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# Safety Briefing

November 2023

## Monthly topics

### Mandatory Sentinel Rules

- Swiping in and out Sentinel

### Shared Learning

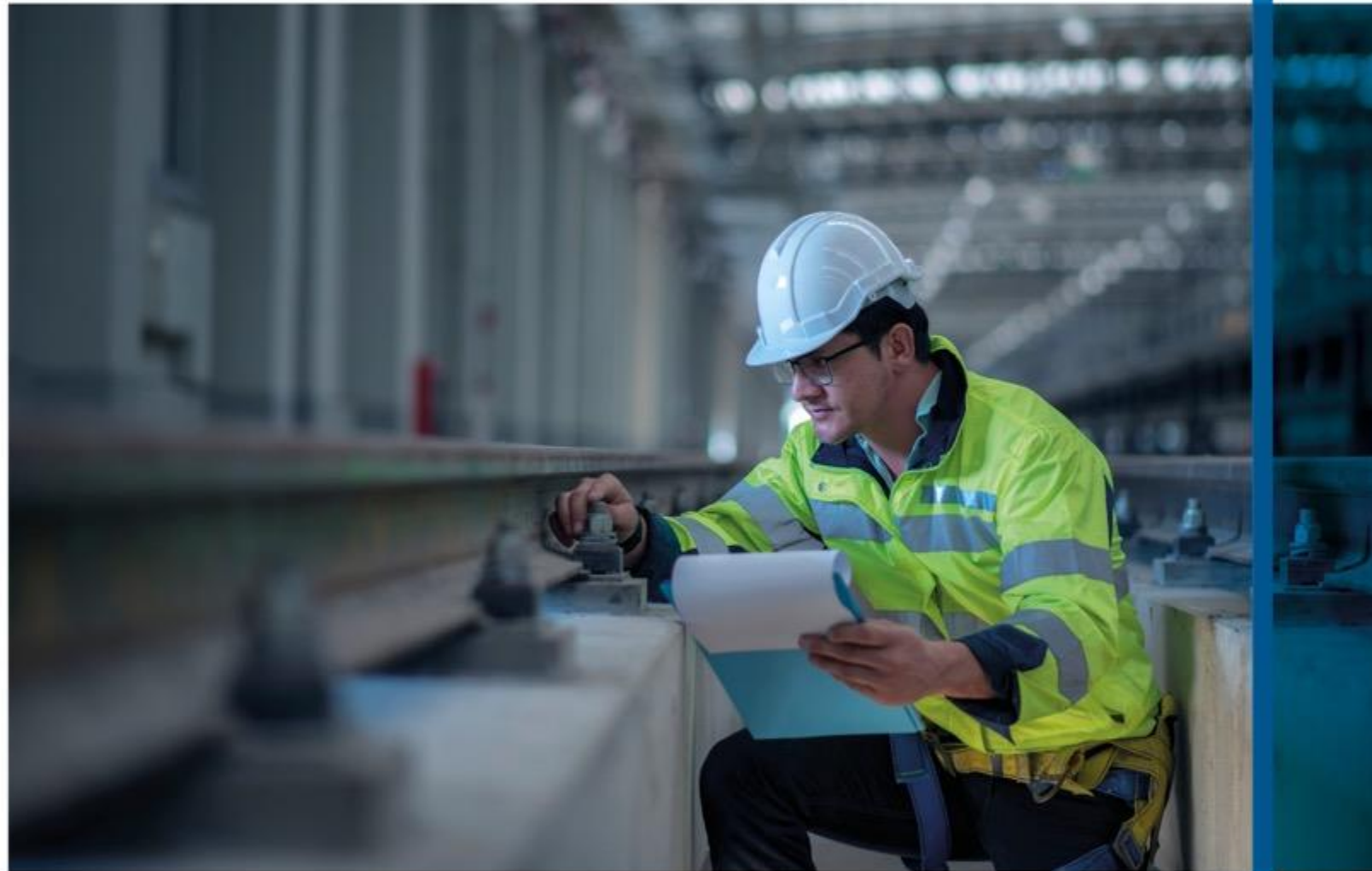
- Serious Leg injury created when manual handling
- Embankment failure at Hook



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## Reminder to all Sentinal Card Holders & Checkers



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## Reminder to all Sentinel Card Holders & Checkers

**As a Sentinel card holder you have full access to your own records, including competency information here:**

<https://mysentinel.me/Account/LogOn/>

By registering and logging your details here, you will receive reminders of when you are due and competency assessments or recertifications, and also notification of when your medical certificate is due to expire



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# Reminder to all Sentinel Card Holders & Checkers

Swiping-in with Sentinel is a critical process to determine whether an individual has Authority to Work on the rail infrastructure.

