

Health and Safety Policy

The objective of the company policy, as a fundamental part of its Health and Safety management system and in accordance with the Health and Safety At Work Act 1974 is to prevent, insofar as is reasonably practicable during the course of the work or duties being undertaken, any accidental occurrence which may directly or indirectly result in:-

- Injury or occupational ill health to any person
- Damage to or loss of any plant, equipment, property, materials or products.
- Delays in any processes or operations
- Events, Which may otherwise be detrimental to efficiency
- Adverse impact upon the environment

The application and promotion of the policy is the responsibility of Universal Group Senior Management. Whilst duties and tasks may be delegated the overall responsibility remain that of Senior Management to ensure that Universal Group complies with all relevant statutory Health and Safety Legislation, Approved Codes of Practice, and Rail Industry Standards.

Universal Group

- Treats Health and Safety as seriously as other aims.
- Believes that injuries and occupational illness can be prevented.
- Will set and maintain high standards of Health and Safety at all locations.
- Works in accordance with Network Rail's contract requirements safety

Universal Group aims to act responsibly to ensure, so far as is reasonably practicable, the health and safety of all persons under its control, regardless of employment status, (referred to as 'employees') whilst at work.

Universal Group will:

- Manage the business responsibly with regard to compliance with all relevant Health and Safety legislative requirements, including the provision of suitable insurance cover with reputable insurers
- Set and Monitor safety objectives.
- Be committed to continual improvement in safety performance.
- Provide and maintain safe systems of work which will minimise risk to health.
- Carry out an assessment of risk for all person whilst at work.
- Provide sufficient resources for the management of health and safety.
- Provide such information, training, and supervision as is necessary to promote the health and safety of its employees.
- Seek the full co-operation of employees and clients in implementing this policy and promoting good safety practices.
- Encourage safe behaviours and commit to re-educating unsafe behaviours.
- Ensure all employees are fit for the work they are required to do.
- Minimise risk of injury or illness created by work activities.
- Ensure that Senior Management actively involve the workforce – including part-time and agency workers – as part of a developing health and safety culture.
- Ensuring that all reported incidents, hazards, or refusals to work are addressed appropriately and reprisals against employees are not tolerated at any level
- Maintain external safety-related certifications, for example, where ISO 45001:2018 is held.

Each employee has a duty to co-operate by:

- Complying with appropriate legal requirements and company health and safety rules.
- Wearing and using the protective clothing and equipment provided.
- Applying good housekeeping to work areas.
- Reporting serious or imminent danger, incidents or hazards which could lead to injury or damage; refusing to work where any employee genuinely feels there is a risk to their own, or other's Health and Safety, infrastructure or Environment.
- Attending safety training in accordance with Universal Group requirements.
- Working safely in the interests of themselves and others.

In addition to the basic Health and Safety arrangements outlined in the above policy, special procedures need to be adopted and applied in relation to railway work. This policy will be reviewed annually, as a minimum.

Signed



Managing Director

Dated

14/06/2022

Environmental Policy

The objective of the company policy, in unison with its Health and Safety management system, is to comply with all duties bestowed on Universal Group in accordance with the Environmental Protection Act 1990.

Universal Group is committed to achieving environmental best practice throughout its business activities wherever practicable. Universal Group recognises that economic growth, development and a healthy environment must be closely linked.

Environmental protection and sustainable development are responsibilities that government, business, communities, and individuals should strive towards. Where possible environmental management issues will be integrated with Health and Safety and other operational systems in line with overall business objectives of Universal Group.

Universal Group is aware of Network Rails Company Standard *Contract Requirements Environmental*, and is committed to the promotion of, and compliance with, environmental best practice.

Universal Group is committed to:

- Minimising the use of energy, water and other natural resources in operations.
- Minimising waste and identify the best environmental option for disposal.
- Considering the effects our activities may have on the environment; commit to protecting the environment and minimize the environmental impact of aspects of work activities that are environmentally significant.
- Preventing Pollution
- Considering opportunities to make a positive contribution to the environment in all activities
- Reducing the impact of our activities on adjacent businesses and residents and behave as a 'good neighbour'.
- Encourage active participation from company staff at all levels in improving environmental performance.
- Minimizing the environmental impact, for the life cycle (including disposal), of plant, equipment, and all physical assets.
- Minimise noise nuisance, especially on site where the public or residents may be affected (including night work).
- Setting and Monitoring environmental objectives
- Maintain external Environmental-related certifications, where these are held.
- Continually improving its environmental performance.

The principles detailed above apply to all Universal Group business activities, including work in the Rail Industry.

Universal Group will comply with its client's environmental requirements, and work closely to ensure its impacts are as small as reasonably practicable.

This company will be communicated to all interested parties on request.

This policy will be reviewed annually, as a minimum.

Signed 
Managing Director

Dated 14/06/2022

Ref	PL/002
Version	1

Quality Policy

Universal Group aims to provide defect free goods and services to its customers on time and within budget.

Management is committed to:

- Develop and improve the Quality System
- Continually improve the effectiveness of the Quality System
- The enhancement of customer satisfaction.

The management has a continuing commitment to:

- Ensure that customer needs and expectations are determined and fulfilled with the aim of achieving customer satisfaction
- Communicate throughout Universal Group the importance of meeting customer needs and legal requirements
- Establish the Quality Policy and its objectives
- Ensure that the management review meetings sets and reviews the quality objectives, and reports on the Internal audit result as a means of monitoring and measuring the process and the effectiveness of the Quality System
- Work with suppliers, customers, and other interested parties to establish and maintain the highest quality standards
- Ensure the availability of resources
- Maintain external quality-related certifications, where these are held

Universal Group complies with all UK and EU legislation and regulations specifically to its business activities.

This policy will be reviewed annually, as a minimum.

Signed 

Managing Director

Dated

14/06/2022

Ref	PL/013
Version	1

First Aid Policy

Universal Group maintains 1 in 50 staff trained in First Aid at Work. This is monitored by the HR department, who monitor competency and re-training through the training database.

Where individuals are involved in works of a short duration, or transient worksites, first aid boxes will be provided within vehicles. It is essential that the contents of the First aid boxes are monitored and maintained with adequate stock Levels.

If the type of work involves higher than normal risks for staff working on track, a risk assessment will be carried out and a new ratio applied for that specific project.

The Work Package Plan will detail the first aid arrangements on site, although Universal Group would expect the Principal contractor on any site to provide adequate facilities. This will be reviewed with any contract that requires a presence on site.

Adequacy of First Aid cover is reviewed regularly at management meetings.

