only helps you gauge if someone is feeling fatigued, but it can also help boost their alertness. If someone seems moodier or grumpier than usual, it might be a sign of fatigue.
- Double-check each other's work. This helps spot any errors and keeps the team engaged.
- Buddy up with a teammate. This allows you to look out for one another and watch for signs of fatigue.





# Winter Working

## Seasonal Safety Tips – Winter Ready

As we head into winter, it's a good time to consider how the colder months may affect the health and safety of your work environment.

- **Cold Stress:** When the body struggles to keep warm, cold-related stress can occur. Wearing winter clothing and PPE can help reduce cold stress. Layering is key, wear at least three layers of clothing, as layered clothing retains warmth more effectively than a single heavy layer.
- **Maintain PPE:** Ensure your PPE remains clean to keep reflective strips visible for maximum safety.
- **Fatigue:** With shorter daylight hours, days can feel especially short, making it harder to get up in the morning. Keep an eye on your colleagues and make sure everyone feels fit and ready for work.

## Winter Provisions

- **Spare Gear:** Keep spare pairs of gloves and warm clothing handy. If you're working outside, plan where and when to take your rest breaks to stay warm and comfortable.
- **Safe Walking Routes:** Always use authorised walking routes. Shortcuts over uneven ground can lead to slips, trips, and falls, and mud can make otherwise safe paths hazardous.
- **Fire Extinguisher Checks:** Check that fire extinguishers, especially water and foam types, have the appropriate anti-freeze additive or are otherwise protected from frost.
- **Vehicle Preparation:** Plan journeys carefully, allowing extra time to clear and de-ice your vehicle before travel.
- **Vibration Precautions:** Cold weather increases the risk of Hand-Arm Vibration Syndrome (HAVS) when using vibrating tools. Take all necessary precautions to protect yourself.







## Sub-contractor Forum

On 9 October, we held our third sub-contractor event at our head office in Derby. These forums aim to foster collaboration across the supply chain and to ensure consistent service delivery to our customers.

Stuart Fraser, Ganymede's Accounts Director, opened the event by welcoming both suppliers and customers. Throughout the day, presentations and discussions covered a range of topics, including the ongoing development of the Ganymede App, fatigue and the new ORR guidance, and a presentation from the Rail Benefit Fund on the fantastic support they provide to those working (or who have worked) in the rail industry.

We recognise the commitment shown by clients and suppliers in taking the time to attend these events, which have already proven highly worthwhile. Our thanks go out to everyone for their attendance and active participation.

## Think Pink – Raising Money for Breast Cancer Now

In support of Breast Cancer Awareness Month in October, several of our offices organised fundraising activities for this important cause. The theme was "Wear it Pink," and our Derby Headquarters went all out with a bake sale. The break room was filled with a tempting array of delicious treats contributed by staff.

This year, we surpassed our previous fundraising total, raising over £600. A huge well done to everyone who baked, bought, and enjoyed the treats, especially those who embraced the "Wear it Pink" theme!





# Ganymede Wordsearch

Test your skills and have some fun with this Ganymede wordsearch, whether you're tackling it on your own or with your family, can you find all the hidden words?