This is mandated by Sentinel and failure to carry out the checks may be classed as a breach in the Sentinel Rules

## Checks must be carried out:

- Every shift – 100%
- Each time you work with a different Controller of Site Safety (COSS)
- Upon request following an event, incident or investigation



## Reminder to all Sentinel Card Holders & Checkers

**A COSS must "Swipe in" every individual who is signing in under their safe system of work, they must also ensure all are swiped out at end of shift.**

Engineering Supervisors must also check validity every COSS and IWA prior to them signing the RT3199 and authorising them to start work

Network Rail, Sentinel and your primary Sponsor are able to view the log record that you have swiped in and out for any shift. Failure to be logged onto Sentinel while you are working on the infrastructure is a breach of Sentinel Scheme rules.

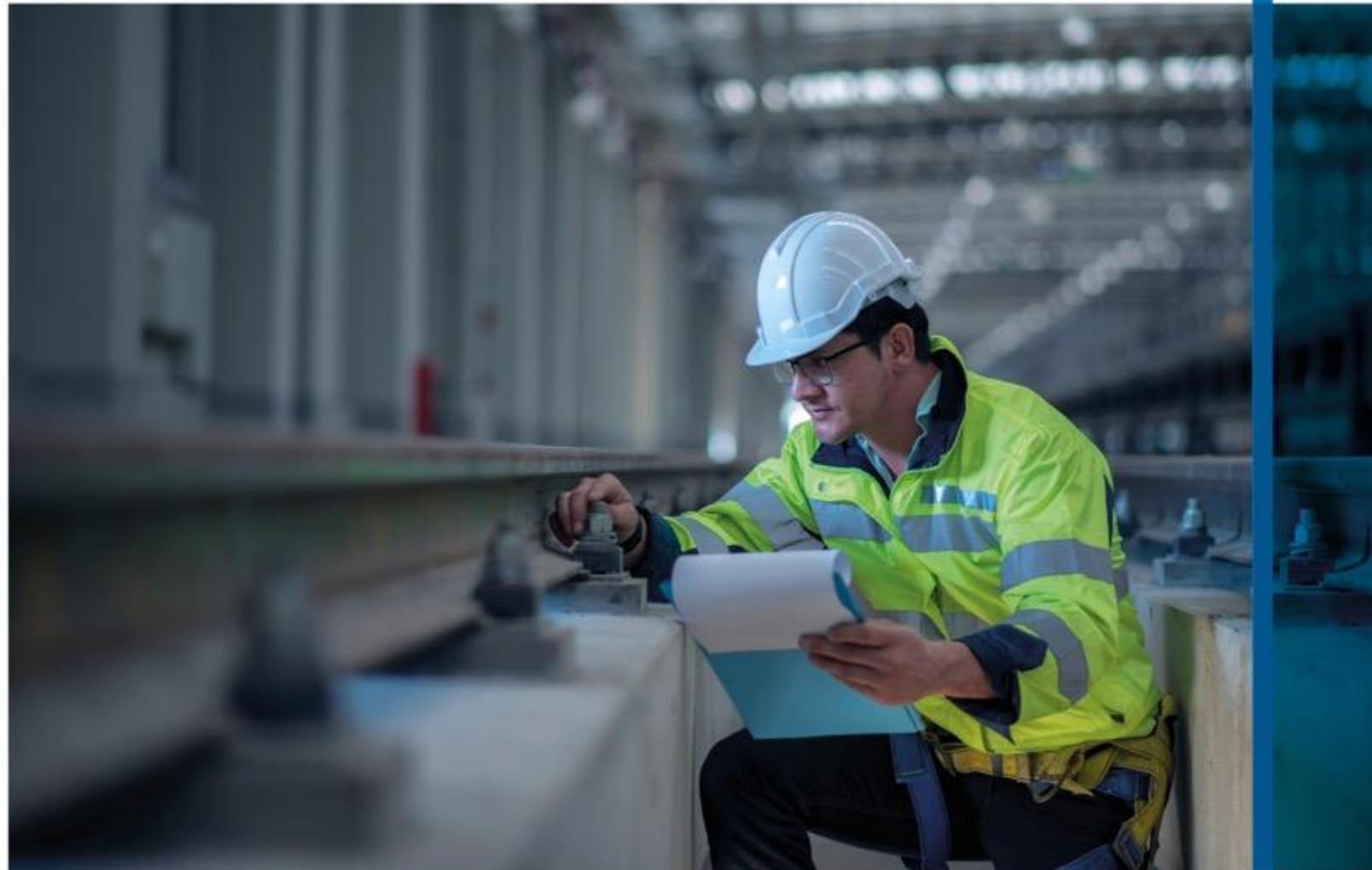


## Reminder to all Sentinal Card Holders & Checkers

Don't forget that if you have any questions then you can contact the Sentinel helpdesk on 0330 726 2222

### How to authenticate your Sentinel card

1. Full check using iPhone, scanning QR code (data caching).
2. Full check using Android smartphone, either scanning QR code and/or Near Field Communication (data caching).
3. PC-connected card reader application.
4. Basic check on any smartphone, scanning QR code.
5. Web check ([www.railsentinel.co.uk](http://www.railsentinel.co.uk)).
6. Interactive Voice Recognition (IVR) via hotline number 0330 726 2222 (option 1)



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# Shared Learning



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home safe  
every day

## Serious leg injury whilst manual handling

Issued to: **All line managers, Safety Professionals and accredited contractors**

Ref: NRL23-07

Date of issue: 15/11/2023

Location: Crewe High Output Operating Base

Contact: [Mark Farrow](#), Project Manager (HSE), SCO  
Capital Programmes

[Aonghus McGinn](#), Health & Safety Manager, SCO  
Capital Programmes