Special consideration will be given to availability of first aid for staff working alone.

This policy will be reviewed annually, as a minimum.

Signed 
Managing Director

Dated 14/06/2022

Fatigue Management Policy

This statement sets out the policy of the company for fatigue management; specifically, those activities or tasks identified as 'safety critical work', or where fatigue could result in impaired performance and cause an increased operating risk. This includes works carried out by any employees, agency, contractors, or subcontractors under our control, in compliance with Client and Infrastructure Manager requirements, The Railway and other Guided Transport Systems Regulations (ROGS) legislation and the Network Rail standard NR/L2/OHS/003 Fatigue risk management and its modules. The latter requires that staff undertaking safety critical work and/or working on Network Rail managed infrastructure, assets and systems must not be unfit due to fatigue.

A copy of the relevant standards and legislative requirements are held by the signatory of the policy statement in the main offices of Universal Group, should a fuller interpretation be required and forms the basis for the following synopsis.

Universal Group will take all reasonable measures to ensure that those employees are made aware of the contents of this policy and the effect of their continued employment by the company in the event of any breach of this policy. Universal Group will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed on any person by this policy by scheduling work patterns and monitoring compliance. If appropriate, this will be done in liaison with the client. Employees of Universal Group will at all times exercise diligence in monitoring their hours worked, including any other/additional employment working, to ensure overall compliance with the limitations detailed below. The company will, where appropriate, conduct fatigue risk assessment and will not, under any circumstance, roster or plan working hours in excess of those defined within legislation and applicable rail industry standards.

The working hours limits, in conjunction with the defined exceedance criteria as defined within NR/L2/OHS/003 are as follows:

- a minimum of twelve hours rest between shifts;
- no more than thirteen shifts in any fourteen;
- no more than twelve hours per shift;
- no more than 72 hours in 7 rolling days;
- no more 14 hours door to door.

Universal Group will not accept any deviation from the above conditions unless emergency conditions prevail, in which case a risk assessment will be carried out to ensure the risks associated with the additional working hours, to those rostered, are suitably mitigated to prevent worker(s) becoming unfit for work through excessive fatigue. No other employment working times should impact on the above to either exceed the limitations or compromise the flexibility of the workforce of Universal Group.

In order to comply with this policy and to maintain the stated and accepted standards of Universal Group employees should at all times:

- Avoid, wherever possible, other employment working times which could impact on the above to either exceed the limitations or compromise the flexibility of the workforce of the company.
- Notify the signatory of this document should other employment working times impact on the limitations outlined.
- Refer to the signatory of this document should a more detailed review of the legislation and applicable rail industry standards be required to ensure full understanding and compliance.

The Risk Assessment process for exceeding working hours in an emergency situation must be in compliance with rail industry standards including Network Rail standard NR/L2/OHS/003 Fatigue risk management and the ROGS 2006 (Railway & Other Guided Transport Systems) (as amended) regulations. The manager responsible for assessing the exceedance shall obtain sufficient information to reliably identify the class of exceedance (if any), design effective mitigations and allocate actions. Records shall be maintained according to the standard.

Only if fully satisfied that the additional working requirement is necessary and urgent and that workers on site have no objections especially safety ones then confirmation can be given to extend the working pattern to tight constraints, with safety as the overriding factor, and with the intent to relieve staff that have triggered an exceedance at the earliest opportunity. Records of the Risk Assessment review shall be recorded including who has been involved in the discussion, the times etc.

In order to prevent staff suffering fatigue as a result of excessive driving requirements, Universal Group will always endeavour to appoint staff who live locally to the work location. Where this is not possible, we will try to limit driving to and from the location of work to 1 hour at each end of the shift.

This policy will be reviewed annually, as a minimum.

Signed
Managing Director



Dated 26/10/2022

Ref	PL/012
Version	1

Refusal to Work Policy

This statement sets out the policy of Universal Group, in respect of "Refusal to work on the grounds of Health & Safety" by all employees (or sub-contractors, if appropriate).

A copy of the above referenced document is held by the signatory of the policy statement in the main offices of Universal Group, should a fuller interpretation be required and forms the basis for the following synopsis.

All employees referred to above are to be made aware of the contents of this policy and become familiar with the conditions laid down.

Universal Group will take all reasonable measures to ensure that those are made aware of the contents of this policy and that it will not affect their continued employment by the company in the event of any invoking of this policy.

Universal Group will take all reasonable measures to prevent, so far as is reasonably practicable, any invocation placed on any person by this policy by planning safe working conditions and taking all factors into account. Employees of Universal Group will at all times exercise diligence in monitoring their safe working environment for themselves and other employees in the working area.

It is a condition of employment with the company that all employees shall comply with the following:

- If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all they must immediately draw it to the attention of their direct line manager so he can investigate and resolve the issue locally, if possible.
- If the situation gives rise to serious or imminent danger, or if line management cannot be immediately contacted, then employees must stop work, retire to a place of safety and report it immediately. Warn others who may be exposed to the same danger of the concerns you have.
- Double check that there are no instructions or information available locally to resolve the issue.
- Do not recommence work until management have been alerted and the situation addressed.
- If the line manager does not support your concerns, or there is any conflict or disagreement, escalate the concern through the line manager or on-call manager chain. The case can be escalated up to and including the Managing Director, will normally make the final decision; application to external sources may be consider, e.g. ACAS.
- Ensure that you are clear in describing what the concerns or issues are.
- Employees must only raise a refusal to work where they have a genuine concern for health, safety, or welfare. Where this is the case, all employees can raise a refusal to work without fear of discrimination. No employee will be subject to any disciplinary action or suffer any detrimental or punitive action, even if the concern is ultimately seen to be unfounded.

Further to the Universal Group processes for refusal to work on the grounds of health and safety, all staff engaged in the railway infrastructure have a facility for reporting any safety concerns into a central, confidential reporting system, CIRAS (Confidential Incident Reporting & Analysis System)

CIRAS is an alternative way for rail industry staff to report safety concerns that they feel unable to report through company safety channels. It is a completely independent and confidential way to report safety concerns without fear of recrimination.

Reports can be made by Free phone 0800 4 101 101, by writing to Freepost CIRAS, or via the CIRAS Website at www.ciras.org.uk

All welfare and first aid facility related issues must be addressed by the company to ensure that their operators are supported in line with the appropriate legislation defining the facility required and who is to provide them, in line with the attached form.

This policy will be reviewed annually, as a minimum.

