# Briefing

Welcome to Resourcing Solutions' September & October 2013 Briefing.

Within this briefing there are updates from Network Rail and specific clients. Also included within this briefing are life saving rules, our on call management system, PPE and work safe (refusal to work).

Please ensure that you read this briefing and understand the content. Once you are confident with the content can you please respond that you have read this briefing.

Regards
Compliance
0118 924 1639
compliance@resourcing-solutions.com

# On Call Management System

Resourcing Solutions operates a fully functional on call management service. The on call management service is run by a team of fully trained and experienced On Call Managers. The core purpose of the on call management service is to measure and manage candidate performance through diligent, proactive investigating. The secondary purpose of the on call management service is to help achieve our legal and moral obligation to report all accidents and incidents occurring within the workplace. The service also provides a live mechanism to deal with all external forces and workers complaints, which help promotes continuous improvement. You must report the following to the On Call Manager:

- If you will not be attending work (absenteeism) or will be late attending site
- If you will be leaving site early
- If you are required by the client to exceed your planned hours (risk assessment required)
- If you have an accident or incident (accident, incident, first aid and RIDDOR)
- If you experience an environmental accident or incident
- If your health, safety and welfare has been compromised (work-safe policy)
- If you are expected to work alone (work alone procedure)
- If you have taken any medication (prescribed or non-prescribed)
- If you think a worker is under the influence of alcohol or drugs
- If you have concerns regarding fellow workers' quality or performance on site

**The On Call Manager's number is: 07786 265531**

**Please Note:**
**If at any time you are unable to attend site you must call the number above. Please do not substitute with another worker without contacting Resourcing Solutions (RSL). Any worker turning up to site that has not been sent by RSL will be turned away.**

# Work Safe

Any worker may refuse to work on the grounds of health and safety if they feel the health, safety and welfare of themselves, others, including the public has been compromised to such an extent that the risk of performing the task is too high. If your health, safety and welfare has been compromised, you must:

• Stop work immediately
• Ensure all precautions are taken to prevent injury, ill-health or damage to property
• Escalate the issue to an appropriate client representative (person in charge)
• Escalate the issue to the On Call Manager

All workers who use the work safe procedure will not be subject to disciplinary action, unless it is deemed to have been used incorrectly. If the worker is uncomfortable escalating their concern to a client representative, then the On Call Manager must be informed. The worker may remain anonymous throughout the entire process if they wish. If the worker is uncomfortable escalating their concern to the On Call Manager, then CIRAS (Confidential Incident Reporting and Analysis Systems for the UK Rail Industry) may be contacted. CIRAS is an alternative way to report safety concerns that you feel unable to report through company safety channels.

**CIRAS Freephone—0800 4 101 101**

# Personal Protective Equipment

Resourcing Solutions operates a Personal Protective Equipment policy. When or near Network Rail's controlled infrastructure you must wear basic PPE which consists of:

• Head protection (hard hat)
• Goggles
• Foot protection
• Hand protection
• High visibility clothing (Vest, Jacket & Trousers)

Additional PPE will be issued subject to client requirements or by a risk assessment.

Each contractor must:

• Wear PPE as a required by legislation or the client
• Inform the On Call Manager of a lack of PPE or damaged/ deteriorated PPE
• Exercise the work-safe policy if PPE is non-existent, does not fit or is considered inadequate
• Use, clean and store PPE effectively and in-line with all health and safety information
• Report all PPE that is ill fitting
• Not modify, interfere or misuse PPE
• Co-operate with PPE audits performed by Resourcing Solutions' representatives

**Exemptions**
Male members of the Sikh religion from wearing a safety helmet, providing that a turban is worn.
Personnel driving or operating machines from within a covered cab will be exempt from wearing their safety helmet.
Any persons working in water, mud or snow will be exempt from wearing standard footwear with ankle support and will be provided with wellington boots with steel toe-caps and mid-sole protection.