G	D	J	E	H	O	H	G	G	L	D	W	A	Z	F	E	B	N	M
N	Q	J	B	V	F	S	S	J	G	B	E	L	L	S	H	I	L	L
E	G	E	A	X	G	H	B	I	P	E	A	V	R	F	G	J	D	T
T	U	C	P	G	D	X	S	W	H	H	L	L	O	U	D	B	A	Y
W	O	N	L	A	A	D	G	E	M	A	Z	V	I	L	F	A	X	T
O	S	A	E	O	S	F	D	E	R	V	F	N	J	L	K	M	E	B
R	G	N	G	W	S	G	D	N	K	I	T	D	A	W	Q	E	L	O
K	J	E	S	Q	H	E	P	W	A	O	F	V	S	D	H	Y	E	K
R	M	T	A	B	M	B	C	Z	S	U	N	Q	D	E	C	B	G	B
A	T	N	A	Y	A	H	D	A	B	R	O	K	L	R	E	N	D	D
I	S	I	N	A	G	A	E	X	L	S	I	F	N	B	S	G	V	I
L	T	A	L	G	Q	N	V	V	H	L	T	S	N	Y	E	A	L	O
K	G	M	Z	C	S	D	F	C	Y	T	A	P	N	D	M	S	O	P
R	K	W	C	A	F	L	B	Q	D	A	G	A	L	C	G	P	N	S
H	E	B	C	A	L	I	B	R	A	T	I	O	N	C	V	E	S	G
T	N	G	I	O	U	N	D	A	F	B	T	E	W	T	R	A	I	N
A	G	K	R	T	Q	G	F	U	P	V	S	D	R	S	H	K	K	K
M	I	Q	M	A	N	V	E	R	S	X	E	D	M	A	N	U	A	L
R	N	H	A	N	W	F	I	W	B	O	V	L	N	V	D	P	G	W
E	E	H	Q	V	H	K	Y	T	B	Y	N	J	O	Y	R	J	B	D
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B	R	T	T	R	A	E	U	F	F	V	B	M	R	A	D	D	W	X
M	I	J	Y	B	A	L	F	O	U	R	P	O	N	U	D	Q	A	X
A	N	Z	M	H	G	L	I	G	H	U	W	V	E	E	W	D	H	O
S	G	P	L	M	D	S	V	E	R	E	Q	U	I	P	M	E	N	T
H	A	S	W	O	R	K	S	A	F	E	G	P	W	A	F	L	B	Y
F	A	T	I	G	E	H	J	O	U	N	E	W	A	C	N	I	L	Y
O	B	N	N	D	E	W	J	V	G	J	R	N	A	W	L	V	R	R
R	U	I	S	P	J	S	O	L	U	T	I	O	N	S	I	E	D	H
D	A	T	P	Q	C	B	T	D	Z	X	H	N	F	X	N	R	E	G
J	E	V	E	R	S	K	F	R	V	Z	B	Y	J	K	E	Y	U	L
Y	H	I	C	B	Z	C	O	L	A	S	D	C	E	W	B	E	A	G
H	U	D	T	V	T	S	R	F	R	B	D	R	T	B	L	A	D	L
F	B	S	I	F	W	N	M	K	P	O	R	E	K	L	O	V	S	H
E	S	S	O	F	E	E	H	W	A	C	B	B	Q	L	C	X	Z	J
K	H	E	N	W	T	A	M	P	E	R	B	A	A	F	K	W	K	U

ABERCYNON  
 AMEY  
 ASHFORD  
 BALFOUR  
 BEHAVIOUR  
 BELLSHILL  
 CALIBRATION  
 CLOSE CALL  
 COLAS  
 DELIVERY  
 DERBY DCC  
 ENGINEERING  
 EQUIPMENT  
 FATIGUE  
 GANYMEDE  
 HANDLING  
 INSPECTION  
 INVESTIGATION  
 LINEBLOCK  
 MAINTENANCE  
 MANUAL  
 MANVERS  
 NEAR MISS  
 NETWORK RAIL  
 SOLUTIONS  
 SPEAK UP  
 TAMPER  
 TRAIN  
 VOLKER

There is one other word in this quiz that is not listed.  
Can you spot it?

.....



# Meet your HSEQ Team



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## **Gary Lobue - Head of HSEQ - 07827 962 485**

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 – HSE Manager - 07928 620 609**

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

## **Chris Paddock – Safety and Competence Manager - 07773 208 421**

Oversees the competence of our safety critical workforce, analyses our health & safety performance including close calls and carries out site safety visits to engage with the workforce

### **GANYMEDE CLOSE CALL SYSTEM**

**To report a close call please head to our Ganymede app.**



## **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.