Signed 
Managing Director

Dated 14/06/2022

Medical Fitness Policy

Meeting the medical fitness requirements indicates that a person is sufficiently medically fit to look after their own safety when on or near the line and this has to be verified in line with company standard NR/L2/OHS/00124. It shall not be assumed that the person concerned is medically fit to undertake safety critical work or engineering work on or near the line.

Medical assessments are to meet the requirements of company standards NR/L2/OHS/00124. Medical assessments shall only be carried out by or under the supervision of a registered medical practitioner with experience of occupational medicine. Also have an understanding of the hazards of the trackside environment, and how lack of fitness could reduce the effectiveness of safety systems of work intended to control those hazards.

Where a person does not meet all of the medical requirements at a medical assessment, a decision to permit that person to continue to hold a PTS certificate may be taken by a railway group member. The advice of the occupational physician shall be obtained on the likely effects on the ability of that person to look after their own safety when on or near the line and appropriate measures to mitigate those effects.

Management will:

- Document the measures taken to mitigate any adverse effects identified.
- Inform the person concerned and their immediate manager of any restrictions
- Assess and make any necessary changes to their system of work
- Ensure the employees PTS certification is endorsed with the relevant symbol, (red triangle, blue circle) that pertains to their identified limitation.
- Document the processes for ensuring that any restrictions or changed systems of work are communicated to the employee and all relevant personnel, i.e. COSS

The Rail Manager is responsible for maintaining the information on Universal Group staff database and using the competency management database to produce reports detailing when age related medical re-examinations are due.

The below table details the maximum validity of the medical certificate, relative to the age of the employee.

Age at Date of Medical Assessment and A&D Test	Maximum Validity of Medical
Less than 40	10 years
From 40 to 65	5 years
65 years and Beyond	Annually

Obesity shall be assessed by the Medical Examiner to determine whether it is likely to limit mobility or be related to any medical abnormality that could increase the risks to safety while working.

The Rail Manager has the responsibility to ensure that he and the employee come to a clear understanding of the identified limitations. This will be documented as an instruction and signed by all appropriate parties to record understanding and acceptance as a declaration.

The employee must report any medical conditions as advised by his/her own GP. It is the responsibility of the employee to communicate his/her limitations to the rest of the working team.

All relevant medical records and documented restrictions will be held on the employee's personal file, in line with the data protection act.

This policy will be reviewed annually, as a minimum.

Signed 

Managing Director

Dated

14/06/2022

Ref	PL/011
Version	1

Alcohol and Drugs Policy

This statement sets out the policy of the company in compliance with the current version of Rail Industry Standard RIS-8070-TOM and Company standard NR/L1/OHS/051 in respect of any employee, self-employed person, or contractor under our control. It affects those whose proper performance of their duties is, or may be, impaired or otherwise affected as a result of the consumption of alcohol and/or illegal substances (or prescribed drugs in certain circumstances). Client and Infrastructure Manager requirements for all operations will be adhered to at all times.

Provided that employees referred to above adhere to the provisions contained within this policy, then they will normally be considered to have demonstrated compliance with the conditions of employment or contract insofar as they refer to the use of alcohol and drugs.

All employees referred to above are to be made aware of the contents of this policy and become familiar with the conditions laid down. The company will take all reasonable measures to ensure that those employees are made aware of the contents of this policy and the effect on their continued employment by the company in the event of any breach of this policy. The company will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed on any person by this policy.

Employees of the company will at all times exercise diligence in monitoring their colleagues and others who from time to time may be under the control of the company and noting and reporting any evidence of alcohol and/or drug abuse.

Should any employee suffer any problems or difficulties in respect of the misuse of drugs and/or alcohol, or should they have reason to believe that a colleague may be experiencing such difficulties, they may approach the signatory of this policy. That person will at all times treat any information provided in complete confidence and will take such measures that are deemed necessary to ensure that the matter may be resolved with the minimum of distress to the person concerned and any others who may be affected.

Where rail operations are undertaken, the standards identified above will be adhered to. It is under these standards that as a condition of employment by the company, no person referred to above shall:

- Report, or endeavour to report, for duty whilst under the influence of alcohol or drugs (including any prescribed drugs that may have impair work ability)
- Report, or endeavour to report, for duty whilst in an unfit state due to the previous consumption of alcohol or drugs (including any prescribed drugs that may have impair work ability)
- Be in possession of alcohol or non-prescribed drugs during working hours
- Consume alcohol or non-prescribed drugs during working hours

Employees must subject themselves to medical checks (routine, unannounced (safety critical staff only) or "for cause") to verify compliance, as per their contract of employment. Refusal or failure to pass any test will be classed as gross misconduct and may result in instant dismissal.

Failure to maintain the standard set out by this policy will be considered as gross misconduct and a breach of the Sentinel Scheme Rules; appropriate action will be therefore be taken in all cases.

Unannounced, random testing will be undertaken to ensure a minimum of 5% of safety-critical staff are tested during each calendar year, or between external audit events, whichever is sooner.

In order to comply with this policy and to maintain the stated and accepted standards of the company, those employees referred above should, at all times avoid:

- Consuming alcohol or non-prescribed drugs in the twelve (12) hrs immediately preceding attendance at work
- Consuming alcohol or non-prescribed drugs during meal or other break times
- Consuming alcohol or non-prescribed drugs during working hours
- Consuming alcohol or non-prescribed drugs whilst not in work but "on-call"

In addition, those employees to which this policy applies must ensure that the signatory of this policy is made aware of any over-the-counter or prescribed medication being taken, which may in any way affect their performance at work and the nature of any such medication which it is necessary for them to carry with them during working hours.

This policy will be reviewed annually, as a minimum.

Signed 

Managing Director

Dated

14/06/2022

Accident/Incident/Near Miss/Close Call Reporting Policy

All accidents or incidents, including near misses and Close Calls, must be reported immediately by telephone to the Rail Manager or the on-call Universal Group representative if out of office hours. The Universal Group representative must then inform the Rail Manager at the first possible opportunity. This must be followed up by the completion of an accident/incident form.

This policy will also be adopted with the reporting of events resulting in pollution and or damage to the environment, property and or equipment in accordance with the Universal Group Environmental policy. Environmental accidents and incidents will be reported to Network Rail via arrangements detailed in the applicable method statement or Work Package Plan.

Universal Group will ensure that all accidents and incidents affecting their staff working on Rail projects will be fully investigated in accordance with NR/L3/INV/3001. Universal Group will exchange information and cooperate with clients to ensure accidents and incident investigations are comprehensive and produce practical recommendations.

The Rail Manager will report all accidents and incidents to the Client within 4 working days or to Network Rail within 5 working days for inclusion in the Network Rail SMIS (Safety Management Information Systems) database.