# Life Saving Rules

## Driving

Always wear a seat belt while in a moving vehicle and always obey the speed limit.

Never use a hand-held device or programme any hands-free device while you are driving a road vehicle.

## Taking Responsibility

Never undertake an activity unless you have been trained, assessed as competent and have the right equipment.

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

## Working with Moving Equipment

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

## Contact with Trains

Always have a valid safe system of work in place before going on or near the line.

## Working with Electricity

Always have a valid permit to work where required.

Never assume equipment is isolated – always test before touch.

Always test before applying earths.

## Working at Height

Unless it is clear other protection is in place, never work at height without a safety harness.

Always use equipment for working at heights that is fit for purpose.

# 1 Machine / Crane Controllers and Operators National Training Material and Competence Changes

## Training and Assessment Materials and Competence Changes – Post Implementation Supplementary Briefing

### Who does this affect?

- All industry providers with trainers and assessors currently approved to deliver and/or assess current on-track plant (OTP) and on-track machines (OTM) training and competence.
- Planners, administrators, and coordinators, planning training events and administrating the training/assessment notification process for on-track plant (OTP) and on-track machine (OTM) on Sentinel.

### What is changing?

Following on from the September briefing and as a result of feedback since Go Live the below information is reconfirmed and newly communicated. A series of frequently asked questions has also been provided at the end of this pack.

Reminders:

- COSS has been removed as a pre-requisite to this framework.
- Slinger has been added as a pre-requisite to crane controller competence and training and Slinger arrangements remain, currently, unchanged. Slinger training can be incorporated into a block training event where the route to competence takes an individual to crane controller competence but must be delivered before any crane controller core training.
- The current training material of Slinger is Issue 12 – December 2011 and remains in place as released on Issue 13 – On Track Plant Machine Controller / Crane Controller National Training Material – June 2012.
- Mentorship has been removed from OTP/OTM training and competence management and where applicable replaced with workplace support (see appendix C). Workplace support is not a Sentinel notification and therefore no mechanism to do this – workplace support is to be managed by the sponsors own competence management system.
- Details of the assessment regime are defined in appendix C as published from August 2013 and vary between competences. It is key to note, particularly, that the new regimes have resulted in the removal of the 9-15 month interim assessment. Required assessments are only those of competence renewal assessments.
- Current competence durations have been extended from initial training/assessment dates (as were recorded in Sentinel) by, a minimum of, 12 months dependant on the duration of the new competence as found in appendix C. As a result of this competence renewal assessments are not required until September 2014 at the earliest.
- Trainer/Assessor approval is being managed by application and submitting supporting evidence to NSARE. Applications will be open until 6 January 2014.

Professional Development & Training
Machine/Crane Controllers and Operators National Training Material and Competence Changes
Industry

1

everyone home safe every day

### What is changing? (cont)

New:

- A Sentinel feedback mechanism will be launched on to Safety Central to enable formally feed back on training and assessment materials as was provided on the original Sentinel system. A separate launch communication will be sent in the near future to advise when this has gone live.
- Appendix C has been updated with a glossary of short codes for the new competence and course names to assist identifying correct notifications on drop down lists in New Sentinel.
- Log Book reviews are no longer mandatory and the mechanism to notify these removed. Amended log books will be available for use in the near future if desired and will become a mechanism for recording workplace experience and use of competence. Current log books can be used for this purpose and there is not the mandatory requirement to purchase new logbooks to support this change.
- A workplace support record will shortly be available on Safety Central for sponsors to access should they wish to use it. Please see Appendix C that details where workplace support is required.
- A non compliance pending standard change is being applied for against current competence standards on behalf of Network Rail and affected areas of the rail industry to support the contents of this framework during the interim period until publication of new competence modules to be published in November 2013.
- An Annual Capability Conversation (ACC)* must take place every 12 months in order to manage duration of competence and provide assurance mechanisms between the period of initial training/assessment and competence renewal.

