



F12.1 Induction Briefing	Document location/reference:		
	Page 1 of 34		
	Date: Nov-25	Issue: 5	

The Index below follows the Induction Checklist within the document F12.2 Induction Pack and please tick the appropriate box once you clearly understand the content of the Induction Briefing.

Should you have any questions do not hesitate to ask the Person conducting the Induction Process.

### Index

<b>Induction Briefing Guidance</b>	<b>Page</b>
Health & Safety at Work Act	2 - 3
Safety Policy Statement	4
Environmental Policy Statement	5
Quality Policy Statement	6
Company Organisation	7
Safety Responsibility Statement	8 - 9
Alcohol & Drugs Policy Statement	10
Accident & Incident Reporting	11
Near Misses	12
Warning Signs	12 - 13
Good Housekeeping	14
Hours of Work Policy	15 - 16
COSHH	17
Plant & Equipment	18
Asbestos	18
Work Safe, CIRAS & Confidential Reporting Process	19 - 21
Manual Handling	22 - 23
Personal Protective Equipment	24
Risk Assessments/Work package plans	24
Bullying and Harassment	27
Modern Slavery	27-28
Life Saving Rules	28- 30

F12.1 Induction Briefing	Document location/reference:		
	Page 2 of 34		
	Date: Nov-25	Issue: 5	

Further information regarding all of the above guidance can be found within the relevant Management Procedure and guidance issued by the Health & Safety Executive.

All of the above will also be a topic of tool box talks delivered by the Company's Site Managers and Supervisors who will also ensure that you have a Site Specific Induction.

Should you require any further information please do not hesitate to contact:

- Your Manager or Supervisor
- The Compliance Manager
- Health and Safety Manager

This booklet is issued to all our employees / operatives as guidance to ensure that you are working in an environment that is as safe as reasonably practicable and to show our commitment as a company to preventing accidents/ill health on our sites, in our workplace and offices.

This Induction Booklet should be retained for the duration of your employment with Cavendish (Recruitment) Professionals Ltd and referred to on a regular basis as a reminder of your duties with respect to Health & Safety; many of these duties are a result of the Health & Safety at Work Act 1974 a summary of that legislation follow:.


### **General Duties under the Health & Safety at Work Act 1974**

#### *The need for HASAWA 1974*

- Social expectations of the workforce i.e. better working conditions.
- Legislation to keep pace with technology.
- Unacceptable costs of accidents and ill health (figures today put at £20.25 BN).
- Everyone is covered.
- Place responsibility on those who created problems at work and those who work with them.
- Simplify Legislation.
- Overhaul and unify existing legislation.
- Create a controlling body (HSC).
- To enforce the law (HSE).

The Health and Safety at Work, etc Act 1974 (HSWA) came into force on the 1 April 1975. It is still the primary health and safety legislation in existence today, in that it lays down the broad principles for managing health and safety in most workplaces.

It applies to all employees / operatives wherever they work (with the exception of domestic servants in private households), while previous health and safety legislation was based on factories, shops and

F12.1 Induction Briefing	Document location/reference:		
	Page 3 of 34		
	Date: Nov-25	Issue: 5	

offices. The Act places emphasis on consultation and involvement, and it established the enforcement agency for health and safety, the Health and Safety Executive (HSE).

The HSWA is also an enabling Act, i.e. it has the legal facility for regulations to be made under it.

### **The Duties of Employers to Employees**

Section 2(1) "It shall be the duty of every employer to ensure, so far as reasonably practicable, the Health, Safety and Welfare at work of all his employees / operatives.

Section 2(2) gives examples of what employers should do to achieve compliance with this duty, including:

- Provision and maintenance of safe plant and safe systems of work
- Safe handling, use, storage and transport of articles and substances
- Provision of information, instruction and training
- Maintenance of a safe place of work and provision of safe means of access
- Provision of a safe working environment and adequate welfare facilities.

It is important to note that the above list includes examples of what may need to be provided — it is not exhaustive.

### **General Duties of Employees (s.7)**

The HSWA places duties not only on organisations and corporations but also on individuals. Section 7 requires employees / operatives to:

- Take reasonable care for their own health and safety and the health and safety of others who might be affected by their "acts or omissions" at work
- Co-operate with their employers with regard to health and safety duties placed on the employer.

The implications of this section are considerable. It means that employees / operatives can face criminal proceedings (prosecutions) as individuals.


It also means that they have a statutory duty to take care of themselves in the workplace.

Employees / operatives who horseplay, for example, and affect the health and safety of another person are likely to be in breach of this section and could face prosecution.

Equally, an employee who refuses to wear personal protective equipment, or who refuses to follow a safety procedure or protocol, is also likely to be in breach of this section.

### **Duty Not to Misuse (s.8)**


Section 8 places a duty on individuals not to intentionally or recklessly interfere with, or misuse, anything provided in the interests of health and safety. It should be noted that the duty extends to any person and not just employees / operatives; consequently, this section places a duty on visitors.

F12.1 Induction Briefing	Document location/reference:		
	Page 4 of 34		
	Date: Nov-25	Issue: 5	

In practice, it means that tampering with guarding systems or alarm systems, for example, is likely to constitute a breach of this section.

#### Duty Not to Charge (s.9)

Employers are not permitted to charge employees / operatives for anything carried out or provided by the employer in pursuance of compliance with the relevant statutory provisions. Employers cannot charge for personal protective equipment or for training required by the HSWA or other Regulations.

F12.1 Induction Briefing	Document location/reference:		
	Page 5 of 34		
	Date: Nov-25	Issue: 5	

## Health & Safety Policy Statement

My commitment and that of the Management to Health and Safety is absolute and in reflecting this commitment the following objectives shall be implemented within the Company: -

To ensure a safe and healthy working environment for all employees / operatives, sub-contractors and those others affected by the company's activities by prioritisation of funding and resources for safe working and systems.


Specific responsibilities are allotted to certain Managers these are detailed within Job Descriptions and Safety Responsibility Statements. The responsibilities are designed to enable those individuals to develop suitable standards and procedures by which to meet the Safety Management System.

Ensuring the Company goals of client satisfaction, ongoing business development and profit are not in conflict with good safety and industry best practice. A good safety record is of benefit to business, while a safe and healthy environment protects and encourages our staff, our most important asset.

I also believe that concern for the environment is an essential element of safety management and I shall set positive environmental policies supported by environmental procedures.