When applicable, the person nominated as responsible for RIDDOR reporting will report events/occurrences to the enforcing authorities (HSE, ORR) in accordance with the RIDDOR regulations and RIS-8047-TOM.

Universal Group will carry out its own investigation in line with NR/L3/INV/3001, according to the type of event and publish conclusions, observations and recommendations which will be notified to other staff to avoid similar events and learn from previous experiences.

Universal Group will promote a no blame culture and promote the reporting of near misses or unsafe practices.

Accident books will be maintained at all sites and completed when an accident occurs. All staff working on client sites and offices will complete local accident books.

All records will be kept for 5 years

Accidents and incidents affecting Universal Group staff are discussed at management meetings.

This policy will be reviewed annually, as a minimum.

Signed



Managing Director

Dated

14/06/2022

Bribery and Corruption Policy

BRIBERY AND CORRUPTION POLICY STATEMENT

The Bribery Act 2010 came into force on 1 July 2011. It creates various new offences, including an offence which can be committed by commercial companies that fail to prevent persons associated with that company from committing bribery on their behalf. This applies regardless of whether the person works or commits the offence in the UK or any other country in which the company operates. However, it is a full defence for a company if it can prove that despite the bribery occurring, it has adequate procedures in place to prevent those persons associated with it from committing bribery. The company's procedures must be proportionate to the bribery risks that it faces in relation to the nature, scale and complexity of the company.

The company and its directors are committed to the prevention of bribery by those employed and associated with it. The company is committed to carrying out business fairly, honestly and openly, with zero-tolerance towards bribery.

This is achieved by:

- carrying out a risk assessment to ascertain the risk of bribery
- instigating procedures proportionate to that risk
- having good internal controls and record-keeping
- securing the commitment of directors, managers and all staff to the prevention and detection of bribery
- developing a culture in which bribery is unacceptable
- undertaking due diligence procedures proportionate to the assessed risk of bribery
- effectively communicating the anti-bribery policy to all staff
- training all staff to recognise bribery so that they can avoid it and be alert to possible instances of bribery
- having clear procedures on what to do should bribery be suspected
- training all staff so that they are aware of what to do should they discover a possible instance of bribery
- monitoring and reviewing the effectiveness of the bribery procedures and updating them as necessary to ensure that they remain effective.

SCOPE

This policy applies to all those employed by and associated with the company.

OFFERING BRIBES

The company expressly prohibits any person employed by or associated with it from offering, promising or giving any financial or other advantage to another person where it is intended that the advantage will bring about improper performance by another person of a relevant function or activity, or that the advantage will reward such improper performance.

The company prohibits any person employed by or associated with it from offering, promising or giving any financial or other advantage to another person where it is believed that the acceptance of the advantage offered, promised or given in itself constitutes the improper performance of a relevant function or activity.

ACCEPTING BRIBES

The company expressly prohibits any person employed by or associated with it from requesting, agreeing to receive or receiving any financial or other advantage with the intention that a relevant function should be performed improperly as a result of the advantage or as a reward for performing the relevant function improperly.

The improper performance of a relevant function in anticipation of receiving financial or other advantage is also prohibited.

BRIBING A PUBLIC OFFICIAL

The company expressly prohibits the bribing of a UK or foreign public official in-order to obtain or retain business or an advantage in the conduct of business.

RELEVANT FUNCTIONS AND ACTIVITIES

Relevant functions and activities are any function of a public nature, any activity connected with the business, any activity performed in the course of a person's employment and activity performed by or on behalf of a body of persons where the person performing that function or activity is expected to perform it impartially, in good faith, or is in a position of trust by virtue of performing it.

HOSPITALITY AND BUSINESS GIFTS

The Bribery Act 2010 does not seek to prohibit reasonable and proportionate hospitality, advertising, sponsorship and promotional or other similar business expenditure, as it is recognised that this constitutes an established and important part of doing business. However, hospitality, promotional and similar business expenditure can be used as bribes.

The Company expressly prohibits the giving and receiving of hospitality/business gifts and similar where the intention in doing so is to receive or confer an advantage in return for giving or receiving the hospitality/business gift or similar.

The following procedures should be adopted in relation to hospitality and business gifts.

- All offers of business gifts should be referred to the anti-bribery officer and should only be accepted if clearance has been received from him or her.
- Business gifts should not be made without the permission of the anti-bribery officer.
- A record of all business gifts made and received and the reason for the gift should be retained.
- All hospitality must be proportionate and reasonable and in line with the Company's hospitality policy. Guidance should be sought from the anti-bribery officer as to whether the planned hospitality is proportionate and reasonable.
- Records should be maintained of all hospitality provided and accepted, including cost and reason for providing or accepting the hospitality.
- Quid pro quo arrangements are expressly prohibited.
- Cash gifts are expressly prohibited.
- The provision or acceptance of entertainment of a sexual nature is expressly prohibited.
- Acceptable hospitality and entertaining may include modest meals with people with whom we do business (such as providing a modest lunch after a meeting) or the occasional provision of or attendance at sporting or cultural events, provided that the intention is to build business relationships rather than to receive or confer an advantage.
- The provision of small promotional gifts, such as diaries, pens or similar, will generally be regarded as acceptable.
- Staff reviewing expense claims should be alert to the provision of hospitality/business gifts that may be construed as a bribe.
- All concerns should be reported.

NEW BUSINESS, CHANGE IN BUSINESS AND CONTRACTS WITH EXTERNAL PARTIES

Where you develop or seek to develop new avenues for business or new contracts, or where the nature of the business changes, you should inform your line manager of this in order that due diligence and a risk assessment of the circumstances can be undertaken.

Where a business relationship with an external party is sought or newly established, or the nature of the relationship is changed, appropriate due diligence must be exercised to ensure that there are no circumstances giving rise to a concern. That external party must also be made aware of this anti-bribery policy.

FACILITATION PAYMENTS

Facilitation payments are small bribes that are paid to speed up or facilitate government action. Although they are commonplace in some foreign countries, they are regarded as bribes and are illegal under the Bribery Act 2010.

The Company expressly prohibits facilitation payments of any sort.

Any member of staff placed under pressure to make a facilitation payment should refer the matter to the anti-bribery officer immediately.

DONATIONS

The Company expressly prohibits the giving of donations to political parties.

Any charitable donation must be consistent with the Company's policy on charitable giving and with the knowledge and consent of the anti-bribery officer.

The Company expressly prohibits the making of charitable donations where the purpose of the donation is to secure an advantage. All charitable donations must be made without expectation of reward.

