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Our Behavioural Safety and Values Charter

Our Behavioural Safety and Values Charter is part of our Target Zero programme and it underpins our health, safety and behaviours values.

The Charter sets out what is expected of all Bridgeway employees: Frontline Staff, Supervisors, Managers and Directors. It applies to everyone regardless of whether you work on site, trackside, stores or in the office.



1 Plant and Equipment Safety

We all have a duty to ensure that all plant and equipment are used correctly and in a safe manner to reduce the risk of causing accidents or injuries. As good practice:

- Visually inspect or check that plant/equipment are in good working order and have no visible defects that could cause injury or damage. This allows you time to remedy the defect or source a replacement.
- Ensure there is a safe system of work in place and it has been suitably briefed to all personnel.
- Make sure everyone is aware of exclusion zones, restricted areas and safe walking routes where applicable.
- Only use plant/equipment you are trained and

competent to use.

- Always ensure machinery is set up correctly and pre-use checks have been undertaken.
- Carry out a risk assessment to identify any risks presented by plant/equipment prior to works taking place; a Point of Work Risk Assessment (POWRA) must be undertaken when conditions on site change.
- Report all defects, damages, or issues with plant/equipment to Business Support Services to allow them to investigate and remedy the problem. Clearly label and quarantine the defective item.

You should always report any unsafe or defective plant/equipment and challenge any unsafe working practices or anybody who are working with plant/equipment they are not trained to on.



Always use the equipment that is fit for its intended purpose



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

USING DEFECTIVE EQUIPMENT AND NOT FOLLOWING PROPER PROCEDURES COULD BE FATAL.

2 Accident/Incident Reporting in Real-Time

Delays in reporting or not reporting an accident, incident or near miss may cause safety breaches and create complications in the future if an investigation is initiated or an official complaint is lodged by a client.

It is your responsibility to report all accidents, incidents and near misses to your Line Manager and the On-Call Manager in real-time.

These must be reported in real-time so that:

- Appropriate help, support and medical treatment can be arranged to prevent any

injury or illness from getting worse.

- Advise, guidance and support can be given to help you make the site safe and make necessary arrangements to continue or stop work.
- Important details related to the event can be captured immediately. Delaying the report may result in details being left out and forgotten.
- Efforts can be made to obtain further details of the event where required e.g., witness statements, photos and other information.

Do not think an accident or incident is trivial and that it doesn't need to be reported. We need to know when such an issue occurs to help us protect you when doing your job.

DO NOT ASSUME SOMEONE ELSE HAS REPORTED IT.



Report all accidents, incidents and near misses immediately

3 Hay Fever, Fatigue and Dehydration

Bridgeway's 1st Golden Site Rule, "I will Always Be Fit for Work" means that you will take care of your mental and physical wellbeing in order to be fit to work.

In the summer months where the day is long and temperatures are warm (if not hot), you could find yourselves working in very hot weather conditions. Follow the advice below:

Hay fever: Ensure that you get non-drowsy medication for hay fever or other allergies and advise your Line Manager and HR well ahead of your next shift so that medication checks can be made. **DECLARE ALL MEDICATION** if you are selected for a drugs and alcohol test. Any

undeclared medication will show up as a positive test result.

Fatigue: More daylight hours can leave you fatigued with too many activities planned. Make sure you are well rested before your next shift. A good night's sleep helps boost your immunity and restore energy as well as improving your concentration.

Dehydration: Your body needs plenty of fluids to be able to function properly. Dehydration reduces your body's ability to sweat and maintain a normal temperature. Drink small amounts of water regularly and enough to prevent thirst. Avoid excessive coffee, alcohol or energy drinks as they can cause dehydration.

HAY FEVER MEDICATION, FATIGUE AND DEHYDRATION CAN MAKE YOU UNFIT FOR WORK.



Electric Vehicle Batteries

Electric vehicles (EV) were introduced as the great green hope, but they come with their own set of environmental effects. Electric car batteries contain critical minerals like cobalt and lithium. We'll need to recycle them unless we want to keep mining the earth for new ones.

