

Rail Induction Checklist

This checklist is to be completed prior to the employee starting any rail work and kept on their personnel files

| | | | |
|------|--|----------|--|
| Name | | PTS No. | |
| Date | | Location | |

Please tick below to confirm you have received the policies and procedures:

| 1.0 | Briefing of Policies (See Policies & Procedures) | Yes | No |
|------|--|-----|----|
| 1.1 | Breaches of Sentinel Scheme Rules | | |
| 1.2 | Health & Safety Policy Statement | | |
| 1.3 | Environmental Policy | | |
| 1.4 | Quality Policy | | |
| 1.5 | First Aid Policy | | |
| 1.6 | Working Hours Policy - Rail | | |
| 1.7 | Refusal to Work Policy | | |
| 1.8 | Alcohol and Drugs Policy | | |
| 1.9 | Medical Fitness Policy | | |
| 1.10 | Accident / Incident and Near Miss Reporting Policy | | |
| 1.11 | Rail Generic Risk Assessments | | |
| 1.12 | Other procedures as required | | |
| 1.13 | COSHH Assessments | | |

I confirm that I have received the company rail induction and confirm that I have been briefed on the above policies and procedures. I confirm that I understand and will comply with their contents.

| | | | | | |
|-------------|--|---------------|--|-------------|--|
| Name | | Signed | | Date | |
|-------------|--|---------------|--|-------------|--|

| | |
|--|--|
| | Comments / Questions Raised by New Employee |
| | |

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| | |
|--|-------------|
| I confirm that: | Tick |
| Competency cards have been validated with the relevant official bodies (PTS/CPCS). | |
| Induction of the above-named employee has been fully completed. | |

| | | | | | |
|--|--|---------------|--|-------------|--|
| Rail Management Team | | | | | |
| I confirm that I have briefed the above policies and procedures to the named employee. | | | | | |
| Name | | Signed | | Date | |

| | | |
|-----------------------|--|-----------------------|
| Staff No | | IMS 211 |
| PPE Issue Form | | |
| Name | | Payroll Number |

I have been issued with the following PPE:-

Note – where an individual already holds PPE it should be checked to see it meets the EN standard, and is in good condition. The box should be ticked and “checked” written in the date of issue box to confirm that it has been seen.

| Item | Issued | | | Date of Issue | Size |
|--|--------|----|--------------|---------------|------|
| | Yes | No | Already Held | | |
| H.V. Vest (BS EN ISO 20471:2013) | | | | | |
| Safety Footwear (BS EN ISO 20345: 2004 with toe and midsole protection, and ankle Support) | | | | | |
| Safety Helmet (EN397) | | | | | |
| Ear Defenders (EN352-1) | | | | | |
| Eye Goggles (EN166.1F) | | | | | |
| H.V. Wet Weather Clothing (BS EN 471 – Class 3) | | | | | |
| H.V. Wet Weather Bottoms (EN471 – Class 1) | | | | | |
| H.V Coat | | | | | |
| Safety Glasses | | | | | |
| Gloves (Cut 5) | | | | | |
| H.V Orange Trousers | | | | | |
| H.V Yellow Trousers | | | | | |
| | | | | | |
| | | | | | |

I the undersigned have received the above PPE in good working order.
I will ensure that I wear it when required and keep it clean and good working order.

| | | | | | |
|-------------|--|------------------|--|-------------|--|
| Name | | Signature | | Date | |
|-------------|--|------------------|--|-------------|--|

Contract of Sponsorship

Method of Engagement with Universal Group

| | | | |
|--------------------------|--|-------------------|--|
| Directly Employed | | Contractor | |
|--------------------------|--|-------------------|--|

This document constitutes a “contract of sponsorship” between you as an individual and Universal Group as a sponsor of staff within the railway infrastructure. This document has been mandated via Network Rail’s company standard “Sentinel Scheme Rules” to ensure there is an agreement in place regardless of the way you are engaged / paid by the company. It should be noted that this document is not linked to, or an addendum to any contract of employment or engagement that already exists between you and Universal Group.

Within the Sentinel Scheme Rules documentation Network Rail has detailed that every individual must have a primary sponsor, and can be permitted up to 2 secondary sponsors. This contract details the arrangements in place when you are engaged with Universal Group as either a Primary or Secondary sponsor. Your status in regards to sponsorship can change, so it is vital that you know at all times who your sponsors are.

When acting as a Primary Sponsor Universal Group will, regardless of your method of engagement / employment, to fulfilling the role of employer of the individual for the purposes of health and safety, and upon request – sub sponsorship will be permitted.