REPORTING CONCERNS

All members of staff have a responsibility to prevent, detect and report all instances of bribery. Staff should therefore be alert to the possibility of bribery.

Anyone who has concerns regarding acts or potential acts of bribery should speak to their line manager in the first instance. If for any reason a person is not able to speak to his or her line manager, he or she should contact the anti-bribery officer.

All reports will be treated with the utmost confidentiality. However, concerns can be reported anonymously to the anti-bribery officer. Further information about reporting concerns is available in the company's Grievance policy.

TRAINING AND COMMUNICATION

Ref	PL/009
Version	1

All staff will receive training on the anti-bribery policy to ensure that they understand both the policy and the procedures that they need to follow in order to comply with it.

A copy of the policy will be included in the Company's policies.

All staff are expected to familiarise themselves with the anti-bribery policy and to sign a copy of the policy to confirm that they have read and understood it.

Changes to the policy and procedures will be communicated to staff in an appropriate manner.

RESPONSIBLE OFFICER

The commercial and office manager is responsible for monitoring the anti-bribery policy and all questions and concerns should be referred to same.

SANCTIONS

The Company treats breaches of the anti-bribery policy with maximum seriousness and will investigate any potential breach in accordance with the disciplinary policy. The ultimate sanction for a breach of the policy will be summary dismissal for gross misconduct.

REVIEW

This policy will be reviewed annually, as a minimum.

Signed 

Managing Director

Dated

14/06/2022

Information Security and Data Protection Policy (GDPR)

Universal Group processes personal data in relation to its own staff, work seekers and individual client contacts. It is vitally important that we abide by the principles of the General Data Protection Regulation (GDPR) 2018 set out below.

Universal Group holds data on individuals for the following general purposes:

- Staff Administration
- Advertising, marketing, and public relations
- Accounts and records
- Administration and processing of work-seekers personal data for the purposes of work-finding services

The General Data Protection Regulation (GDPR) 2018 requires that Universal Group, as data controller shall process data in accordance with the principles of data protection. Universal Group shall ensure that:

- we will process all personal data fairly and lawfully
- we will only process personal data for specified and lawful purposes
- we will endeavour to hold relevant and accurate personal data, and where practical, we will keep it up to date
- we will not keep personal data for longer than is necessary
- we will keep all personal data secure
- we will endeavour to ensure that personal data is not transferred to countries outside of the European Economic Area (EEA) without adequate protection

General Data Protection Regulation (GDPR) 2018 define 'personal data' as: "personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

Personal data therefore means data, which relates to a living individual who can be identified from the data or from the data together with other information, which is in the possession of, or is likely to come into possession of Universal Group. This includes, but may not be limited to, a customer, client, employee, partner, member, supporter, business contact, public official or member of the public.

Almost operation performed with data counts as processing, including collecting, recording, storing, using, analysing, combining, disclosing or deleting it. It applies to any processing that is carried out on computer including any type of computer however described, main frame, desktop, laptop, tablet, smart phone etc.

Data should be reviewed on a regular basis to ensure that it is accurate, relevant, and up to date and those people listed in the appendix shall be responsible for doing this.

Data may only be processed with the consent of the data subject, or 'individual' whose data is held. Therefore, if they have not consented to their personal details being passed to a third party this may constitute a breach of the General Data Protection Regulation 2018. By instructing Universal Group to look for work and providing us with personal data contained in a CV work-seekers will be giving their consent to processing their details for work-finding purposes. Where data is intended to be processed for any other purpose, Universal Group must obtain their specific consent. However, caution should be exercised before forwarding personal details of any of the individuals on which data is held to any third party such as past, current or prospective employers; suppliers; customers and clients; persons making an enquiry or complaint and any other third party.

Data shall be processed securely in line with the requirements of General Data Protection Regulation (GDPR) 2018: and shall be 'Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures'.

The general security principles applied by Universal Group specify the way in which we store or transmit information. Every aspect of processing of personal data is covered, not just cybersecurity. Security measures have been devised to ensure that:

- the data can be accessed, altered, disclosed or deleted only by those authorised to do so;
- the data held is accurate and complete in relation to why it is processing; and
- the data remains accessible and usable, i.e., measures are in place to ensure if personal data is accidentally lost, altered or destroyed, it is recoverable it to prevent any damage or distress to the individuals concerned.

These measures are in place to satisfy the requirements under the General Data Protection Regulation (GDPR) 2018 for 'confidentiality, integrity and availability'.

In addition, all employees shall comply with fundamental security measures, for example:

- Computer screens should not be left open by individuals who have access to personal data
- Passwords should not be disclosed
- Email should be used with care
- Personnel files and other personal data should be stored in a place in which any unauthorised attempts to access them will be noticed. They should not be removed from their usual place of storage without good reason.
- Personnel files should always be locked away when not in use and when in use should not be left unattended
- Any breaches of security should be treated as a disciplinary issue.
- Care should be taken when sending personal data in internal or external mail
- Destroying or disposing of personal data counts as processing. Therefore, care should be taken in the disposal of any personal data to ensure that it is appropriate. For example, it would have been more appropriate to shred sensitive data than merely to dispose of it in the dustbin.

It should be remembered that the incorrect processing of personal data e.g. sending an individual's details to the wrong person; allowing unauthorised persons access to personal data; or sending information out for purposes for which the individual did not give their consent, may give rise to a breach of contract and/or negligence leading to a claim against Universal Group for damages from an employee, work-seeker or client contact. A failure to observe the contents of this policy will be treated as a disciplinary offence.

Individuals hold the following rights under the General Data Protection Regulation (GDPR) 2018:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

Any requests for access to a reference given by a third party must be referred to the Managing Director and should be treated with caution even if the reference was given in relation to the individual making the request. This is because the person writing the reference also has a right to have their personal details handled in accordance with the General Data Protection Regulation 2018, and not disclosed without their consent. Therefore, when taking up references an individual should always be asked to give their consent to the disclosure of the reference to a third party and/or the individual who is the subject of the reference if they make a subject access request. However, if they do not consent then consideration should be given as to whether the details of the individual giving the reference can be deleted so that they cannot be identified from the content of the letter. If so, the reference may be disclosed in an anonymised form.