*Further information, guidance and support regarding applying this and other pilot Risk Based Assurance mechanisms in the workplace aligned to this framework will be provided to sponsors in Network Rail's Training and Development Update to be published in November 2013 with further support and briefings provided ongoing from this initial briefing. For questions regarding the content and application of these mechanisms please contact the individuals detailed on that briefing as they are best placed to support the implementation of these mechanisms in the workplace.*

- Expiry dates errors at the time of New Sentinel launch have been fixed and profiles aligned correctly.
- Trainer/Assessor Capabilities vs Competence is being examined and mechanisms being put in place to realign trainer competence to capabilities as a result of successful NSARE review of applications. This will align records and reinstate any trainer/assessor approval that may have been lost as a result of system change.

2

Professional Development & Training
Machine/Crane Controllers and Operators National Training Material and Competence Changes
Industry

### When is this happening?

These changes were launched simultaneously with the launch of new Sentinel on 25 September 2013.

### What is the impact of this change?

All industry providers with trainers and assessors currently approved to deliver and/or assess current on-track plant (OTP) and on-track machines (OTM) training and competence. should be aware that the changes briefed have taken effect on 25 September 2013 and take any required action that has not already been completed as a matter of urgency.

All planners, administrators, and coordinators, planning training events and administrating the training/ assessment notification process for on-track plant (OTP) and on-track machine (OTM) on Sentinel should be aware that the changes briefed have taken effect on 25 September 2013 and take any required action that has not already been completed as a matter of urgency.

### What action is required?

- Trainers should remind delegates during events that Log Book reviews are no longer mandatory and not to be expected in the workplace.  Assessors should be aware of the removal of mandatory log book review process and therefore is no longer a formal requirement of the assessment process.

- Trainers should advise delegates during events that, where applicable, workplace support is mandatory and a workplace support record will shortly be available on Safety Central for their sponsors to access should they wish to use it.  Please see Appendix C that details where workplace support is required to be able to advise their delegates if it is a requirement of the competence being delivered.

- Trainers should advise delegates at the end of events that an Annual Capability Conversation (ACC)* must take place every 12 months in their workplace in order to manage duration of competence and provide assurance mechanisms between the period of initial training/assessment and competence renewal.

*Further information, guidance and support regarding applying this and other pilot Risk Based Assurance mechanisms in the workplace aligned to this framework will be provided to sponsors in Network Rail's Training and Development Update to be published in November 2013 with further support and briefings provided ongoing from this initial briefing.  Sponsors who have questions regarding the content and application of these mechanisms should contact the individuals detailed on that briefing as they are best placed to support the implementation of these mechanisms in the workplace.

### What action is required? (cont)

- Trainers and assessors should be aware that applications should be sent to accreditationadmin@nsare.org received no later than 6 January 2014, any individuals whose applications are not received or whose applications are incomplete will have their accreditation removed for the capabilities for which they have not provided the required information. Submissions will be verified against courses/assessments uploaded in the last 24 months, other evidence submitted for any new training/assessment entries will be monitored. Trainers/Assessors should not re-register with NSARE via the Skills Backbone system.

- Trainers and assessors are asked to retain formal feedback on the training and assessment materials within this framework and then logged via the new Sentinel feedback mechanism to be launched shortly on Safety Central

- Trainers, assessors, planners, administrators and coordinators should retain appendix C of this briefing as a reference tool of supporting information during this early stage of transition, particularly the glossary of short codes which will assist correct training and assessment notification on New Sentinel.

- All trainers and assessors should be familiar with all the changes in order to support their delegates in post training requirements and support themselves through the early stages of this OTP/OTM framework change.

### Frequently asked questions

**Q1:** When new competences are awarded to staff as part of the transition from existing competences and the new competence includes machine or attachment types originally out of scope, what needs to happen?