When acting as a Primary Sponsor, Universal Group reserves the right to withdraw the above permission for individual workers to be sub-sponsored, or to refuse certain companies from assuming the role of secondary sponsors at any time by giving reasonable notice.

To check on your current sponsor and the status / expiry dates of your competencies, you can utilise the Sentinel website (<https://info.railsentinel.co.uk/>) and login as a card holder. Mentoring support will provided where necessary to develop your individual competence where required.

Sponsorship is an essential part of working in the rail infrastructure; if you are not sponsored by a company then you are not permitted to undertake work for them. Within the sentinel scheme rules, all PTS and above staff must have a “Primary Sponsor”; this is a company that maintains ultimate responsibility for you in regards of health and safety legislation.

When acting as a Primary Sponsor, Universal Group will assume responsibility to supply you with all briefing material, to include Rule Book updates, competence specific briefings, changes to the Sentinel Scheme Rules and other rules and standards that apply to your role. These will be via the most appropriate method; personal issue, email / toolbox talk or briefing event. Universal Group will provide the necessary PPE / RPE and will be responsible for both the arrangement of training / assessment / mentoring and management of your Sentinel card. Furthermore, where any safety critical equipment is required to ensure you can undertake your duties on site, we as your primary sponsor will ensure that you have access to such items.

Up to 2 secondary sponsors will be permitted and must be communicated to your primary sponsor. The primary sponsor will need to update your record on the sentinel database to reflect who you wish to work for. It is in your interest to keep your primary sponsor informed of who you wish to have as secondary sponsors.

Secondary sponsors will need to formally approach your primary sponsor to request to be a secondary sponsor, and a contract will need to be in place between Universal Group and the secondary sponsor company PRIOR to addition as a secondary sponsor. You SHALL NOT conduct any work for a sub-sponsor until you have confirmation that this contract is in place.

It is also your responsibility to inform your primary sponsor of all work that you undertake for any other sponsors. This is to ensure that you do not breach the Network Rail working hours policy (please refer to the company working hours policy, as per your induction pack).

If you have any accidents / incidents / near misses / close calls you have a duty to report any instances to the sponsor you are working for and your primary sponsor. An investigation may be needed to be undertaken by both parties.

In line with the medical fitness policy provided in the induction pack, you have a duty to communicate any medication or

medical fitness issues / change to your health to the Sentinel Coordinator.

If you wish to be De-sponsored at any time, please contact the rail administrator who will confirm de-sponsorship in writing, stating the reason for de-sponsorship in line with the sentinel scheme rules.

Universal Group will conduct an annual review of your continued suitability to work on the infrastructure taking into account behaviours and performance of safety critical duties and identify development requirements.

By signing below, you accept all statements above, and confirm that you will abide by the requirements herein. If you have any issues, or want further information, please contact the Rail Manager.

| | | |
|----|--------------------------------|--|
| 1. | Name of person to be sponsored | |
| 2. | Signature | |
| 3. | Sentinel (PTS) Card number | |

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| | | |
|----|--------------------------------------|--|
| 4. | Authorised by Universal Group (Name) | |
| 5. | Signature | |
| 6. | Date of agreement | |

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|------|--|----------|--|
| Name | | Position | |
| Date | | Location | |

| 2.0 | Rail Recruitment Checks | Yes | No |
|-----|---|-----|----|
| 2.1 | Sentinel Check Undertaken | | |
| | A&D Test Needed? (12 week rule) | | |
| | Any Transgressions Noted (i.e. Banned for A&D / Disciplinary reasons) | | |
| 2.2 | Copy of Sentinel Card Taken (or validated Sentinel check) | | |
| 2.3 | Alcohol and Drugs Test undertaken (Sentinel check) | | |
| | Medical Checked on Sentinel? | | |
| 2.4 | Medical Deficiencies? ▲ | | |
| | Colour Blindness? ● | | |
| | Glasses Wearer? | | |
| | Contact Lense Wearer? | | |

| 3.0 | Induction | Yes | No |
|-----|---|-----|----|
| 3.1 | Issue/explanation of Organisation chart and explain Rail Operations within the Organisation | | |
| 3.2 | Staff Safety Responsibility Statement | | |
| 3.3 | Arrange issue of PPE, and record on PPE Checklist | | |
| 3.4 | Issue / Check PTS Handbook | | |
| 3.5 | Issue / Check Handbook / Rulebook for all competencies held | | |
| 3.6 | Issue Contract of Sponsorship | | |
| 3.7 | Ensure transfer of Sentinel Sponsorship via Sentinel | | |