## **Overview**

On 23<sup>rd</sup> August 2023, two operatives were lifting and manoeuvring a cladding panel on a rooftop. One of them lost their grip and dropped the end they were holding. The panel fell onto their leg, cutting through their trousers, causing a deep laceration above their right knee.

The panel being lifted was 6.9m long, 1m wide, and weighed 71kg with bare metal edges on three sides.

The injured person was treated on site by a first aider and taken to hospital by ambulance where they were treated for a ruptured tendon. They will be required to wear a leg brace for at least two months, followed by further assessment to gauge the recovery of the tendon.

## Underlying causes

The sub-contractor's Risk Assessment Method Statement (RAMS) covering the manual handling of the panels did not adequately address all the hazards and risks associated with the task. Had they completed an adequate Work Activity Risk Assessment (WARA) and followed the principles of a T.I.L.E assessment (Task, Individual, Load, Environment) at the point-of-work (i.e., POWRA), all the risks may have been identified and appropriately addressed. The presence of sharp edges on the panels was not detailed or acknowledged in the sub-contractor's RAMS. There was also no reference to the potential hazard in the material data sheets supplied by the roof panel supplier, but this is being addressed by the PC with the manufacturer.

It was stated in the subcontractor's RAMS that the operatives had received manual handling training but there was no evidence to support this. The PPE worn on the legs and arms was not robust enough to protect from the potential of cuts due to the sharp edges of the panels. However, suitable gloves (cut 5 - C) were being worn at the time of the accident.

An alternative panel delivery methodology using a crane instead of a telehandler would have enabled the panels to be placed on the roof at right angles to the purlins / ridge. This would allow the panels to be more easily slid into place and reduce the manual handling required.

It is understood that staff had always performed the task this way, including walking backwards and on uneven slopes, thus they may have become complacent to the risks involved. Use of a crane to better place the load would potentially reduce the risk.