Specifically, I will ensure that:

- The Health and Safety at Work Act 1974 and all other relevant legislation is seen as the minimum requirement.
- A Competent Person is appointed to ensure full compliance with legislation providing professional Safety, Environmental, Training, Railway Safety advice and strategy to the Board on all related matters affecting the Company.
- A Safety Committee meeting structure is established, aimed at including all employees / operatives and safety representatives.
- All employees / operatives are requested to give their full co-operation, commitment and support to this Safety Policy and to this end are encouraged to suggest improvements.
- There is support for staff who abort work on grounds of safety and/or health.
- Fire and security arrangements exist and are maintained to meet legal requirements, industry standards and to exercise loss control.
- Arrangements exist and are applied to the identification of hazards, the assessment of risks associated with such hazards and the implementation of suitable control measures.
- That First Aid facilities are provided and maintained.
- Safety information, data and trends are reviewed and used for accident prevention and continuing improvement of the Safety Management System
- All Employees, including visitors and sub-contractors are given sufficient information to carry out their duties with the minimum of risk.
- Work on the railway infrastructure is managed in accordance with current Railway Group and Network Rail Company Standards in particular NR/CS/OHS/002 Policy on Working Safely.
- Training needs are identified and met.
- Managers demonstrate to staff our care for them, their safety, health and welfare.
- Plant and equipment owned or hired is of a safe design and properly maintained.
- Suitable welfare facilities are provided for all staff at or near worksites, providing shelter and messing facilities
- Suitable Personal Protective Equipment is provided with training for all employees / operatives exposed to risks to their health and safety whilst at work.
- Commitment to complying with our client's standards whether mandated or advised.

F12.1 Induction Briefing	Document location/reference:		
	Page 6 of 34		
	Date: Nov-25	Issue: 5	

- A procurement policy to ensure compliance with the relevant statutory requirements, Client's Standards and Industry Best Practise
- There is the provision of adequate resources to meet these commitments

### **Environmental Policy Statement**

The understanding of the need for environmental protection forms an integral part of the Cavendish (Recruitment) Professionals Ltd's business philosophy. I am committed to protecting the environment and believe that my Company has a responsibility not to compromise the ability of future generations to sustain their needs.

The impact that any of our activities, those of our clients/contractors, may have on the environment is an area of concern.

I will seek to reduce our consumption of non-renewable resources, and whenever practicable will select materials, which have the least negative impact on the environment throughout their life cycle.

Environmental protection will have equal status to considerations for health, safety and quality.

In confirming our commitment to protection of the environment we will treat environmental regulations that apply to our activities as minimum standards and where appropriate aim to better them. We will provide information to sub-contractors, customers and end users of our services to ensure that misuse will not be the cause of damage to the environment.

**Responsibility** for the environmental policy and supporting statement lies with me and the Board of Directors.

The environmental policy will be brought to the attention of all employees / operatives and will be made available to the general public via the company website and reviewed annually to assess its effectiveness, compliance with environmental law and to ensure that it reflects changing needs and circumstances.

Whilst recognising the fundamental responsibility of the company and its employees for environmental protection, particular attention will be paid to the following areas: -


**Waste Management** – waste will be kept to a minimum, compatible with best trade practises. Only licensed waste contractors will be used to dispose of waste. Our sub-contractors shall be encouraged to apply the principals of this policy but shall be required to ensure they comply with the minimum relevant legislation.

#### ***Flora and Fauna in and around project locations.***

Every effort shall be made to minimise the effects of the company activity on the flora and fauna within and around project sites. Specific tender stage checks shall be carried out to establish site specific conditions and the presence of any protected and or at risk species.

**Recycling** – whenever practicable materials will be purchased from suppliers who obtain products from replaceable sources.

**Noise/Dust Light** - will be suppressed, where practical, to ensure that no nuisance is caused to neighbouring establishments or the general public.

F12.1 Induction Briefing	Document location/reference:		
	Page 7 of 34		
	Date: Nov-25	Issue: 5	


**Conservation of energy** – The Project managers shall introduce and monitor efficient and economic use of energy in the form of heating and lighting with the objective of reducing the use of energy.

**Training** – All employees shall be made aware of the objectives of this policy and the contribution expected from them. Employees with high risk tasks shall be trained in the environmental aspects associated with those tasks.

**Legislative Compliance** – regular environmental assessments shall be carried out to ensure compliance with the legislation and the application of best available practice in environmental protection.

**Environmental Objectives** – will be set, monitored and reviewed to provide a management tool for my company to achieve the general aims set out in this policy statement and help achieve continuous improvement in our environment performance.

All employees / operatives are equally responsible for complying with and supporting this Environmental Policy and are encouraged to suggest improvements to this end.

F12.1 Induction Briefing	Document location/reference:		
	Page 8 of 34		
	Date: Nov-25	Issue: 5	

### Quality Policy Statement

The established policy of Cavendish (Recruitment) Professionals Ltd is to provide to its customer's, products and services, which are fit for their intended purpose and are delivered conforming with the Customers, Manufacturers and Company's Quality Specifications, producing a quality product whilst maintaining customer satisfaction in a cost effective manner.

To this end management systems and procedures are applied to meet the quality goals of the Company and to satisfy the requirements of BS EN ISO 9001:2008 series promoting;

- High levels of customer satisfaction
- The delivery the business commitment
- Safe operation and protection of the reputation, value and assets of the company
- Quality of product and service for all activities of the Company
- A highly motivated and competent workforce who believe in Cavendish (Recruitment) Professionals Ltd culture and values
- Understanding and support of the environment within, which we work
- Continual development of our business and internal processes


Notwithstanding the above, I as Managing Director will strive to create an environment that stimulates innovative thinking and provide for continual improvement. Maintain awareness of and apply where appropriate new developments in Electrical Engineering and business methods with our customer, by ensuring

- We can demonstrate improvement in our service delivery and internal processes so that we will continual to meet and build on customer requirements and stakeholder expectations.
- We can deliver the quality goals by the establishment and implementation of management objectives and processes, which will be monitored against the requirements of the Quality Management System, legislation and our customer's requirements.
- Personal and job related quality objectives are set and monitored for my Directors and Project managers, which will ensure that standards of quality are maintained, monitored and progressively improved.

These arrangements and objectives will be administered by the Project managers utilising a documented Quality Management System, supervised at Director Level and assisted by the Health and Safety Manager I, as the Managing Director will retain executive control of the Management System.

My Employees and Staff are expected to give their full co-operation, commitment and support to ensure the effectiveness of the company's Quality objectives and policy.



F12.1 Induction Briefing	Document location/reference:		
	Page 9 of 34		
	Date: Nov-25	Issue: 5	

### Safety Responsibility Statement

Cavendish (Recruitment) Professionals Ltd attaches the greatest importance to health and safety and will do all that is reasonably practicable towards achieving and maintaining it. All relevant statutory legislation will be complied with at all times.

The Health and Safety at Work Act 1974 imposes a duty of care on both the company and its employees and requires all employees and self employed persons to take reasonable care of themselves and others who may be affected by their acts or omissions.

To do this it requires the assistance of all employees in promoting health and safety and everybody, whilst at work, has a duty to take reasonable care of their health and safety and the health and safety of other persons who may be affected by their acts or omissions at work.

