

MATCHTECH 



GATTACA GROUP'S RAIL RECRUITMENT SPECIALISTS

HSQE Briefing

July 2022

WORKING TOGETHER TO PROVIDE THE BEST RAIL TALENT IN THE UK



Monthly topics

Monthly topics – Tiredness or Fatigue, what is the difference

- Tiredness
- Fatigue

Industry Safety briefings / COVID 19 Link / 24 hour on-call details / Safety s**Q**ua**R**ed / CIRAS details.

Tiredness

Tiredness is the feeling that you need to sleep.

Understanding sleep problems

We all have evenings when we find it hard to fall asleep or find ourselves waking up in the night. How we sleep and how much sleep we need is different for all of us and changes as we get older.

Sleep problems usually sort themselves out within about a month. But longer stretches of bad sleep can start to affect our lives. It can cause extreme tiredness and make usually manageable tasks harder.

If you regularly have problems sleeping, you may be experiencing insomnia. Insomnia can last for months or even years, but usually improves if you change your sleeping habits.

Sleep problems are common, and the tips on this page should help. But if they have not worked, or you have had trouble sleeping for months and it affects your daily life in a way that makes it hard to cope, you could benefit from further support.

Tips for helping you to sleep



Keep regular sleep hours

Going to bed when you feel tired and getting up at roughly the same time helps teach your body to sleep better. Try to avoid napping where possible.



Create a restful environment

Dark, quiet and cool environments generally make it easier to fall asleep and stay asleep. Watch our video for tips on how to sleep better.



Move more, sleep better

Being active can help you sleep better. These videos can get you going, but remember to avoid vigorous activity near bedtime if it affects your sleep.



Confront sleeplessness

If you are lying awake unable to sleep, do not force it. Get up and do something relaxing for a bit, and return to bed when you feel sleepier.



Write down your worries

If you often lie awake worrying about tomorrow, set aside time before bed to make a list for the next day. This can help put your mind at rest.



Put down the pick-me-ups

Caffeine and alcohol can stop you falling asleep and prevent deep sleep. Try to cut down on alcohol and avoid caffeine close to bedtime.

Signs of Sleep problems

You may

- find it difficult to fall asleep
- lie awake for long periods at night
- wake up several times during the night
- wake up early and be unable to get back to sleep
- feel down or have a lower mood
- have difficulty concentrating
- be more irritable than usual
- feel like you have not slept well when you wake up in the morning

Long term sleep problems may lead to

- feel your relationships are suffering
- struggle to maintain a social life
- have a hard time doing everyday tasks
- feel hungrier and snack more
- feel tired during the day



Possible causes of sleep problems

- There are many reasons why you might not be able to sleep well.
- Some people are naturally lighter sleepers or take longer to drop off, while some life circumstances might make it more likely for your sleep to be interrupted, like stressful events or having a new baby.
- There are lots of things that can influence our mental health, such as our upbringing, childhood environment, things that happen to us and even our temperament.
- Learn more about what affects our mental health and what support is available for life's challenges.

Follow this link below for more advice on Dealing with life's challenges

<https://www.nhs.uk/every-mind-matters/lifes-challenges/>

Fatigue

Fatigue is extreme tiredness

Understanding sleep problems

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The following pages, contain official information from Network Rail

<https://safety.networkrail.co.uk/wp-content/uploads/2021/11/Stay-Alert-Stay-Safe-Fatigue-awareness.pdf>

Fatigue Reduction

Why do I need to be alert at work?

Regardless of your role, location and/or the type of work you do, to do your job safely and efficiently you need to be alert. When you're feeling fatigued, your alertness levels and your performance suffer.

When you're fatigued, you'll struggle to...

- Concentrate
- Make decisions
- Maintain vigilance
- Control emotion
- Recognise risks
- Coordinate hand-eye movements
- Communicate effectively

By making sure you're well rested and alert for work, you are...

Helping to reduce error rates
Ensuring you can react quickly to danger
Reducing the likelihood of accidents and injuries

Research shows being awake for more than 17 hours can weaken your performance in a way that's comparable to being over the limit for drink driving in most EU countries. And, according to the Department for Transport's THINK! campaign, nearly a fifth of accidents on major roads are sleep related. Before getting behind the wheel, we all need to think about whether we're alert enough to keep ourselves and other road users safe.

What affects our levels of alertness?

Fatigue has a huge impact on how alert you feel. Fatigue is...