**Ensure adequate WARA's and POWRA's are completed on your projects.**

If the WARA has a manual handling element to it, ensure that the four factors of a T.I.L.E assessment are considered prior to performing the task.

A Point of Work Risk Assessment (POWRA) is:

- A final check made before the work site team start work.
- Confirmation that all agreed controls are in place.
- A means of empowering the workforce to take ownership of their work area.
- A route to seek revisions to an approved method of work.

#### **Consider a Hierarchy of Controls**

Apply a Hierarchy of Controls principle when determining the mitigations to apply in any risk assessments, e.g., ERIC-PD(Eliminate, Reduce, Isolate, Control - PPE and Discipline). In this scenario, addressing the sharp edge design of the roofing panels may have eliminated the risk, while more robust PPE may have reduced the impact but, as a mitigation measure, it is one of the last control measures that should be considered.

**Ensure PC's have an adequate review process in place for site documentation.**

Subcontractor's RAMS should always be reviewed by the Principal Contractor (PC). It is important that our Project Management teams satisfy themselves that PC's are carrying out this process on all their subcontractor's activities, and challenging methods of lifting and manual handling where improvements can be made.

**Carry out some site assurance against key risks to ensure site activities are being carried out as planned.**

As the Client on construction projects, Network Rail representatives should carry out some site assurance visits to ensure works are being carried out as planned in RAMS.

**PC's to have their own assurance plans and schedules in place.**

Network Rail project teams should ensure PC's have an assurance plan in place with respect to site visits, checking compliance with RAMS on-site, and checking on-site competencies. These assurance plans may be standalone documents or incorporated into Construction Phase Plans (CCP's) and/or Work Package Plans (WPP's).



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# Shared Learning



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every day

## Hook Embankment Failure

Issued to: **All Network Rail line managers, safety professionals and accredited contractors**

Ref: NRL23-08

Date of issue: 30/11/2023

Location: Hook, Wessex, Southern region

Contact: Derek Butcher, Principal Engineer  
(Geotech), Southern Region



**Overview**

On Saturday 14th January 2023 a landslide occurred which closed the railway between Hook and Winchfield in Wessex Route (part of Southern Region). The landslip occurred during a possession for a track renewal.

Both the Down Fast and Down Slow lines were closed to traffic because of the landslip for a number of weeks causing disruption to passenger and freight operators.

A Level 2 (Local) Investigation has been completed and identified several underlying causes.

This Shared Learning highlights material available to familiarise employees and contractors of some of the risks associated with Earthworks

## Underlying causes

Two days prior to event, there had been reports of a track defect and trains were required to be cautioned at 20mph until the Basingstoke P-Way attended to carry out an assessment and perform minor repairs by means of lifting and packing. The P-Way had not associated the track defects with a potential earthwork failure.

Based on the evidence available there was more than average rainfall at the time (5 months of rain fell in the 3 months prior to the landslip). This led to a loss of strength of the clay embankment and the softer alluvium below. The surrounding area at the bottom of the embankment and in surrounding fields was also pooled with water and a local river had overtopped.

The drainage at the bottom of the embankment was ineffective at removing the water and had not been maintained over a period of 10 years. The drainage had not been inspected prior to the failure occurring and this location was not listed as a priority.

The landslip required significant intervention and arrangements were put in place to run trains on two out of the four lines. There was effective co-operation and engagement between all key parties to plan what was required to make the site safe and to provide a suitable train service as soon as possible. This continued until the slope was fully repaired and normal working resumed.

## Key message

Understanding where and when earthworks will fail is a complicated, highly technical subject. Earthworks failures can lead to safety incidents which impact on passenger and freight operations.

For Network Rail employees, there is a suite of training available to enrol on via Oracle. There are four course options available:

- Introduction to earthworks
- Introduction to earthwork examinations
- Soil slope examinations
- Introduction to slope stability

These can be accessed via NR eLearning <https://learn.networkrail.co.uk/login/index.php> (search 'geotechnical' in the main catalogue)

All Maintenance, Operations and Engineering staff should at least familiarise themselves with the Introduction to Earthworks course.

For further information please contact Regional or Route Geotechnical Asset Management teams.