**A1:** Where individuals are awarded particular machine/attachment types within groups under competence transition but have little or no experience with the equipment type, it is expected that individuals receive a familiarisation of the equipment in the workplace, prior to use, and records retained for audit purposes.

**Q2:** What does "Familiarisation" mean?

**A2:** Time with the machine/attachment with a.n.other competent and experienced individual to be able to familiarise in a safe environment.

**Q3:** What records need to be kept (log book, etc)?

**A3:** This can be anything from written report and testimonial to log book record if chosen.

4

Professional Development & Training
Machine/Crane Controllers and Operators National Training Material and Competence Changes
Industry

## Frequently asked questions (cont)

**Q4:** Other than the new Sentinel card and a machine specific certificate for OTP operators, is any other certification required to be held by MC's or operators?

**A4:** No.

**Q5:** Does an OTP trainer, delivering MC/CC courses need to hold COSS competence?

**A5:** No. If delivering in the live environment and the trainer is not a COSS, then someone who is a COSS will need to be sourced. The option for a trainer/assessor to hold COSS is clearly still available but not mandatory.

**Q6:** Where training is delivered for a group of machines or attachments (e.g. CC group 3 powered lifting) and only some of the machines or attachments are available for practical training and assessment, what action is required if candidates need to use other machines or attachments within the group trained?

**A6:** as Q1.

**Q7:** Can duration of any course be flexed?

**A7:** Course durations are guidance and can be flexed appropriately to circumstances. Examples of this are:

- Route to competence course combinations removing duplication of content;
- Knowledge, experience and capability of delegates undertaking training and/or assessment;
- Complexity of machine being delivered.

*N.B. All instances of duration flex must be justified, recorded and retained for audit purposes.*

**Q8:** What additional measures are in place throughout duration of competence to monitor performance i.e. what happens between training and assessment for competence renewal?

**A8:** Sponsors are required to undertake Annual Capability Conversations (ACC) with their staff to monitor their competence every year.

**Q9:** Can Slinger be trained within a block training event?

**A9:** Yes, it must be before CC OTP Core in order for the individual to meet the new pre-requisite requirement for Crane Controller training. Slinger material and competence arrangements remain unchanged.

**Q10:** Competencies show as needing assessment before the end of the year, is this correct?

**A10:** No. This has been an issue with data transfer that should have been fixed. If this has not been fixed then please report this via www.railsentinel.co.uk

**Q11:** New frequencies for competencies are against CTM/025, where do they stand against this and when will this be replaced?

**A11:** The new frequencies stand, Network Rail will be applying for a non compliance pending standard change. The new competence modules have completed stakeholder review and publication is anticipated to be November 2013.

## Frequently asked questions (cont)

**Q12:** Where are the new Sentinel Scheme Rules?

**A12:** These are available on Safety Central at the following location:
http://safety.networkrail.co.uk/Toolbox-for-Supervisor/Sentinel-Sponsor-Briefing-Events

**Q13:** Why are there no communications regarding New Sentinel to support its use at this critical launch time?

**A13:** There have been weekly updates published on Rail Sentinel website to support Sponsors, Medical Providers and Training Providers and are found at the below location.
https://www.railsentinel.co.uk/SupportForYou/WeeklyUpdates

These communications will continue for the foreseeable future until launch issues have been resolved and all users are showing signs of being more confident in using the system, WebEx sessions and conference calls are also still ongoing.

**Q14:** How do I feed back on training/assessment materials now Sentinel is closed?

**A14:** A replacement mechanism will be launched on Safety Central in the near future. You will be notified directly when this goes live.