Fact: Manufacturing a full-sized long range electric car produces about 6 tons of CO₂ equivalent emissions, more than twice as much CO₂ than producing a comparable internal combustion engine car.

Most of these increased emissions come from battery manufacturing and resource extraction for the battery. The chemicals and mining processes used inevitably lead to water, soil, and air pollution, with major implications for the surrounding landscapes and ecosystems. It's important to note that a new petrol car is greener than a new electric car straight out of production.

However, the longer you drive an EV, the more environmentally friendly it gets, because the increased manufacturing emissions are quickly offset by reduced emissions from driving on electricity instead of petrol or diesel cars.

Improvements in battery technology and energy density, and the increased adoption of renewable energy sources will all serve to make EVs even cleaner than they are right now.

Most batteries still remain useful after their lifespan in an EV (they'll just hold less charge than when they were new). So, used EV batteries can still be reused to store power, for example, as a solar battery - if you power your home with renewable energy such as wind or solar, you can pair it with a used EV battery to store energy to use throughout the night when wind and sunlight is reduced.

EV battery life cycle management works towards solving expensive and toxic disposal of the batteries. Repurposing EV batteries could create a closed-loop system for recycling. The factories that produce the batteries could one day eventually be powered using the repurposed batteries once their lives powering vehicles comes to an end.

EV batteries that have little to give, will be ground down to a fine powder to extract raw materials such as lithium, nickel, manganese and lithium. The materials can then be rebuilt into more EV batteries.

Electric vehicles reduce our dependence on petroleum and also have the potential to reduce greenhouse gas emissions and health effects from air pollution if regulated and managed correctly.

Safety Critical Communications

Poor communication have been linked as a contributory causal factor to many incidents and accidents, some of them fatal.



to repeat back your information or instructions to ensure they fully understand what has been conveyed.

If you are on the receiving end, listen carefully. Ask the person to repeat the instructions and question anything you don't fully understand. Make that you have fully understood the information and instructions being conveyed to you, and what is required of you.

Safety critical communications is vital within the rail industry as it helps maintain a safe working environment. It is crucial that you and the person you are communicating with reach a clear understanding of what is being conveyed.

- Identify yourself fully and your role; include locations, worksite numbers, WON Item numbers or other key information which will clearly differentiate you from other staff who may be working in the area.
- Always check to whom you are speaking with. This is crucial when there are multiple signal boxes or panels involved. **NEVER assume anything** – check and confirm with all parties.

If you are giving information or instructions to others, speak clearly and do not rush. Always be professional and disciplined when conveying safety critical information. Use the correct communications protocols and ask the recipient

Poor Safety Critical Communications

Challenging another person's poor safety critical communications can be an emotive thing to do. Not doing though can lead to the misunderstanding of the message being passed between the parties involved in the safety critical communication. Mistakes will be made which could then cause a serious or even fatal incident or accident.



You Said: The padlock on the first set of double gates to access the canal side from the industrial estate has been changed by the new landowners.

John Zahorodnyj, East Midlands

We Did: Conversations with the PICOP and Control found there is a key kept in a key box at Long Eaton Station. East Midlands planning now informed for future shifts in this location.

You Said: Torches issued to confined space operatives on site were "normal" PEZTL Pixa 3 headtorches. All staff trained in confined spaces should be issued with ATEX rated intrinsically safe headtorch.

Richard Cooper, Geomatics

We Did: BSS made aware and requested to order a pool of headtorches.

You Said: Access gate has been welded shut.

Rachel Pullen, Wales and Marches

We Did: Close Call report NRB540151. Network Rail's Nick Bowkett confirmed the access has been welded shut deliberately and is out of use as there is a motorway barrier in front of it and is no longer safe to access.

You Said: Reception not manned means that training delegates turning up are not adhering to the protocols of social distancing and face masks.

Helen Chawner, Learning & Development

We Did: Training department will provide weekly training information to BSS and reception to have presence from 08:30 until 09:00.

You Said: MEWP legs slipping off base plates requiring re-adjustment each time the MEWP is moved to a new location causing delay in the work that is required to be done.

Hamza Saleem, Infrastructure Services

We Did: BSS and Project Manager investigated and found that correct baseplates were issued. Correct use of the base plates to be briefed.