“A physiological state of reduced mental or physical performance capability resulting from sleep loss or extended wakefulness, circadian phase, or workload (mental and/or physical activity) that can impair ... alertness and ability to safely operate ... or perform safety-related duties.” *International Civil Aviation Organization (ICAO)*

Feeling tired can be fixed with a quality night's sleep but getting your fatigue level under control normally involves a mix of sleep, work and lifestyle changes.

Common Causes of Fatigue and Reduced alertness are:

- Being awake for a long time
- Time of day (alertness is at its lowest 2-6am, but it dips again 1-3pm),
- Disruption of your circadian rhythm (your body clock)
- Poor sleep habits/quality
- Workload (physical or mental)
- Medical conditions

Fatigue Reduction

Physical signs of fatigue can include things like:

Early Warning Signs of fatigue

- Rubbing eyes
- Fidgeting

Signs of Moderate Fatigue

- Yawning
- Frequent blinking
- Staring blankly

Signs of Severe Fatigue

- Difficulty keeping eyes open
- Long blinks

Signs of Stage 1 Sleep

- Head nodding
- Microsleeps (sleep episodes that can last as little as a few seconds)

Emotional and mental signs of fatigue are:

Emotional

Quiet
Withdrawn
Lacking in energy
Irritable or grumpy

Mental

Poor decision making
Increased risk taking
Poor judgement
Loss of concentration
Lapse in attention
Difficulty communicating
Confusion



How will the updated Fatigue Risk Management Standard affect me?

As a business, we need to manage alertness to reduce accidents and incidents. Improved alertness can also improve staff health, morale and performance.

The fatigue standard was republished in December 2019 to improve the way we plan work, so that the likelihood of fatigue is reduced. It also makes it clear that managing fatigue is a joint responsibility:

Network Rail (and suppliers) Responsibility

Plan work so that individuals have regular breaks during shifts, and enough time to recover between shifts.

Monitor actual working hours for trends.

Empower staff to raise their hand if they don't feel alert enough to work safely.

Individual Responsibility

Make the most of opportunities to rest; get plenty of sleep so you're well rested and fit for duty.

Speak out if you're concerned about your (or a colleague's) fatigue, especially where it may affect safety.



If you're ever worried you might not be alert enough to work safely, speak to your manager (or the person in charge). Filling in a fatigue assessment might help you both decide what kind of tasks you can safely take on. You can complete a fatigue assessment at any time, but before leaving home for your shift is best. Each route or function will have their own templated fatigue assessment form.

Following the assessment your manager might decide to complete a fatigue management plan with you. This document will detail what controls or mitigations the two of you agree to put in place to keep you and your colleagues safe.

Another time you might need to fill in a fatigue assessment or fatigue management plan is if you exceed one of the fatigue triggers detailed in the updated standard. However, if work is being planned to minimise the risk of fatigue, these trigger points should rarely be exceeded.

Fatigue Risk Management Triggers

Everyone

- Working more than 60 hours in a rolling seven-day period
- Working more than 72 hours in a rolling seven-day period
- Working more than 12 hours in one shift or period of duty
- Working more than 13 consecutive turns of duty in 14 rolling days
- More than 14 hours door-to-door
- Less than 12 hours break between booking off from a shift/period of duty and booking on for the next shift/period of duty

Rostered individuals

- A Fatigue Risk Index (FRI) fatigue score of more than 35 for daytime shifts or 45 during night-time shifts
- An FRI risk score of more than 1.6

Fatigue Reduction

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Fatigue Reduction

A fatigue management plan should also be created when:

- A member of staff is returning to work after an extended absence
- Working hours are changing as part of reasonable adjustments
- An occupational health referral has highlighted a fatigue related condition, which could affect the health and/or wellbeing of a member of staff
- Someone is on call (as defined in NR/L2/OHS/003/05)

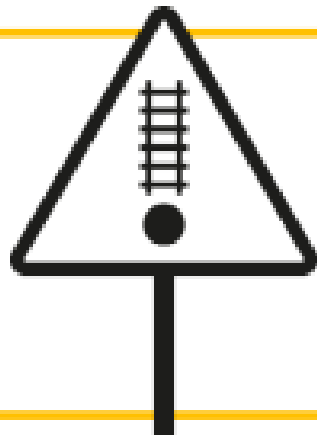
How can I improve my alertness?

Making sure you are getting enough sleep, eating a healthy diet and staying hydrated will reduce fatigue and maximise your alertness.

Prioritise sleep

Our brains are highly active during sleep, performing tasks that keep us alert and high performing the following day; most adults need between 6 and 9 hours sleep every night (according to the NHS).

Napping is a great tool you can use to boost your alertness. The key is to keep the nap short (20 mins) so you don't feel groggy when you wake up; this delay between waking up from sleep and feeling wide awake is called sleep inertia.