## Where can I get further information?

**Key Contacts**

For general queries on this course, please contact:

**Angi Bell**
Project manager (training design)
Tel: 07801 902300
Email: Angela.Bell2@networkrail.co.uk

**Steve Roberts**
Training delivery specialist
Tel: 07771 613166
Email: Steve.Roberts@networkrail.co.uk

**Further Information**

The key contact individuals named on this briefing will not be able to resolve Sentinel technical support queries.
For Sentinel access, user and fault reporting issues, please contact:

www.railsentinel.co.uk

For latest Sentinel News issued weekly, please access:

https://www.railsentinel.co.uk/SupportForYou/WeeklyUpdates

## Lifesaving Rules:

Professional Development & Training
Machine/Crane Controllers and Operators National Training Material and Competence Changes
Industry

*6*

**NetworkRail**

Network Rail
The Quadrant:MK
Elder Gate
Milton Keynes
MK1 9EN

23/09/2013

## No: NRS 294 - Issue 1

# Network Rail Safety Bulletin

## Wrong-side failure of track circuits due to rust on the rail head

### For the attention of all signallers, and personnel responsible for entry into service of new or out of use rail

This Safety Bulletin is produced following a number of incidents where rail has been brought into use for train running and the track circuit connected to those rails has failed to operate correctly. This is because a layer of rust had formed on the rail head, preventing electrical contact being made with the train wheels until the rust was worn away. When this happens, there is the potential for points to move under a train or a collision to occur.

This Safety Bulletin does not apply to rail brought into use in areas with no track circuit train detection.

Its purpose is to alert railway staff of the need to advise the signaller when rail is brought into use for train running and could be rusty, whether due to installation of new rail, or where traffic has not operated over a line for a period of time.



If you are the signalling tester responsible for bringing new or out of use rail into use in a track circuited area, you must advise the signaller that there may be rust on the rail head, specifying the affected area.

**NetworkRail**

Network Rail
The Quadrant:MK
Elder Gate
Milton Keynes
MK1 9EN

No: NRS 295

# Network Rail Safety Bulletin

## Unmanned Aerial Systems/Aircraft (*Drones*)

**For the attention of: Designers, Engineers, Planners, Surveyors, Project Managers**

**Background:**

The use of unmanned aerial aircraft ("*drones*") in the commercial sector is becoming a reality and provides Network Rail with some potentially exciting opportunities for reducing cost/risk and improving efficiency.

It should be noted however that in the UK, there are significant regulatory and safety implications which need to be assessed before we can safely use/introduce this technology over or near our railway infrastructure.

The air operations team are actively working with the CAA (Civil Aviation Authority) and other stakeholders to develop a standardised acceptance framework and associated protocols for the safe integration and use of unmanned aerial systems technology on or adjacent to our infrastructure.

**Immediate Action Required by all persons affected:**

Until this framework has been agreed and formalised, unmanned aerial aircraft operations **must not be** permitted to operate either on our behalf (e.g. through contractors/sub-contractors) or directly by Network Rail employees without a safe method of work being first agreed/approved by the air operations team (who will gain the necessary internal approvals).

For further details contact
 **Howard Naylor**
*(National Aerial Survey Specialist)*
**Network Ops Delivery Services - Air Operations**

Email: howard.naylor@networkrail.co.uk

Issued by: Roan Willmore- Director Safety and Sustainable Development, Infrastructure Projects

**Network Rail**

Network Rail
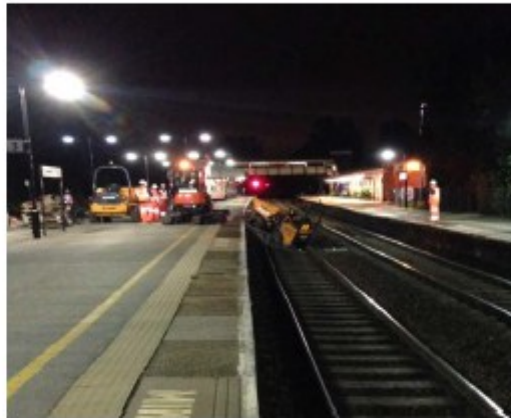The Quadrant:MK
Elder Gate
Milton Keynes
MK1 9EN