Part of our group  
of Safety Bulletins

Safety  
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# Reminder to all Sentinel Card Holders & Checkers

## Safety Central

Network Rail share updates of recent incidents, accidents and best practice advice online. Please get into the habit of checking this website for the latest news; <https://safety.networkrail.co.uk/tools-resources/safety-bulletins/>

## Southern Shield

Southern Shield is a collaborative safety forum that consists of Network Rail Southern Capital Delivery and its principal contractors. On their website they have useful articles and explain the rules of the Southern Shield charter, which is mandatory on some southern sites. <https://www.southernshield.co.uk/>

## Railway Rule book

Add this website address to your browser favourites to ensure that you always have access to the Network Rail Rulebook modules

## Previous monthly rail briefings

TBC



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## Work-safe Procedure

**This is for anyone to use, it works as follows:**

If you believe the Safety Arrangements to be inadequate:

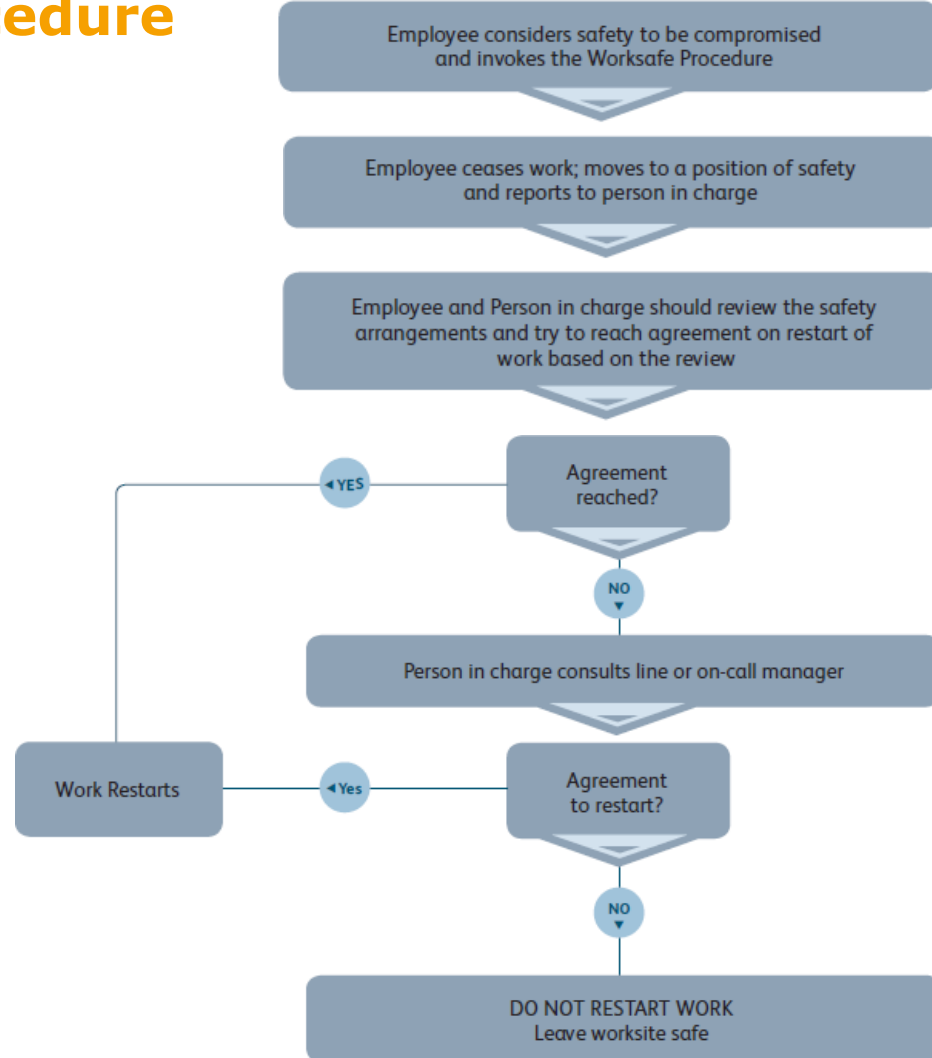
- Stop Work and talk to the Team Leader or person in charge; they should:
  - Review the arrangements
  - Change them if necessary and re-brief

If you are still unhappy DO NOT RESTART; escalate to the next level by contacting one of the following:

- Your Line Manager, Your Safety Rep, Any member of the management team, The DU Safety Advisor, Network Rail Control, MT on-call 07786 265531
- Do not start work until you are satisfied that the safety arrangements are appropriate to the activity



## Work-safe Procedure



## Changes to your shift times and increased fatigue risk

It is important that you notify your consultant as soon as possible if there is a change to your rostered work pattern while working on the Network Rail Infrastructure.