Finally, it should be remembered that all individuals have the following rights under the Human Rights Act 1998 and in dealing with personal data these should be respected at all times:

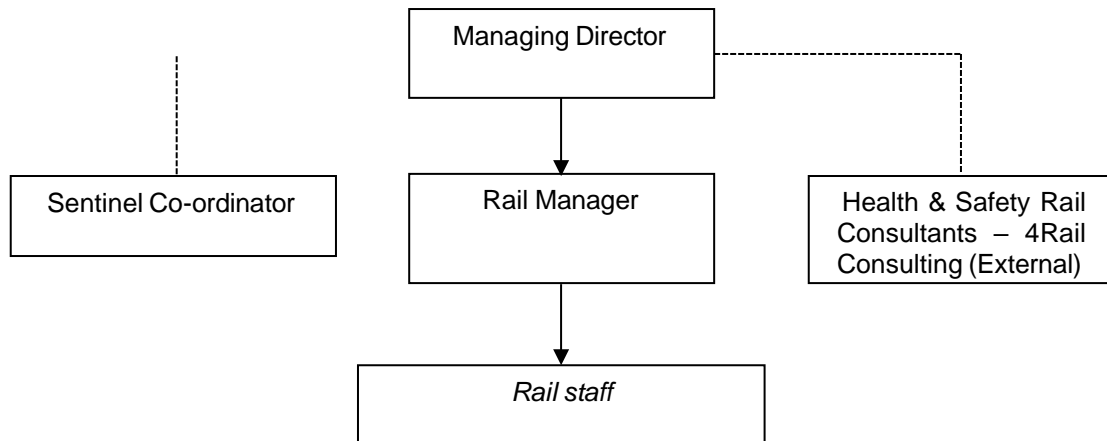
- Right to respect for private and family life [Article 8]
- Freedom of thought, conscience and religion [Article 9]
- Freedom of expression [Article 10]
- Freedom of assembly and association [Article 11]
- Freedom from discrimination [Article 14]

This policy will be reviewed annually, as a minimum.

Signed 
Managing Director

Dated 14/06/2022

Organisation Chart



Universal Group Contact Information			
Universal Group Contact		Site Contacts	
Name:		Name:	
Telephone:		Telephone:	

Staff Safety Responsibility Statement

The following safety responsibility statement applies to all Universal Group staff who works on or about Rail Controlled Infrastructure.

1.	<i>You are required at all times to ensure avoidance of injury to yourself and colleagues and to minimise risk to the environment, railway infrastructure and the travelling public</i>
2.	<i>You are expected to demonstrate a positive and enthusiastic attitude towards safety in all dealings with management, staff, our clients and contractors.</i>
3.	<i>You must ensure that you have been provided with adequate Personal Protective Equipment and that you wear it correctly, keep it clean and have it replaced if necessary.</i>
4.	<i>You are expected to carry out and participate in accident and incident investigation. Any accidents or incidents must be reported in accordance with laid down procedures. Investigation and discussion of accidents, incidents and near misses will be carried out openly and in a 'no blame' culture.</i>
5.	<i>You are expected to participate with relevant input in safety briefings and other team meetings.</i>
6.	<i>You must not commence work unless you have been adequately briefed on, and understand the method of work, site specific risks, local hazards and the emergency arrangements for the site. Check that emergency communication equipment is working correctly.</i>
7.	<i>You must use, or be briefed on, site specific method statements and risk assessments for the work you are undertaking.</i>
8.	<i>Ensure that you work to the sections of the Rule Book applicable to the competencies you hold and the duties you are carrying out.</i>
9.	<i>Only access sites by official access points. Where possible, use authorized walking routes. YOU MUST carry your Sentinel Smart Card or copy of your TVP and always ensure you swipe on and off duty.</i>
10.	<i>Work to the instruction of the person in charge of the work.</i>
11.	<i>Always leave sites safe and free from loose materials.</i>

Sentinel Scheme Rules Individual Requirements

Every Individual has a personal responsibility to comply with health and safety rules including, but not limited to:

- No Individual shall undertake or attempt to report for duty, if they have worked on the managed infrastructure within the preceding 12 hours (sometimes referred to as double-shifting), unless a risk assessment has been conducted by the Primary Sponsor and suitable controls implemented
- No Individual shall exceed the maximum working hours determined by law or the, managed infrastructure requirements or the Sponsor, whichever is the shortest
- Every Individual has a responsibility to be fit for work, not fatigued by excessive travel or work, and not under the influence of drugs or alcohol. Individuals shall report anything that may affect their ability to work safely including medication, lack of equipment or personal circumstances
- An Individual shall report for duty with the appropriate Personal Protective Equipment (PPE) to enable them to undertake their duties
- No Individual shall undertake a task for which they are not competent, do not have the right equipment, or the relevant information or the knowledge to complete safely
- Individuals shall act in a safe manner at all times when on the managed infrastructure, and report any incident, close call or breach of the Sentinel Scheme Rules they are aware of
- Individuals shall always carry their Sentinel card when on managed infrastructure and present their card for checking upon request.
- Where accountable; undertaking 100% verification checks on Sentinel cards before allowing Individuals to start work

Breaches of the Sentinel Scheme Rules

Breaches of the Sentinel Scheme Rules by either an Individual or a Sponsor include (but are not limited to) the following:

- Any action of theft, attempted theft, fraud, or falsification of documentation or records;
- Any conviction related to theft or attempted theft of railway materials
- Any breach of the Drugs and Alcohol policy, including reporting or endeavouring to report to site under the influence of drugs or alcohol or being in possession of illegal drugs on site, either for sale or personal use;
- Any breach in working hours, including reporting or endeavouring to report for a shift of work, having previously undertaken a shift on NRMI within the last 12 hours (known as double-shifting); unless a risk assessment has been conducted by the Primary Sponsor and suitable controls implemented.
- Any event of presenting a falsified or altered Sentinel Smart Card, or claiming a false identify for the purposes of trying to gain entry on NRMI;
- The infringement of any health and safety rules;
- Any event of negligence which causes, or has the potential to cause loss, damage or injury;
- Any event of physical violence while at work;
- Any event of deliberate damage to NRMI property;
- 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 they currently sponsor or sponsored at the time of the alleged breach. (This also applies where investigations are undertaken, but are deemed inadequate at Formal Review)
- 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.

Control of Substances Hazardous to Health

Universal Group recognises its duties under the Control of Substances Hazardous to Health (COSHH) Regulations. These include protecting staff (and others who may be exposed) from hazardous substances, providing information and eliminating the risks involved with the use of hazardous substances by using appropriate control measures.