17th October 2013

**No: NRS 296**

## Network Rail Safety Bulletin
## A mini-dumper truck reversed off platform 2 at Dorridge station onto a line open to traffic

For the attention of: All Network Rail employees, contractors and sub-contractors



This photograph was taken during the recovery exercise

**Background:**

During platform works at Dorridge Station (resurfacing, platform drainage and resetting coping stones) a mini dumper was reversed through Heras fencing and fouled a line open to traffic. The driver of an approaching train was alerted and the train was brought it to a stop. The dumper was removed, the line examined and service restored in a controlled and prompt manner.

The works were phased to keep the platforms in service and were being carried out on one side of an island platform. The line adjacent to the works was blocked. The line on the opposite side of the island was open to traffic.

An initial investigation by Network Rail has identified that the dumper was not being driven by the designated machine operator but by the banksman who did not have current competencies for operating the plant. A formal investigation is underway

**Immediate Action:**

All Network Rail employees, contractors and sub-contractors are reminded to <u>never</u> operate a piece of plant unless you hold the appropriate and current competencies.

.

For further details contact Bob Britton, Workforce Health Safety and Environment Advisor, LNW Works Delivery, Square 1 Manchester

# Network Rail Safety Bulletin

## Adjacent Line Open Working and Vehicle Movements On or Near the Line:

**For the attention of:**
**Network Rail employees, Principal Contractors, Contractors and Plant Hire Suppliers.**

**Background:**

Accessing the worksite, site visits, making deliveries and collections are just some of the activities that vehicles may undertake whilst on or near operational lines. These activities must be considered in advance, controlled and risk assessed, as failure to do so may result in the potential for a serious, or possibly catastrophic, incident to occur. The photographs shown below are examples of recent incidents which show the consequences when vehicles have undertaken manoeuvres without adequate control measures.

This bulletin has been written to clarify when the use of vehicles on or near operational lines should be treated as an Adjacent Line Open (ALO) working activity.



Vehicle door struck by passenger train



Vehicle within 1 metre of an operational line

Every activity involving vehicles needs to have a suitable risk assessment in place and appropriate control measures. You need to determine if the use of the vehicle could constitute ALO.

Where a vehicle is *travelling* to a worksite, transporting employees, and making manoeuvres this is unlikely to constitute ALO working and the requirements of the **Rulebook** will apply.

Where the vehicle is *undertaking work* of any sort, and this will include loading and unloading, then this may constitute ALO working and its activity needs to be assessed in line with the requirements of the ALO guidance documents.

## IMPORANT REMINDER: Site access new and old Sentinel cards

### Ref No: 0006(a)

**There have been instances where trackside workers have been turned away from the work site because they have presented the COSS or Site Access Controller with an old Sentinel card.**

As you will be aware, the rollout of new Sentinel to the supply chain started on 25<sup>th</sup> September and continues through to the mandatory adoption of new Sentinel across the industry from 6<sup>th</sup> January, 2014. Network Rail started its rollout at the end of June and will complete this rollout by end of October.

As we roll out new Sentinel, we will inevitably have the scenario where a COSS or Site Access Controller is presented with a mix of new and old cards from members of the work gang.

**Please be aware that while we are rolling out new Sentinel cards across the industry, ALL Sentinel cards – new or old – remain valid. This will be the case until 6<sup>th</sup> January 2014**.

This has been communicated across Network Rail and we are in the process of re-briefing this key message to all route management leadership teams across the business so that everybody is absolutely clear and has a shared understanding of the status of new and old cards during this transition period.

With Network Rail leading several major rail and construction projects across the country, we do not want to delay our core business of running the railways in any way – while at the same time ensuring everyone gets home safe everyday.

For more information please visit the Sentinel website www.railsentinel.co.uk or contact the Sentinel 24/7 Hotline on **0330 726 2222**.