All employees are required to:


- Do all that is reasonably practicable to safeguard those who work at, or visit, the company and its sites and are accountable for the execution of this duty.
- Work in a safe manner and in accordance with Safety Instructions and where applicable use the proper equipment supplied for the job.
- Never perform a task that is believed to be dangerous or for which you have not received appropriate instructions, training and the correct equipment in order to carry out the task safely.
- Employees must comply with all safety arrangements, wear protective clothing and use safety equipment where required or directed.
- When working in other industry environments follow the instructions of the Client's representative, or other appointed personnel at all times when under their instruction.

Non compliance with safe working arrangements, the non use, misuse of, wilful damage to or the unauthorised removal of protective clothing or equipment from that workplace may render a person liable to disciplinary action.

Any employee injured at work must seek immediate treatment and report the circumstances of an accident. In addition, employees must report to their immediate supervisors any conditions at work, which are believed to be a risk to health and safety of employees.

All employees who are mandated to carry proof of competence or those deemed Safety Critical by Cavendish (Recruitment) Professionals Ltd, must be in possession of current certification at all times whilst at work.

Those employees or members of staff who may deputise for any other employee are also deemed to be responsible for the duration of the deputising period and therefore must hold the requisite certification.

F12.1 Induction Briefing	Document location/reference:		
	Page 10 of 34		
	Date: Nov-25	Issue: 5	

Rail Safety Responsibility Statements have been/will be issued to those Managers and staff who work or may work on the Network Rail Infrastructure.

Following are the organisational details for implementing the Health & Safety Policy and are in addition to the specific responsibilities detailed within the Safety Management System and associated procedures.


These responsibilities are designed to enable those individuals to develop suitable standards and procedures by which to meet the Safety Management System.

Additional information relating to the company's succession plan for short-term absences is also included within the Safety Responsibility Statements.

#### ***Duties of Operatives and Sub-contractors***

Operatives and Sub-contractors are responsible for ensuring: -

- Safe systems of work has been established including a suitable and sufficient risk assessment and are aware of the control measures and other requirements prior to starting work.
- General duties as directed under Health & Safety at Work Act 1974 and other relevant legislation.
- Duties under the Transport and Works Act.
- Their personal safety and ensuring all duties are carried out with minimum risk to themselves and others.
- They do not interfere with any equipment provided for their safety and compliance with the site safety rules and instructions as contained within the operative's site safety manual.
- Comply with the Company procedures and safety rules.
- Comply with the Company's Drugs and Alcohol Policy
- Drawing the Management's attention to any shortfall in their competence or knowledge, to enable them to carry out their duties safely.
- All accidents/incidents are reported in accordance with company and local procedures.
- Ensuring all instructions cascaded down from the client or Management are implemented at their place of work.
- Taking an active role in ensuring all Safety & Environmental matters are properly assessed before undertaking any duty.
- Carrying out first level risk assessments and identifying and implementing control measures prior to starting work on site.
- Attend Safety meeting/briefing as requested.
- That they have sufficient knowledge/experience to carry out their duties safely and with minimum risk to themselves and others.

F12.1 Induction Briefing	Document location/reference:		
	Page 11 of 34		
	Date: Nov-25	Issue: 5	

- Report any defects in plant, equipment (including their own), scaffolding, excavations etc. to their Supervisor or Manager, together with details of any dangerous practices observed on the site.
- The use of the appropriate protective equipment (i.e. head protection, eye protection, hearing protection, footwear etc.) or any other item of PPE identified by the risk assessment.
- That should they feel that they lack the necessary experience, knowledge or training to do an allotted task they report the matter to their immediate Supervisor or Manager.
- If they believe that a task they are required to carry out will endanger themselves or others, or there is a Near-miss incident they should cease carrying out the task and immediately report the situation to their Supervisor or Manager and if necessary invoke the Work Safe Procedure.

In the absence of an Operative other Operatives on site with the necessary skills and competence will be briefed and instructed to undertake the task appointed by the Site Supervisor or the duties will be shared between other competent Operatives.

### **Drugs & Alcohol Policy**

Cavendish (Recruitment) Professionals Ltd will take all reasonable steps to ensure that employees and sub-contractors are made aware of the contents of this statement, together with the relevant sections of the Transport and Works Act 1992 and the implications therein.


Furthermore, as a responsible employer, procedures are in place to prevent, in so far as is reasonably practicable, any offence under the Act and a monitoring process to measure the effectiveness of such procedures. Given Cavendish (Recruitment) Professionals Ltd carries out work in the rail environment I will also ensure that these procedures enforce the requirements of relevant Network Rail standards relating to alcohol and drug use.

### **Breaches of the Policy**

- a) Failing an alcohol test with a level of 30 milligrams or above in 100 millilitres of blood (or equivalent in urine or breath). It should be noted that individuals who fail a screening with a reading of 80 millilitres or more are also committing a criminal offence.
- b) Screening positive for drugs of abuse.
- c) Refusing to undertake a screening test for drugs or alcohol.
- d) Reporting or endeavouring to report for duty on any occasion when unfit through drugs or alcohol.
- e) Consuming drugs of abuse or alcohol whilst on duty.
- f) Declining to undertake an approved course of treatment for a drug or alcohol -related problem or discontinuing treatment before satisfactory completion.

The following shall constitute instances of drug or substance misuse:

- The use of prohibited drugs
- The abuse of prescribed drugs, proprietary medicines or other substances

F12.1 Induction Briefing	Document location/reference:		
	Page 12 of 34		
	Date: Nov-25	Issue: 5	

- The use of medication, prescribed by a doctor or advised by a pharmacist, which could affect work performance
- The consumption of alcohol.

It is a requirement that no employee or sub-contractor shall:

- Report or endeavour to report for duty having just consumed alcohol or under the influence of drugs
- Report for duty in an unfit state due to use of alcohol or drugs
- Be in possession of drugs of abuse in the workplace.
- Consume alcohol or drugs whilst on duty.

The company has a zero tolerance policy and any departure from these rules we will take the appropriate action in the event of any infringement. Action may also be taken if help is refused and/or impaired performance continues, or in cases of gross misconduct. Where there is possession of or dealing, with drugs action may involve the police.

There is a policy of assistance with the rehabilitation of staff with alcohol or drug related problems that voluntarily seek help; any person with such a problem is urged to do so. Any disclosure shall be treated in the strictest confidence, subject to the provisions of current legislation. It is accepted that relapses may occur and any absence for treatment and rehabilitation shall be recorded as normal sickness. Such staff must, however, seek assistance at the earliest possible opportunity - subsequent discovery or a disclosure prompted by impending screening will not be acceptable.

Systems of 'Due Diligence' have been put in place throughout the company to ensure employees do not report for, or carry out work whilst under the influence of alcohol and/or drugs. Sub-contractors must have in place such systems of 'Due Diligence' at least equal to those of Cavendish (Recruitment) Professionals Ltd.

A programme of screening has been put in place including procedures to:

- Detect the use of drugs by both existing and potential employees
- Detect the use of alcohol and/or drugs by any person(s) involved in an accident/incident where there are grounds to suspect that the actions of the person(s) led to the accident/ incident ('For Cause')
- Detect the use of alcohol and/or drugs where abnormalities of behaviour prompt managerial intervention (which may include a request for screening).