To meet the requirements of this duty the company will:

- Identify all substances that may fall under the scope of the COSHH regulations
- Compile and keep up to date an inventory of hazardous substances being used in their area of responsibility and make requests for or undertake new COSHH assessments when appropriate.
- Maintain safety data sheets for each substance used
- Ensure that all arrangements for the implementation of the control measures set out in the assessments are made.
- Consider the way that a material is used and how it is to be disposed of.
- Make available copies of data sheets obtained from manufactures and suppliers to the managing appropriate person to enable new COSHH assessments to be carried out.
- Ensure that any COSHH assessments applicable to the task in hand are available and provided to all staff at the point of use
- Ensure that all substances are used and stored in accordance with the assessments provided.
- Where a COSHH assessment is not currently provided, ensure that the substance is stored in accordance with the information given on the data sheet and or on the container.
- Ensure that any individuals working for the company are briefed and instructed in the storage, use, and disposal of substances with which they work.
- Ensure staff only use substances provided by the company for which there is a current COSHH assessment.
- Issue appropriate PPE to employees as identified in the assessments and have records of issue of the PPE.

Substances that are procured are not signed for or accepted for delivery without an accompanying safety data sheet or they are quarantined until suitable information has been received and a COSHH assessment prepared.

Employee's responsibilities:

- To ensure that substances are used in accordance with the associated COSHH assessment information, instruction and training.
- To ensure that PPE provided is used, stored, and cleaned in accordance with the Personal Protective Equipment at Work Regulation.
- Ensure that substances without a current COSHH assessment are not used and to ensure that the substance is stored in accordance with the information given on the data sheet and or on the container.

The company has prepared a COSHH assessment template, upon which to undertake the assessment. Only staff competent in the undertaking of COSHH assessments should undertake the assessment process.

Generic Risk Assessment Log		Definitions	
Completed by		Accident	An unplanned, uncontrolled event which has led to damage, ill health or injury
Date		Hazard	A condition or practice with the potential to cause damage, ill health, injury or other loss
Project Title		Risk	The combination of the likelihood that a hazard will result in an accident and the severity of the consequence of the accident
Project Number		Likelihood	The possibility of an event occurring
The table should be completed, identify all activities/tasks to be carried out, what the hazards are, the likelihood, consequence and risk:		Consequence	The outcome of the event

Consequence		Likelihood	
5	Catastrophic – accident involving one or more fatalities, severe damage to or destruction of property, irreversible environmental damage.	5	Likely (More than 10 events per annum)
4	Major – RIDDOR-reportable injury or event, major damage to property or the environment.	4	Probable (2 to 10 events per annum)
3	Serious – accident necessitating more than three days off work, serious damage to property or the environment.	3	Possible (1 event every 1 to 10 years)
2	Minor Injury -accident necessitating less than three days off work, minor damage to property or the environment.	2	Remote (1 event every 10 – 100 years)
1	Incident – near miss or no loss time accident, little or no damage to property or the environment.	1	Improbable (1 event every 100+ years)

Risk	
Risk = Likelihood x Consequence	
Identify any corrective action which can be taken to eliminate the risk and responsibility (ownership of responsibility indicated). Identify any corrective action which can be taken to eliminate the risk and responsibility (ownership of responsibility indicated)	
Residual Risk - Where risk is remaining after corrective action is taken. Residual Risk - Likelihood x Consequence	
Whilst the company is aware of its responsibility within Health and Safety, it will always work with the client to produce all Site Specific Risk Assessments / Method Statements / Work Package Plans.	

No	Activity / Task	Identifiable Hazard	Who can be harmed	Degree of Risk			Control Measure Required	Degree of Residual Risk		
				L	C	R		L	C	R
1.	Supplying staff to clients	Client does not carry out safety responsibilities towards contract staff	Rail staff	3	5	15	Formally make client aware of responsibilities. Inform staff of what to expect from the client in terms of safety briefing etc.	2	5	10
		Lack of First Aid on Site		3	5	15	Check via random site audit that clients are carrying out responsibilities. Provide First aid on site through trained COSS or arrange suitable cover with client	1	3	3
		Lack of welfare on site		3	1	3		1	1	1
		Ensure first aid is provided by the client								
2.	Site Working - Crossing track.	Staff being struck by passing rail vehicle.	Rail staff	2	5	10	Ensure safe route to site is identified, use recognised walkways if possible. Safe system of work to be implemented. PTS training. Due Care & Attention. COSS briefing.	1	5	5
3.	Site Working – Tripping.	Injury to staff.	Rail staff	2	2	4	Due care & attention. Highlight trip areas before accessing site. PTS training. COSS briefing.	1	2	2
4.	Site Working – Slipping.	Injury to staff.	Rail staff	4	2	8	Due care and attention. PTS training. COSS briefing.	2	2	4
5.	Site Working – Red Zone working	Staff being struck by passing rail vehicle.	Rail staff	4	5	20	Ensure that a Safe System of Work (as defined in the Rule Book) is implemented and adhered to. Briefing of staff.	1	5	5
6.	Working in possession	Incorrect application of protecting arrangements causing staff to be struck by passing rail vehicle.	Rail staff	3	5	15	Ensure protection staff are competent. Work to existing procedures and Rule Book.	1	5	5
							Ensure staff are adequately briefed on the safe limits of the possession.			
7.	Work adjacent to electrified lines	Burns or electrocution due to contact of person, tools, equipment or materials with OLE or 3 rd rail	Rail staff	3	5	15	Working method to ensure safe distances (as stated in the Rule Book) can be maintained at all times. Method statement briefing. COSS briefing.	1	5	5
8.	Work on signalling or telecoms equipment fixed to platforms or buildings, or commissioning of new or connection to existing services.	Disruption of existing signalling system and performance.	Rail staff	3	5	15	Work method/ design to be accepted by Network Rail. Testing and commissioning to be carried out to Testing Hand Book and Signal works testing group standards.	1	5	5