As part of our commitment to you and our obligations to monitor and manage your fatigue, we must always have an accurate understanding of where and when you are working.

In addition, you also have a legal obligation to ensure that you are safe to work, the Health and Safety at Work Act 1974. This states that “Workers have a duty to take care of their own health and safety and that of others who may be affected by their acts or omissions at work”

Do not start work until you are satisfied that the safety arrangements are appropriate to the activity

Never, ever drive while feeling tired

If you are starting to feel fatigue while onsite then instigate the work safe procedure.

## Contact the Rail team

24 hour on call - 07786 265531

Use this on-call number if you need to contact someone from the company urgently, for example to report an accident / incident or if you are being pressured to do something that you are not comfortable with, such as being asked to exceed the working hours rules etc.

Store this number in your phone in case of an emergency.

This number is not to be used to query timesheets or to enquire about vacancies, it is an emergency contact number.

If you would like to suggest a topic for future safety briefings, or need to talk to someone in confidence then email the Rail HSQE manager Joe Christopherson; [jchristopherson@matchtech.com](mailto:jchristopherson@matchtech.com)

Your Feedback is always welcomed, email us at MT [railonboarding@matchtech.com](mailto:railonboarding@matchtech.com)

# Safety sQuaRed

See it, Scan it, Share it

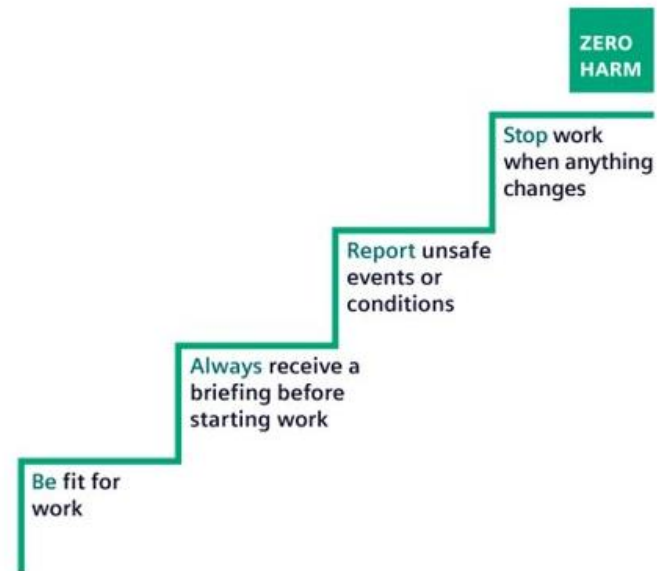


<https://www.gattacaplc.com/report-near-misses>

## 4 Steps to Zero Harm

**Our Priority:** Your safety and wellbeing is our absolute priority. We believe that Zero Harm is achievable each and every day by following the four steps and through our behaviours.

Our expectation of everyone, whether an employee / an agency worker or a contractor, is that you will know and live by the 4 Steps.



SIEMENS

## Our Lifesaving Rules



Always be sure the required plans and permits are in place, before you start a job or go on or near the line.



Never use a hand-held or hands-free phone, or programme any other mobile device, while driving.



Always use equipment that is fit for its intended purpose.



Always test before applying earths or straps.



Never undertake any job unless you have been trained and assessed as competent.



Never assume equipment is isolated – always test before touch.



Never work or drive while under the influence of drugs or alcohol.



Always use a safety harness when working at height, unless other protection is in place.