There will be liaison with other companies to facilitate the exchange of information relating to Alcohol & Drug screening where necessary.

The full Alcohol & Drug procedure document including guidance to employees will be posted on notice boards and held within contract offices additionally other general information about the effects of Alcohol & Drug on safety and performance can be obtained via the Safety library. This policy shall be reviewed annually each year, or more frequently if required.

F12.1 Induction Briefing	Document location/reference:		CAVENDISH PROFESSIONALS
	Page 13 of 34		
	Date: Nov-25	Issue: 5	

## Accident Incident Reporting

See also: PP002 Accident/Incident Reporting & Investigation Procedure

It is the responsibility of all employees to report any accident or incident that involves staff or sub-contractors, members of the public and the client's employees either on site or within company premises no matter how trivial it may seem this also applies to Road Traffic Accidents.

## Near Miss Reporting




A 'near miss' is any incident, accident or emergency which did not result in an injury and should be reported in exactly the same way as an accident or incident.

Recording non-reportable near misses although is not a statutory requirement but is a mandatory requirement for Cavendish (Recruitment) Professionals Ltd and in doing so and using the information provided is good safety management practice as reviewing the report (at the time and/or periodically) may help to prevent a re-occurrence.



Recording these near misses can also help identify any weaknesses in operational procedures as deviations from normal good practice may only happen infrequently but could have potentially high consequences. A review of near misses over time may reveal patterns from which lessons can be learned.




Where a review of near miss information reveals that changes to ways of operating, risk assessments or safety management arrangements are needed, these changes should be put into effect

## Health & Safety Signs

Shape	Meaning	Safety Colour	Contrast Colour	Graphical Symbol Colour
	<b>Prohibition</b> a sign prohibiting behaviour likely to increase or cause danger (e.g. no smoking)	Red	White	Black
	<b>Mandatory</b> a sign prescribing a specific required behaviour	Blue	White	White
	<b>Hazard Identification</b> (a sign giving warning of a hazard or danger (e.g. Danger: electricity))	Yellow	Black	Black

F12.1 Induction Briefing	Document location/reference:		CAVENDISH PROFESSIONALS
	Page 14 of 34		
	Date: Nov-25	Issue: 5	

	<b>Safe Condition</b> Identifies safe condition – to show way to area of safety/ medical assistance	<b>Green</b>	<b>White</b>	<b>White</b>
<b>Rectangle (Square or Oblong)</b> 	<b>Fire Equipment</b> To indicate the location of firefighting equipment	<b>Red</b>	<b>White</b>	<b>White</b>


Signal Word	Meaning
Danger 	To indicate an immediately hazardous situation, which if not avoided, will result in death or serious injury. To be limited to the most serious situations.
Warning 	To indicate a potentially hazardous situation, which if not avoided, could result in death or serious injury.
Caution 	To indicate a potentially hazardous situation, which if not avoided, may result in minor or moderate injury.

### *Marking for Dangerous Locations*


### **House Keeping**

Good housekeeping is one of the most important single items influencing safety and preventing accidents within the workplace. Cleaning as you go should be the rule to ensure that it does not become a burden or hazard.

- Exclude others from work area by signage and barriers.
- Regularly remove waste materials, debris, etc, throughout the duration of the task.

F12.1 Induction Briefing	Document location/reference:		
	Page 15 of 34		
	Date: Nov-25	Issue: 5	

- All stairways, passageways and gangways must be kept free of materials, rubbish, supplies and obstructions of any kind.
- Materials and equipment shall be kept away from edges of hoist ways, ladder access, stairways and floor openings.
- Toilets/Washing facilities to be kept clean and sanitary
- All Flammable liquids shall be stored properly.
- Cables, Hoses, Pipes, training leads for tools must be routed safely, to reduce tripping hazards.
- Where it is safe to do so, wipe-up spilled liquids immediately. In other cases, follow up the emergency procedures.
- Where other client operations are being undertaken adjacent to the work area the combined effect of your work should be considered.
- Ensure good lighting in work area.
- Where possible all flammable materials should be removed from any hot work area.
- Locate scaffolding, other access equipment, tools and material sensibly and do not remove toe boards or edge protection when working at height and if necessary tie tools to lanyards when working at height.
- At the end of the work ensure that all of the equipment, materials, signage, barriers are removed.

F12.1 Induction Briefing	Document location/reference:		
	Page 16 of 34		
	Date: Nov-25	Issue: 5	

## Management of Fatigue

Cavendish (Recruitment) Professionals Ltd have accepted the Network Rail Policy on working time and as a consequence have now implemented our own policy for those staff and operatives, including sub-contractors who work or may work on the Network Rail Controlled Infrastructure.

### 1. Introduction

This statement sets out Cavendish (Recruitment) Professionals Ltd's policy in respect of any duties that may be impaired as a result of working excessive hours.

Cavendish (Recruitment) Professionals Ltd has taken into account Railway legislation. Provided that employees and sub-contractors adhere to the provisions of this policy, they will normally be able to demonstrate compliance with the Railway Regulations.

It is important, therefore, that all persons concerned are made aware of this statement and become familiar with its contents.

### 2. Policy

Cavendish (Recruitment) Professionals Ltd will take all reasonable steps to ensure that employees or contractors are made aware of the contents of this statement and the implications therein.

Furthermore, as a responsible employer, Cavendish (Recruitment) Professionals Ltd will have in place procedures to prevent, insofar as it is reasonably practicable, an offence under Railway Regulations and a monitoring process to measure the progress of such procedure.

### 3. Requirements

Fatigue contributes to a great number of accidents and incidents and through better management it is anticipated that this will reduce. Reduced fatigue can also improve staff health, morale and performance. This is why the fatigue standard has been updated.

The new standard uses fatigue triggers to help us manage fatigue more effectively. When these triggers are exceeded (or it looks like they might be), fatigue should be actively managed.

The below indicators identify when individuals should report excessive working hours or inadequate rest periods

The fatigue triggers are:

Level 1 Fatigue Trigger

- Working 60 hours or more in 1 week


Level 2 Fatigue Trigger

- Working 72 hours or more in 1 week

General Fatigue Triggers

- Working day is more than 12 hours long



F12.1 Induction Briefing	Document location/reference:		
	Page 17 of 34		
	Date: Nov-25	Issue: 5	

- Rest period is less than 12 hours
- Worked more than 13 consecutive turns of duty in 14 rolling days
- Door to door day length (which includes your commute) is 14 hours or more
- When a rostered staff member's FRI fatigue score is 35 or more for a daytime shift or 45 or more for a night-time shift
- When a rostered staff member's FRI risk score is 1.6 or more

### 3.3 Minimum Rest Periods

Minimum rest period of 12 hours between booking-off from a turn of duty to booking on for the next turn. In the case of employees working a regular shift pattern, which rotates or alternates on a weekly basis, the rest period at the weekly shift changeover may be reduced to not less than 8 hours.