Close Calls of the Month

March 2021



Mervyn Norris, South West

Mervyn spotted an ES Assistant walking on Open Lines trying to place the WSMB's before the Possession Support had been given permission to place protection. Mervyn asked the individual to come off track.

April 2021

There were no winners for April as there wasn't any significant Close Calls raised.

May 2021



Robert Winfield, East Midlands

Robert challenged the aggressive / intimidating behaviour of the signaller when calling to take a line blockage.

Safety First (NOT!!!) Isn't safety using your common sense?



Dealing with Public Nuisance

There have been many cases where public acts of nuisance have breached the security of worksites or affected worker safety. These can occur in a number of ways and be motivated by a variety of reasons, e.g. Theft, terrorism, vandalism, drunkenness, urban exploration and even demonstrations or protests.

Recently, rail workers on the HS2 project at Jones Hill Wood have had a laser pointer shone towards them. One colleague had to attend hospital after being targeted with the laser and temporarily blinded.



Always conduct a Point of Work Risk Assessment (POWRA) prior to start of shift to ensure your role can be undertaken safely. If in any doubt raise the issues with your Project Manager, Line Manager or during out of hours the Bridgeway On-Call Manager 07966 303 977.

If you encounter a situation involving the public where you feel unsafe then move away from the area and report it to the Police (Dial 999 in an emergency) or British Transport Police (0800 40 50 40 for non emergencies).

Why POWRA?

Your Task Briefing Sheet (TBS) enables you to work safely. It contains site and tasks risk assessments which have been undertaken by a Safe Work Planner, Project Manager and Controller of Site Safety. The TBS risk assessments identify hazards and their controls to ensure that all foreseeable risks are minimised or eliminated.



The HSE states that, as a worker, you also have a duty to take care of your own health and safety and that of others who may be affected by your actions at work. Take 5 minutes to look for unforeseen conditions that can affect your safety and that of others may arise immediately prior to or during work taking place, e.g.:

- Extreme weather conditions.
- Worker personal safety due public interface.
- Machinery breakdown.
- Line protection / isolation arrangements.
- Late changes to original plans.
- Site conditions.



In these circumstances, conducting a Point of Work Risk Assessment (POWRA) prior to starting or continuing work will enable you determine what measures must be undertaken to ensure that the work can continue safely. Review and update/amend the existing risk assessments and controls within the TBS and re-brief to all staff present.

Invoke the "Worksafe Procedure" if the hazard cannot be controlled and you feel that your safety and safety of others they work with, 3rd parties, public, landowners, property or the environment, are at risk. Inform your Line Manger or the Bridgeway On-Call Manager immediately. They will work with you and agree actions to complete the work safely.

Fatigue - Caffeine and Sleep

Health Matters

We all experience tiredness, which can be relieved by sleep and rest. When the tiredness is often overwhelming and isn't relieved by sleep or rest it is called fatigue. It is generally considered to be a decline in mental and/or physical performance that results from prolonged exertion, sleep loss and/or disruption of the internal clock. People are more prone to fatigue if their work is machine-paced, complex or monotonous.

Fatigue causes slower reactions, reduced ability to process information, memory lapses, absent-mindedness, decreased awareness, lack of attention, underestimation of risk, reduced coordination etc. It is often a root cause of major accidents.

Caffeine: Caffeine provides a burst of energy as it stimulates our central nervous system and marginally boost performance. However it is no substitute for a restful, restorative night of sleep. It is recommended to have no more than 400mg of caffeine a day (4 small cups of coffee). Pregnant and breastfeeding women should have no more than 200mg a day.



A sign of caffeine overuse and dependence is:

- Struggling with insomnia or headaches, during the day,
- Frequent awakenings, nighttime anxiety and inability to fall asleep.

If you find yourself excessively sleepy during the day and caffeine isn't helping, it could be a sign you are sleep deprived from extended caffeine use. Stop drinking coffee and catch up on some much-needed rest. Gradually stop having all caffeine drinks over a 3-week period.

Sleep: Our body needs sleep, to repair itself and it's the best way of fighting fatigue. Most people need about 8 hours of sleep per day and getting less than 5-6 hours of sleep can seriously affect your ability to work safely.