Safety First:

Before taking a nap at work, you need to talk to your manager or the person in charge to make sure they are comfortable with you napping, and know when and where you're planning to nap

Get light right

When it's dark, your body produces a hormone called melatonin that helps you sleep; this means we can use light as a tool to improve alertness and manage our circadian rhythm (the body clock).

When you need to stay awake, keep your environment as bright as possible; get as much daylight as you can and keep the lights bright if it's night-time. If your role allows it (and it's safe to do so), setting up a light therapy lamp where you work, or in your break area, may help improve alertness.

Reducing your light exposure in some situations might be helpful too. For example, wearing sunglasses driving home the morning after a night shift (as long as you feel alert enough to do so), might make it easier to fall asleep when you get to bed.

Fatigue Reduction

Stay hydrated:

Try to drink water before you feel thirsty; thirst is a sign that you are already dehydrated. Some surprising signs and symptoms of dehydration are reduced vigilance, increased tension or anxiety, headaches, and fatigue. It's recommended that men drink 2 litres of water a day, and women drink 1.6 litres. Some of this fluid can be found in the food you eat, like soup, milk on cereal and fruit. One thing to be aware of is while a small amount of caffeine can boost your alertness, it also makes it harder to get to sleep. The NHS recommend you avoid it within 4 hours of bedtime.

Eat a healthy diet:

Eat a balanced and varied diet that includes at least 5 portions of a variety of fruit and vegetables every day. The NHS have lots of useful advice about healthy eating on their [website](#).

Exercise regularly:

The NHS recommend 19-64 year olds do at least 150 minutes moderate intensity activity, or 75 minutes of high intensity activity, a week.



Expert Health Advice:

For more information on healthy living, visit the [NHS Live Well website](#).

What should I do if I already feel, or am at risk of becoming, fatigued?

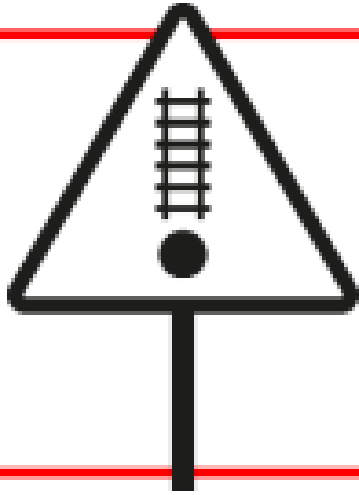
The first thing you need to do is talk to your manager. Being open and honest with them will help them to support you in managing your fatigue effectively.

If they feel it's needed, or if you ask them to, they'll work with you to complete a fatigue assessment. If you work to a roster or on call, your roster clerk, section admin or planner may also run an FRI (Fatigue Risk Index) calculation.

Talking about your levels of alertness (and reasons for it), the Fatigue Assessment and FRI score will help you both decide whether a fatigue management plan is needed. These tools will also be used if you hit or exceed one of the triggers in the updated Fatigue Risk Management standard. Discussing your personal situation is key to you and your manager creating a fatigue management plan that's suited to your needs.

If you're ever worried that your fatigue concerns are not being taken seriously, please get in touch with your local HR representative.

One last thing to remember: you might spot symptoms of fatigue in others that they're unaware of. Look out for your team-mates by asking them to talk to their manager or supervisor immediately, if you are worried about their alertness levels.

**Warning:**

If you ever feel your fatigue, or that of a colleague, is putting anyone's safety at risk, you should follow the Worksafe Procedure. If it's a less immediate safety concern, you can raise a Close Call by calling 01908 723500, or using the Close Call app on a Network Rail mobile.

RSL / Matchtech - 24 hour on call - [07786 265531](tel:07786265531)

**RSL / Matchtech
safety sQuaRed**



Safety briefing links

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 are mandatory on some southern sites.

<https://www.southernshield.co.uk/>

Resourcing Solutions Monthly briefings

- Add this website address to your browser favourites to ensure that you always have access to the [Network Rail Rulebook modules](#) as well as all previous monthly rail briefings.

<https://www.resourcing-solutions.com/health-and-safety-briefings>



IMPORTANT INFORMATION

For the Latest COVID 19 guidelines follow this link below.

<https://www.gov.uk/coronavirus>



Coronavirus (COVID-19)

STAY
HOME

▶ PROTECT
THE NHS

▶ SAVE
LIVES



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@resourcing-solutions.com

Safety sQuaRed

See it, Scan it, Share it



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

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.



Report hotline:
0800 4 101 101

Report textline:
07507 285 887

Freepost: CIRAS
www.ciras.org.uk