## 4. Exceptional Circumstances

### 4.1 Exceeding working time limits

**In emergency situation, to cover essential work only, and provided no alternative arrangements can be made, may be exceeded if authorised by a nominated representative of Cavendish (Recruitment) Professionals Ltd's.**


### 4.2 Records to be kept

The person authorising the variation must record the actual times worked, and the reason why such authority was given utilising F008.1. This record must be monitored and subjected to audit.

## COSHH

Which, substances are involved?

Those substances identified as being hazardous to health by means of swallowing, inhalation and absorption through the skin, with exception of asbestos and lead. These substances are covered by separate specific regulations.

F12.1 Induction Briefing	Document location/reference:		
	Page 18 of 34		
	Date: Nov-25	Issue: 5	

What is required of employees / operatives? These are the two main duties imposed on employees.

- To make full and proper use of any control measure or article of protective clothing or equipment provided. Nb: a control measure may be some form of equipment e.g. Exhaust ventilation plant or respiratory protective equipment.
- To tell the employer at once about any defect or fault in anything provided to the employee.


These requirements are in addition to those duties imposed by the health and safety at work act 1974, whereby an employee must at all times:

- Co-operate as regards any duty imposed on the employer in respect of health, safety and welfare.
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.

What procedures must an employee adopt?

- Examine the working environment (dusts and gases) and/or the labelled information provided on the containers(s).
- Ensure that the directions are complied with.
- Ensure that the first aid and other forms of remedial action are fully understood prior to use of hazardous substances. This includes the possibility of spillage.
- Consult the COSHH assessment file for further clarification of action to adopt in the use of the substance(s) concerned.
- Do not use substance(s) without first putting on protective clothing and respiratory equipment, where necessary.
- Ensure that substance(s) are used well within a defined working area i.e. the use of barriers where necessary. Remember that members of the public and other employees / operatives of the client must be protected. It is your responsibility to ensure the safety of third parties at all times.
- Do not use any substance on site unless it has been approved by your Site Manager or Supervisor

*If in doubt about the use of a substance – seek advice from your site manager immediately*

F12.1 Induction Briefing	Document location/reference:		
	Page 19 of 34		
	Date: Nov-25	Issue: 5	

## **Plant & Equipment**

Plant and Equipment Management is not in the Company scope of service, however on site the Principal Contractor will ensure that all Plant & Equipment provided is fit for purpose, adequately maintained, and possesses minimum risk to operatives & others.

### *Training & Competence*

All employees / operatives must ensure that they are authorised and competent to operate and/or maintain any plant or equipment they intend to use. Competent to operate and erect various items of machinery, plant and access equipment may be deemed to have a CITB or other equivalent standard training certificate.

### *Suitability of Equipment*

All plant & equipment used for work must be suitable for its intended purpose. This will include taking account of any reasonably foreseeable working conditions, the existence of health and safety risks where equipment is to be used, and any risks, which may be associated with the equipment itself.

### *Maintenance & Servicing*

Any equipment & equipment use is fit for purpose and is maintained in a serviceable condition in accordance with the manufacturer's recommendations.

Prior to use the Operator shall undertake a Pre-use or Daily User Check of the Plant or Equipment to ensure that it is fit for use.

Electrical Equipment should have a valid PAT Test Sticker or Label if not do not use.

### *Mobile Tower Scaffolding*

Only trained and certificated Operatives should erect, alter or dismantle tower scaffolding.


## **Asbestos**

### *Discovering the presence of Asbestos*

Should any operative encounter any substance that they suspect may be asbestos or if they realise that asbestos is present i.e. signs, hazard directory, etc, work should be suspended immediately and their Manager/Supervisor informed immediately.

Working on or near damaged asbestos-containing materials or breathing in high levels of asbestos fibres, could increase your chances of getting an asbestos-related disease.

When these fibres are inhaled they can cause serious diseases which are responsible for around 4000 deaths a year. There are four main diseases caused by asbestos: Mesothelioma (which is always fatal), lung cancer (almost always fatal), asbestosis (not always fatal, but it can be very debilitating) and diffuse pleural thickening (not fatal).

F12.1 Induction Briefing	Document location/reference:		
	Page 20 of 34		
	Date: Nov-25	Issue: 5	

Remember, these diseases will not affect you immediately but later on in life, so there is a need for you to protect yourself now to prevent you contracting an asbestos-related disease in the future. It is also important to remember that people who smoke and are also exposed to asbestos fibres are at a much greater risk of developing lung cancer.

### **Work Safe, Confidential Reporting and CIRAS**

Cavendish (Recruitment) Professionals Ltd have provided employees / operatives with a blame free procedure for questioning and ultimately refusing to undertake work in such a way that is unsafe and a risk to their own and/or others' health and safety.

The procedure will also provide employees / operatives with a pathway to report Near Misses and any environmental issues giving concern that will have an immediate feedback process.

Also if required an anonymous method of reporting safety and environmental concerns via the Company Confidential Reporting Process and when working in the Railway environment the Confidential Incident Reporting & Analysis System (CIRAS).

#### *Work Safe Process*

If members of staff believe that a task they are required to carry out will endanger themselves or others, or there is a Near-miss incident they should cease carrying out the task and immediately report the situation to the Person in Charge.


The person in charge and the employee will; -

- Reach a permanent agreement to resolve the problem and return to work, or
- Reach a temporary agreement where work commences under controlled conditions or an alternative safe system of work.

**It is policy that every attempt will be made to resolve disputes at the lowest appropriate level of the organisation. The consultation of senior or on call managers will be considered as the last resort, not the first.**

If dialogue fails to produce a satisfactory outcome, the task will not be carried out and the person in charge will consult the Client's Representative or their on-call Manager outside of office hours who will after suitable agreement either: -

- Conclude the task is safe and direct a return to work
- Amend the safe system of work to everybody's satisfaction and arrange a return to work, or
- Agree the task is unsafe - in this case the work site must be left safe and employees assigned to other work.

F12.1 Induction Briefing	Document location/reference:		
	Page 21 of 34		
	Date: Nov-25	Issue: 5	


Employees are also able to report any incident, unsafe acts, concerns and safety related issues confidentially using the PF009.1 Near Miss - Refusal to Work Report Form or Improvement Log Forms PF037.1.