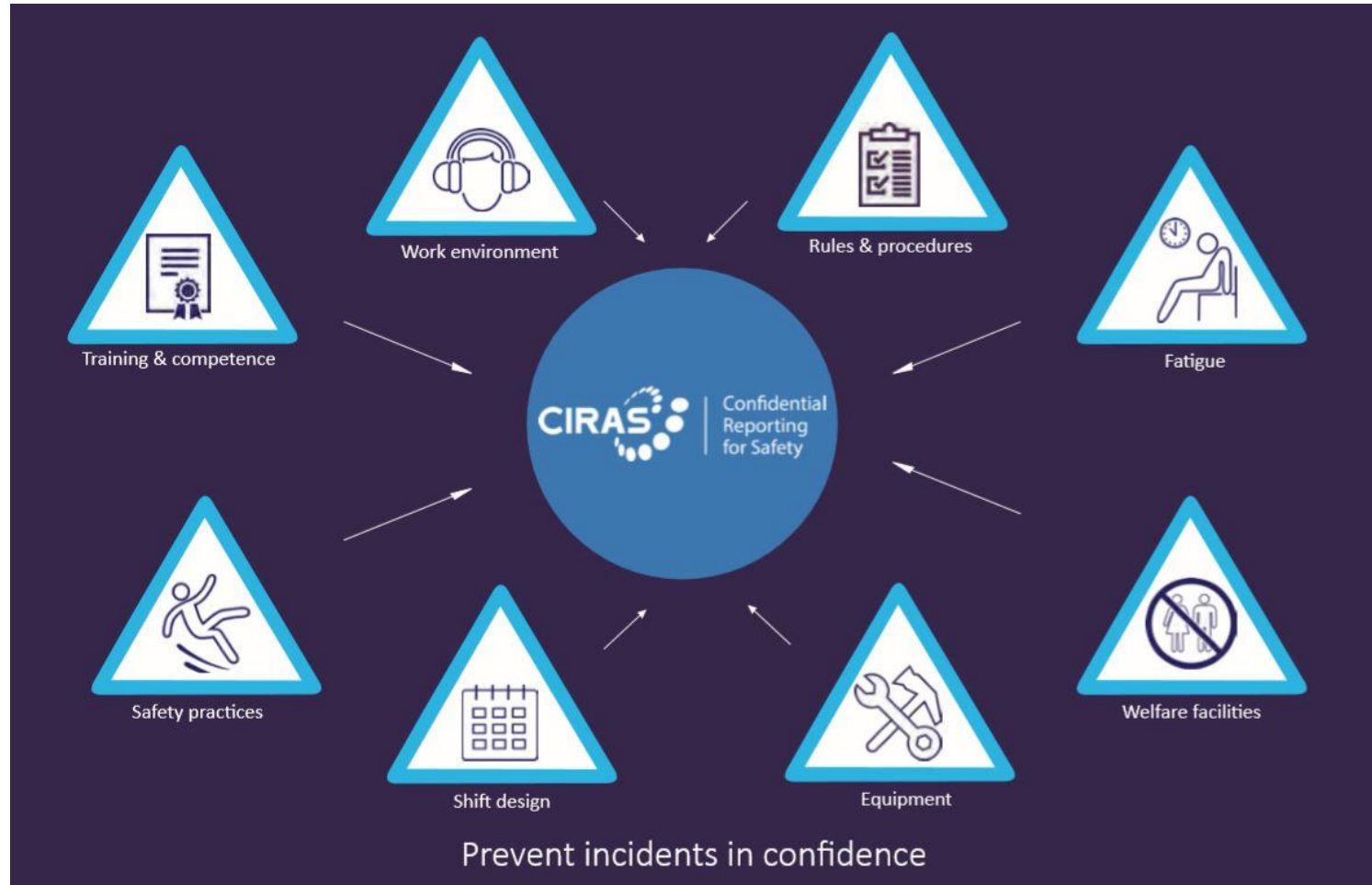
Always obey the speed limit and wear a seat belt.



Never enter the agreed exclusion zone, unless directed to by the person in charge.



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Report hotline:  
0800 4 101 101

Report textline:  
07507 285 887

Freepost: CIRAS  
[www.ciras.org.uk](http://www.ciras.org.uk)