Regular exercise combined with a healthy diet and a good night's rest can often boost your energy levels. To be able to sleep regularly and consistently, especially as a shift worker:

- Avoid caffeine for at least 6 hours before bed.
- Don't smoke or exercise before bed.
- Don't eat a large meal just before you sleep, but don't go to bed hungry either.
- Wind down. Find a routine that works for you and stick to it.
- Your bedroom needs to be dark, quiet and cool.
- Consider wearing earplugs if you're trying to sleep during the day.
- If you live with others, talk to them and remind them that you need quiet to sleep well.
- Put your phone on silent. Make sure to switch off alerts/notifications on your mobile phone before you try to sleep.







Monitor and report fatigue

Look out for signs of fatigue in yourself and others. If you believe that you or a colleague might be too tired to work safely, tell your Manager as soon as possible so they are able to provide help and support you or your colleague to manage fatigue.

If you have been feeling constantly tired for more than 4 weeks, it's a good idea to see your GP so they can confirm or rule out any medical conditions that could be causing your tiredness.

How to Avoid Spreading COVID-19 at Work

COVID-secure rules, including social distancing requirements, continue to apply in the workplace:

- **Hand Washing:** People frequently touch their eyes, nose and mouth without even realizing it. Frequent hand washing is the best way to prevent infections. Use soap and water or hand sanitisers. 
- **Social Distancing:** COVID-19 spreads mainly among people who are in close contact (within 2m). Longer periods of close contact increase the risk, but COVID-19 can spread even with brief contact. Keep a safe space of 2m between people where possible and limit how many people are in the work area. Work side by side or facing away from each other. Use screens where possible. 
- **Masks:** Unless you are exempt, you should wear a face covering in indoor places where social distancing may be difficult and where you will come into contact with people you do not normally meet. Face coverings are mainly intended to protect others from COVID-19 rather than the wearer and are not a replacement for social distancing and regular hand washing. 
- **Coughing and Sneezing:** Cover your nose and mouth when you cough and sneeze. Coughing and sneezing increases the number of droplets and aerosols released by a person, 

the distance they travel and the time they stay in the air.

- **Cleaning:** Surfaces and belongings can be contaminated with COVID-19, when people who are infected cough or sneeze near them or if they touch them. Increase how often and how thoroughly your workstation is cleaned, including frequently touched surfaces in kitchens, common areas and surfaces that are not normally cleaned. 
- **Ventilation:** Make sure there is good ventilation in your work area. Open windows if it is safe to do so. Keep doors open if you can, but not fire doors. 
- **Meeting Others for Work:** You can gather in a group larger than six people or two households indoors or in a group larger than 30 people outdoors where it is necessary for your work. When working, you should remain 2m from anyone you do not live with, or at least 1m with additional mitigations. 
- **Vulnerable Persons:** Inform your Line Manager and the HR department if you are clinically extremely vulnerable or live with someone who is clinically extremely vulnerable. They will then be able to provide additional advice and support for you to continue working. 
- **If You Have Symptoms or Feel Ill:** If you have symptoms get a test and stay at home. Inform your Line Manager and the HR department.

We all have a part to play in working, driving and behaving SAFELY and SUSTAINABLY.

If you have any comments on this or any issue of the Safety 3-4-3™ or Fleet 3-4-3™ newsletter, or any other suggestions regarding close calls, safety behaviours, health, safety, environmental or driving related matters, please contact us at the email addresses shown on the right.

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The Driving Lifesaving Rules

More accidents happen to people while driving to and from work than while on the job or at home. The Driving Lifesaving Rules are applicable for everyone - not just those who work on the railway infrastructure:

- **Never work or drive while under the influence of drugs or alcohol.**
- **Never use a hand-held or hands-free phone, or programme any other mobile device, while driving.**
- **Always obey the speed limit and wear a seat belt.**

Be safe always - your unsafe driving behaviours could be life changing for others, not just yourself.
We want everyone to go home safe every day.