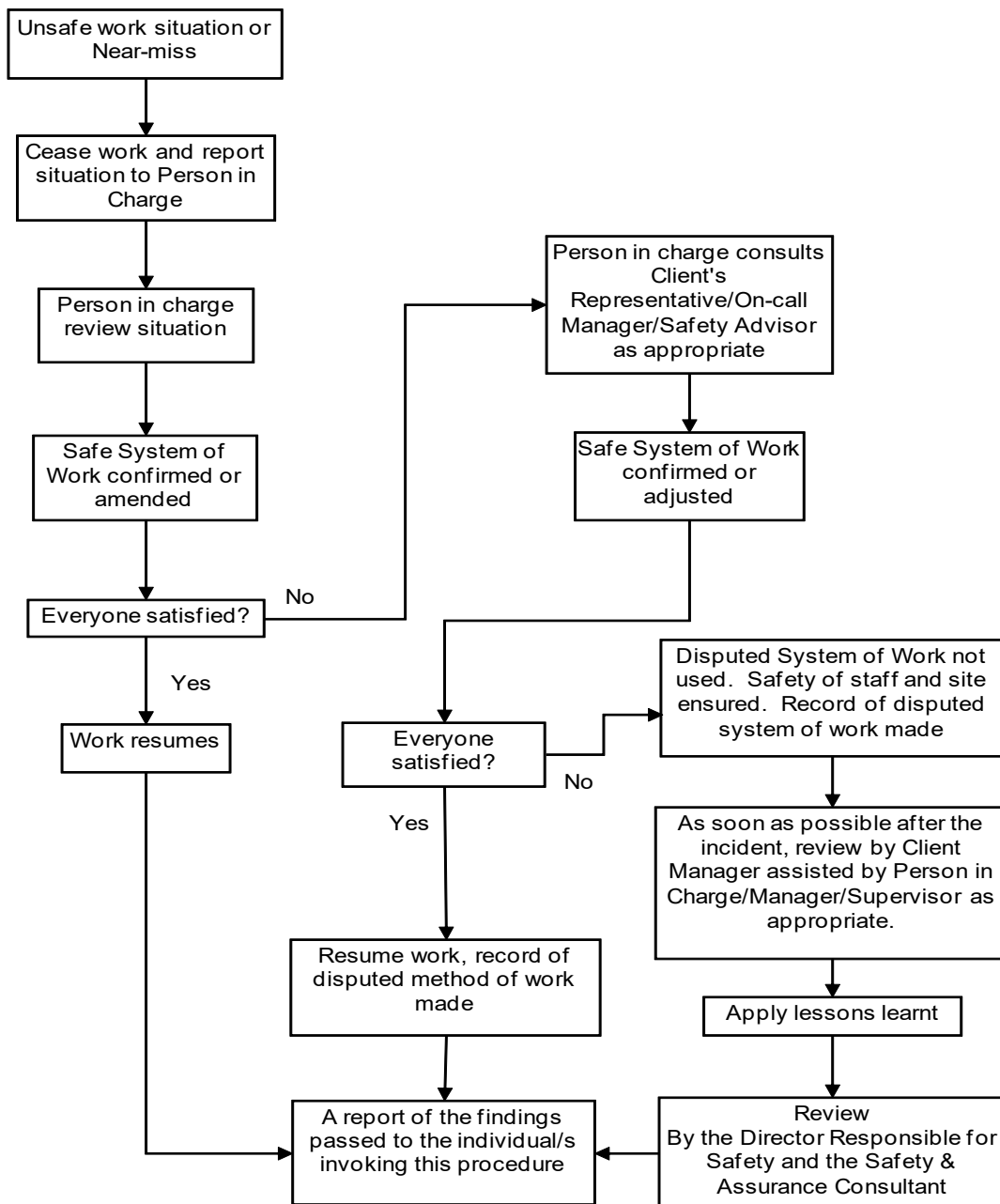
**CIRAS is the Confidential Incident Reporting & Analysis System for the rail industry.** It is an alternative way for anyone working on or around the railway to report safety concerns that they feel unable to report through company safety channels. It is an independent and confidential way to report safety concerns without fear of recrimination.


You can now contact CIRAS by calling Freephone 0800 4101101, writing to Freepost CIRAS or texting 07507 285887 (standard text rates apply).

The following flowchart details the Work Safe and Process and should be read in conjunction with P009 Work Safe Procedure.

If in doubt do not hesitate to invoke the Work Safe Process you concern will be addressed.

F12.1 Induction Briefing	Document location/reference:		
	Page 22 of 34		
	Date: Nov-25	Issue: 5	



F12.1 Induction Briefing	Document location/reference:		
	Page 23 of 34		
	Date: Nov-25	Issue: 5	

## Manual Handling

### Introduction

By its nature much of the material and equipment used in construction is extremely heavy and often awkward in shape and size. This coupled with the working environment means that there is a significant risk of accident and injury for staff involved in lifting and carrying such items, which must be properly controlled. Many construction workers suffer acute injury or longer-term health effects each year from manual handling activities. It is therefore extremely important that all reasonable steps are taken to avoid this risk.

### What does the law say?

The Manual Handling Operations Regulations 1992 specify what employers must do. The principle of this legislation is that whenever it is necessary to move an item and there is a risk of injury, the manual handling hierarchy must be applied. Starting at the top each step in hierarchy must be considered and moving down is only permitted where there is adequate justification. The steps are as follows:

**Avoid:** Avoid having to move the item at all, e.g. have it delivered to the location it is required.

**Mechanise:** If moving it cannot be avoided, use mechanical or other means to move the item, e.g. forklift, motorised barrow.

**Manual Handling:** if it is not practicable to mechanise, or the time, trouble and cost of doing so are grossly disproportionate to the benefits gained, make an assessment of the risk of injury and consider what control measures can be applied to minimise the risk, e.g. splitting the load, load bearing equipment (trolleys etc), training etc.

The greater the risk of injury the more detailed the assessment must be. If the risk of injury is still significant after all reasonable control measures have been applied, you must go back to the top of the hierarchy.

### When is it justified to move down the hierarchy?


To move down you must be able to show that it was not reasonably practicable to use the higher option; i.e. the time, trouble and cost would greatly exceed the benefit gained. Obviously the bigger the risk of injury, the more time, trouble and cost we are expected to go to, to avoid manual handling. In making the judgement to move down you must consider:

**The object:** Weight, size, shape, material

**The quantity:** How many must be moved, and over what time

**The distance:** How far it must be moved

**The urgency:** How quickly must the job be done *(the longer you know about the job the more you are expected to do to plan alternatives to manual handling if there is a risk of injury)?*

F12.1 Induction Briefing	Document location/reference:		
	Page 24 of 34		
	Date: Nov-25	Issue: 5	

**Availability of equipment:**

Whether there is equipment available to assist or can be made available within the timescale for the job.

**Working environment:** What risks there are on site such as gradients etc?

**People:** The number of people available to assist with the lift/task and their individual lifting capabilities.

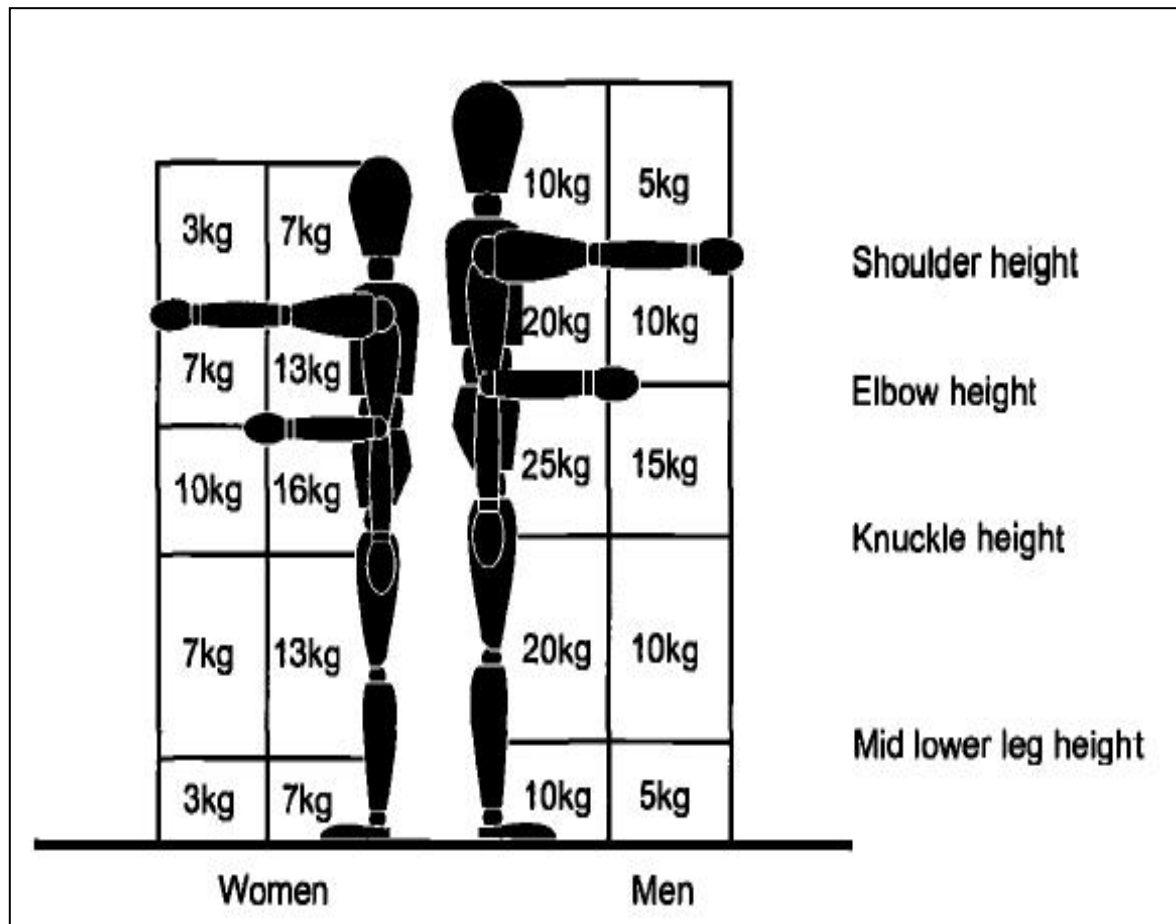
**What weight is considered safe?**

There cannot be a weight that is considered completely safe as this will vary depending on the capabilities and fitness of individual staff, and also the size, shape etc. of the object and working environment. However the basic guideline for deciding whether a detailed assessment is required is




F12.1 Induction Briefing	Document location/reference:		CAVENDISH PROFESSIONALS
	Page 25 of 34		
	Date: Nov-25	Issue: 5	

when the weight to be lifted exceeds the relevant figure in the diagram below. If the handler's hands enter more than one of the zones during the operation, the smallest weight applies.



The weights must be reduced if the number of lifts exceeds 30 per hour, or if the item has to be carried over a long distance or below knuckle height.

This does not mean that the above weights cannot be exceeded. It means that the risk of injury is increased and the task must therefore be examined closely for possible improvements. Any operation

F12.1 Induction Briefing	Document location/reference:		
	Page 26 of 34		
	Date: Nov-25	Issue: 5	

involving more than twice the guideline weight must not be carried out manually unless all other options have been exhausted.

### **Personal Protective Equipment**

Personal protective equipment is readily available for use. When the equipment has been specified, it is your legal duty to use it. The wearing of protective equipment is a condition of employment.

All Employees and visitors to site must wear any protective equipment provided for designated areas.

Check that equipment is suitable for your work. Loose or frayed clothing, dangling ties etc. shall not be worn around moving machinery etc.

Report any defective equipment or equipment you think is not affording adequate protection.

Hard Hats, Safety footwear is compulsory on all sites (the site rules will specify other compulsory PPE) and must be worn at all times.

Special breathing apparatus may be required in areas where potential health hazards exist.

Safety harness & Lanyards may be necessary when working at height.

If you are required to move from site to site you must ensure you take your issued PPE to your new place of work.


### **Risk Assessments/Work package plans**

Cavendish (Recruitment) Professionals Ltd discharges its duty under the Management of Health and Safety at Work Regulations 1999 to carry out and record suitable and sufficient assessments of all risks to the health and safety of employees and others, arising at or from a work activity.

The same applies for the production of work package plans which will be produced by the principal contractor for all activities to ensure that potential hazards and risks are identified to which employees / operatives, sub-contractors, other workers on site and all those affected by the work activities may be exposed to whilst the works are carried out.

You should be aware that different sites do have differing methods of producing and implementing Risk Assessments and Work package plans this is mainly due to a particular Client's requirements, however not withstanding that:

Your Site Managers/Supervisors are responsible for producing and then briefing Risk Assessments and Work package plans, and ensuring that they include all relevant information specific to the work and they involve the workforce at every opportunity.

F12.1 Induction Briefing	Document location/reference:		
	Page 27 of 34		
	Date: Nov-25	Issue: 5	

It is your responsibility to ensure that you do not start work until you have been briefed on the risk assessment and work package plan and all of the countermeasures including any Permits to work are in Place.

In some instances when undertaking routine and reactive work you will be required to complete your own hazard identification form and work package plan. You will prior to doing this receive a full briefing into the process.

Your Site Induction will include the Risk Assessment, Work package plan and Permit to Work process for that particular site.

### **Bullying and Harassment**

Bullying is regarded as any behaviour, occasional or persistent, by anyone, that intimidates or oppresses another person, possibly through misuse of authority or power. It invariably has a negative effect on the victim's self-confidence, self-esteem and general wellbeing. It can be subtle in nature and is intended to hurt

Unacceptable behaviour include:


- Spreading malicious rumours or making insulting comments (especially about race, sex, disability, sexual orientation, religion, age, or beliefs)
- Sharing critical information about someone with those who don't need to know
- Ridiculing, demeaning, excluding, or victimizing someone
- Treating someone unfairly
- Using power or supervision in an overbearing or inappropriate way
- Making unwelcome sexual advances
- Deliberately undermining someone
- Blocking a person's development by denying training or promotion opportunities

We all have a responsibility to discourage bullying and harassment and prevent it from taking

Cavendish (Recruitment) Professionals Ltd is committed to preventing bullying and harassment by ensuring everyone behaves respectfully, reports offensive conduct, and understands that the impact of behaviour, not the intention, defines harassment. Managers must and will stay alert, address issues quickly and confidentially, and promote a positive workplace. All complaints will be handled promptly and fairly, with disciplinary action taken when bullying or harassment is confirmed. This policy applies to all staff, contractors, and visitors, and everyone is expected to cooperate in maintaining a safe, respectful working environment.