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1 FORS eLearning

Our Fleet Operators Recognition Scheme (FORS) accreditation enables us to work on projects for TfL in London. It is also being rolled out all across the country. To maintain our accreditation, staff who have been issued with Dallas keys or personal issue vehicle MUST conduct a mandatory annual eLearning. Failing to do this will result in loss of accreditation and our ability to work on significant projects.

Each eLearning modules take approximately 15 minutes to complete and are relatively simple:

- **Van Smart** (New module valid for 12 months)
- **LoCITY Driving: Time to clean up learning for drivers** (Requires resitting if expiring in 2021- valid for 24 months)
- **Security and counter terrorism** (Requires resitting if expiring in 2021- valid for 24 months)

Please use the following link for the FORS website:
<https://www.fors-online.org.uk/cms/elearning/>

The email address should be your work email, e.g.:
firstname.secondname@bridgeway-consulting.co.uk

To ensure we are able to maintain our accreditation and ability to work on major projects, your driving rights for company vehicles will be removed if you do not complete these modules.

Upon completion, please email your certificates to Fleet@bridgeway-consulting.co.uk.

Should anyone have any issues, please do not hesitate to contact the Fleet team who will be happy to assist you.



2 Birmingham Clean Air Zone

Along with a number of cities across the UK, Birmingham was required by the Government to reduce levels of Nitrogen Dioxide (NO₂) in the air as soon as possible. Non-compliant polluting vehicles make up approximately 25% of vehicles on Birmingham's roads.

The city council decided that implementing a charging Clean Air Zone (CAZ) is the most efficient way to achieve this goal. Birmingham's CAZ will operate 24 hours a day, 365 days a year and will cover all the roads within the A4540 Middleway Ring Road, but not the Middleway itself.

Drivers of non-compliant vehicles are set to pay a daily charge to travel into Birmingham city centre from Monday 14th June 2021. The charges are **£8 per day** for cars, taxis and LGVs and **£50 per day** for coaches, buses and HGVs.

If your vehicle meets the following emission standards, you will not be charged to drive within the CAZ:

- Euro 3 or better for motorcycles.
- Euro 4 or better for petrol engines.
- Euro 6 (VI) or better for diesel engine.
- For diesel/petrol electric hybrids the vehicle should meet the relevant emission standards.
- Fully electric or hydrogen fuel cell powered vehicles will not need to pay the charge.

Pre-2016 diesels and pre-2006 petrol cars will fall foul of the new standards. Go to the UK.Gov website: www.gov.uk/clean-air-zones to find out if your car or bike is affected, or speak to a member of the Fleet Department. All Requests for payments of the Birmingham's Clean Air Zone (CAZ) are to be e-mailed to Fleet@bridgeway-consulting.co.uk.



3 London: Rotherhithe Tunnel Restrictions

The Rotherhithe Tunnel was built in 1908 and was not designed to cope with modern levels of traffic.

Vehicles more than 2 metres (6'6") high, 2 metres (6'6") wide or goods vehicles weighing more than 2 tonnes gross vehicle weight (GVW) are not safe to travel through the Rotherhithe Tunnel.

A Ford Transit Connect, for example, has a GVW of just over 2 tonnes, so would be prohibited from entering the tunnel.

Drivers that do not comply could be fined up to £130 for every journey they make through the tunnel.

Alternative Crossings

Drivers of vehicles that are restricted as above

should use **Tower Bridge** or the **Blackwall Tunnel**, both of which are outside the Congestion Charging zone and the Ultra Low Emission Zone (ULEZ).

	Width	Weight	Height	Length
Rotherhithe Tunnel	2.00m/6'6"	2tonnes	2.00m/6'6"	10.00m/33'0"
Blackwall Tunnel Northbound	-	-	4.90m/13'0"	-
Blackwall Tunnel Southbound	-	-	4.72m/15'6"	-
Tower Bridge	-	18tonnes	-	-

For more information visit tfl.gov.uk/rotherhithe-tunnel

When Tower Bridge is closed for overnight maintenance, Southwark Bridge can be used.

Currently, the Congestion Charge does not apply during the hours that Tower Bridge is closed overnight. The ULEZ operates from midnight to midnight, 7 days a week, every day of the year, including weekends and public holidays.