### **Modern Slavery – Anti Slavery and Human Trafficking Policy**

Modern slavery is a serious crime involving the exploitation and loss of a person's liberty through practices such as forced labour and human trafficking. Cavendish (Recruitment) Professionals Ltd is committed to ethical conduct and will not work with any organisation involved in modern slavery, enforcing strong controls to ensure it does not occur within the business or its supply chain.

F12.1 Induction Briefing	Document location/reference:		
	Page 28 of 34		
	Date: Nov-25	Issue: 5	

To ensure the above Cavendish (Recruitment) Professionals Ltd and partnering organisations commit to the following:

- Comply with legal and ethical standards and uphold ILO/UN human rights principles.
- Raise awareness of modern slavery and how to identify risks in the business and supply chain.
- Provide whistleblowing or other mechanisms for reporting concerns.
- Appoint a senior manager responsible for preventing modern slavery.
- Communicate this policy throughout the business and supply chain.
- Prohibit practices that increase modern slavery risk and carry out due diligence on all operations and suppliers.
- Identify and manage high-risk materials and labour sourcing.

This applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, agents, contractors, external consultants, third-party representatives and business partners.

### Life Saving Rules

We have agreed these ten Life Saving Rules. They are in place to protect all of us.

If you are ever asked to break or ignore any of these rules, invoke the Work Safe process you have the right to say no!

Should you require more information on these Life Saving Rules **“ASK NOW”**

### Behaviour Safety

- Unacceptable Behaviours must be reported.
- Endanger yourself or others with unsafe behaviour
- Unauthorised use of mobile phones for calls or texting whilst on site
- Operate plant without a banksman / crane or machine controller
- Working at Height - without a safety harness. Droppings of materials from height
- Abusive / aggressive behaviour
- Walking on Rails
- Misuse of any safety equipment
- PPE - Non-compliance

If you are a Supervisor / COSS:

- Putting people to work without a Safe System of Work / Safe Work Pack/ Task Brief / Permits / Risk Assessments
- Keep the worksite clean and in good order at all times.

F12.1 Induction Briefing	Document location/reference:		CAVENDISH PROFESSIONALS
	Page 29 of 34		
	Date: Nov-25	Issue: 5	

- Be respectful – no shouting, swearing, spitting or bad behaviour whilst arriving, leaving or moving about site.
- Any event of deliberate damage to NRM1 property;
- Any event of bullying, harassment or discrimination;
- Any breach of confidence;
- Any breach of the Lifesaving Rules
- Any failure to investigate an alleged breach of the Sentinel Scheme Rules for an Individual sponsored at the time of the alleged breach.
- Any allegation of a breach of the Sentinel Scheme Rules which is found to be false and is proven to have been made with malicious intent. Any other event that brings the Sentinel Scheme into disrepute

## Health and Wellbeing

### Health and Diet

Have a good breakfast to start the day right

Take your time eating, don't rush. Sit down and chew each mouthful thoroughly and slowly

Don't eat while distracted by TV, phone, surfing or reading

Choose healthy snacks between meals such as fruit or unsalted nuts

Be plate smart. You'll get a better idea of what you're eating if you fill your plate just once: HALF with salad or vegetables; QUARTER with protein (lean meat, fish, eggs, beans) and the last QUARTER with starchy carbohydrates (brown rice, whole wheat pasta, quinoa, sweet potato)



Research suggests people who eat breakfast are slimmer because they tend to eat less during the day, especially high calorie snacks. So what makes a good breakfast? Believe it or not, there is such a thing a healthy full English – just switch butter for low fat cooking oil and grill or bake rather than fry, poach your eggs and include tomatoes, mushrooms and spinach!

Beans on toast are a great option, so long as you choose wholemeal bread. Beans are a great source of protein and fibre.



Oats are among the healthiest grains on earth. They are a healthy carbohydrate, are gluten-free and a great source of important vitamins, fibre. Oats also contain powerful anti-oxidants that help reduce blood pressure, cholesterol and blood sugar promoting a healthy gut and increasing the feeling of being full, reducing the need to snack.

F12.1 Induction Briefing	Document location/reference:		CAVENDISH PROFESSIONALS
	Page 30 of 34		
	Date: Nov-25	Issue: 5	

Overnight oats make a great, healthy breakfast and can be made ahead of time and kept for several days, so you can prepare the night before – and it only takes a matter of minutes. Mix uncooked oats with Greek yoghurt (NOT Greek style yoghurt) and semi- skimmed or skimmed milk, or for a really healthy option make it with coconut water! Then just add any of the following-




Sliced mango, almonds, toasted pine nuts, cinnamon, sliced apple, honey, raspberries, blueberries, desiccated coconut... the list is endless. It's great to experiment until you find the right combination for you.

### Mental Health


Stress is a serious condition that often goes un-noticed and un-reported but can also be a factor in many other serious mental health problems. If you need any assistance *We will put you in touch with the Employee Assistance Programme (EAP)* that is available to everyone who works across the region. Regardless of whether you work for Network Rail, a Principal Contractor or a sub-contractor; whether you work full time in the region - Infrastructure Projects Southern Region. or work on a project for a weekend or even a day, the EAP is there to offer you free support for any issues or worries you may have, either in the workplace or in your personal life.



F12.1 Induction Briefing	Document location/reference:		
	Page 31 of 34		
	Date: Nov-25	Issue: 5	

If you have any comment on what is in this Handbook or any suggestion on how health and safety can be improved forward your comments / queries to [Patrick@Cavendishprofessionals.co.uk](mailto:Patrick@Cavendishprofessionals.co.uk)



F12.1 Induction Briefing	Document location/reference:		
	Page 32 of 34		
	Date: Nov-25	Issue: 5	

**NetworkRail**



# Our Lifesaving Rules

Safe behaviour is a requirement of working for Network Rail.  
These Rules are in place to keep us safe and must never be broken.  
We will all personally intervene if we feel a situation or behaviour might be unsafe.

## Working responsibly

-  Always be sure the required plans and permits are in place, before you start a job or go on or near the line.
-  Always use equipment that is fit for its intended purpose.
-  Never undertake any job unless you have been trained and assessed as competent.
-  Never work or drive while under the influence of drugs or alcohol.

## Working with electricity

-  Always test before applying earths or straps.
-  Never assume equipment is isolated – always test before touch.

## Driving

-  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.

## Working at height

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

## Working with moving equipment

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

**We will always comply with our Lifesaving Rules**

For more information about our Lifesaving Rules go to [safety.networkrail.co.uk/LSR](http://safety.networkrail.co.uk/LSR)




**everyone  
home safe  
every day**

30/2016





F12.1 Induction Briefing	Document location/reference:		
	Page 34 of 34		
	Date: Nov-25	Issue: 5	

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