9.	Work adjacent to signal equipment	Signal sighting obstruction.	Rail staff	4	5	20	Assessment of operations prior to commencement of work. Method Statement to address signal sighting issues.	1	5	5
10.	Site access	Slip, trip, fall. Staff being struck by passing rail vehicle.	Rail staff	3	5	15	Site specific briefing on authorised access routes for operatives.	1	5	5
11.	Excavations, works to services, installation of fencing.	Damage to utility or Network Rail services; Electricity, Gas, Water, Drainage, Signalling, Telecom etc	Rail staff	4	3	12	Liaison with Network Rail and Utility Companies. Survey of services prior to any work being carried out. Method statement to be produced with hand digging where appropriate.	2	3	6
12.	Existing site hazards- buried or unrevealed services.	Damage to existing services or injury from unexpected contact with existing services.	Rail staff	3	5	15	All possible information to be retrieved from Network Rail. Services identification and marking. Site specific briefing.	1	5	5
13.	Working/ driving excessive hours	Injuries/ damage caused by lapses of concentration caused by tiredness.	Rail staff	3	5	15	Hours to be monitored. Excess of 12 hours requires specific risk assessment and agreement from Manager. Maximum of 14 hours total to be spent working and driving in any 24 hour period.	1	5	5
14.	Site Working – Working in poor visibility.	Unsafe working conditions/ Staff being struck by passing rail vehicle.	Rail staff	2	4	8	If in any doubt as to visibility particularly at track level don't start work, or stop work if visibility reduces during the course of the work.	1	4	4
15.	Site Working – Working during hours of darkness.	Unobserved hazards.	Rail staff	2	5	10	Site to be well illuminated. Briefing of staff.	1	5	5
16.	Lone Working	Accident with no support	Rail staff	2	3	6	Assess suitability of lone working. Carry mobile phone at all times Inform office of movements and planned return times.	1	3	3
17.	Incompetent/ inexperienced operatives	Injuries caused by lack of skill or experience	Rail staff	4	5	20	Confirm competence of staff for the task. Mentor/supervise as necessary.	2	5	10
18.	Site Working – Use of tools.	Manhandling equipment and tools.	Rail staff	2	3	6	All equipment and tools to be handled in accordance with safety procedures. Correct lifting methods to be used to prevent accidental injury.	1	3	3
19.	Site Working – Use of power tools.	Electrocution/ burns. Entanglement in rotating parts. Flying particles	Rail staff	3	4	12	Battery powered tools. Low voltage equipment. RCD protected supply. Regular electrical test. Regular maintenance of tools. Guards in place. Use of appropriate PPE.	2	4	8

20.	Site Working – Manual Handling.	Back strain/injury.	Rail staff	4	2	8	Use of correct lifting methods. Training/briefing of staff. Lifting aids/ team lifting.	2	2	4
21.	Noise	Damage to hearing.	Rail staff	5	2	10	Plant to conform to noise emission standards. Ear defenders to be used as required.	2	2	4
22.	Work at Height	Falls	Rail staff/ Public / Local Residents	3	5	15	Apply the hierarchy prescribed by the Work at Height Regulations. Ensure staff have received adequate training and instruction.	1	5	5
23.	Use of hazardous substances	Injuries. Acute and chronic effects to health. Environmental effects	Rail staff/ Local residents / Environment / flora / Fauna	4	5	20	COSHH assessments and control measures. Emergency procedures.	1	5	5
24.	Work likely to cause obstruction of the line	Temporary structures, structures under demolition/ repair or plant falling onto the track.	Rail staff	4	3	12	All works to be planned through the WPP process. Trained operatives to be in place. Emergency arrangements to be put in place prior to work starting. Competent demolition operatives to be used	2	3	6
25.	Delivery of equipment and materials	Damage to property by delivery vehicles. Vehicles contacting OLE or obstructing tracks. Unauthorised access	Rail staff/ Public / Local Residents	3	5	15	Ensure controlled times for deliveries. Supervise deliveries. Ensure vehicles can gain safe access to site. Ensure structure is capable of supporting equipment/ materials, including vehicles/ heavy plant.	2	5	10
26.	Work outside designated work area	Injury to public or damage to property	Rail staff/ Public / Local Residents	4	4	16	Method Statement to detail arrangements and limits of site. Site specific briefing.	2	4	8
27.	Work in or adjacent to public roadways	Plant, equipment materials striking traffic/ members of public. Traffic colliding with staff.	Rail staff/ Public / Local Residents	2	5	10	Authorised road closures and traffic management. Implement pedestrian walkways. Plant to be suitable for access to public roads. Comply with New Roads and Street Works Act and Traffic Signs Regulations.	1	5	5
28.	Work adjacent to pits, shafts and other potential openings.	Falls of persons or plant, equipment and materials.	Rail staff	3	4	12	Edge protection with 7 day inspection or adequate cover.	2	4	8
29.	Working in confined spaces	Oxygen depletion. Toxic atmosphere. Fire/ explosion. Flooding. Body temperature hazards. Egress hazards.	Rail staff	2	5	10	Certificated competent operatives. Pre work risk assessment. Atmospheric monitoring. Permit to work. PPE/ RPE. Emergency procedures including provision of resuscitation equipment, top man and winch.	1	5	5

30.	Existing site hazards- asbestos, lead paint, zinc chromate, anthrax spores in plaster and ceiling voids .etc.	Acute and chronic illness.	Rail staff	4	5	20	All possible information to be retrieved from Network Rail. Full hazard survey with identification of suspect materials. Application of COSHH. Controlled removal and disposal.	1	5	5
31.	Work in areas potentially infested by rats or birds.	Leptospirosis, respiratory disease.	Rail staff	3	4	12	Assessment of area prior to work. PPE/ RPE, good hygiene arrangements. Information for staff.	2	4	8
32.	Existing site hazards- fragile roofs, exposed openings, unstable structures etc.	Unexpected fall, trip, slip or collapse hazard.	Rail staff	4	5	20	All possible information to be retrieved from Network Rail. Full hazard survey. Site specific briefing.	1	5	5
33.	Areas where contaminated hypodermic needles may be encountered.	Needle stick injuries causing disease	Rail staff	3	4	12	Assessment of areas prior to work. PPE. Use grab handles where possible. Use sharps container for disposal. Information for employees.	2	4	8
34.	Entry into premises with potentially weak floors.	Floor failure- falls and injury	Rail staff	2	5	10	Building survey. Fragility tests.	1	5	5
35.	Existing site hazards- areas with high potential for propagation of fire.	Rapid, uncontrolled fire spread.	Rail staff/ Public / Local Residents	3	5	15	All possible information to be retrieved from Network Rail. Full fire risk assessment. Site specific briefing. Suitable and sufficient fire precautions.	2	5	10
36.	Emergency evacuation	Failure to evacuate or failure to warn others of the need to evacuate.	Rail staff	2	5	10	Site specific briefing of emergency arrangements. Communication with station/ depot operator. Interface with alarm systems where necessary. Emergency evacuation plan to be implemented. Appoint Fire Wardens.	1	5	5
37.	Cutting and abrading operations	Dust, fume and noise. Lacerations Inhalation of particles	Rail staff/ Public / Local Residents	5	3	15	Trained operatives. Use of PPE as required. Segregation of operations. Dust suppression techniques.	2	3	6
38.	Concrete works (including spraying)	Particles hitting operatives or public	Rail staff	4	2	8	Appropriate PPE to be worn. Public protected by screens or hoarding.	3	2	6
39.	Use of Hoists and lifts	Failure and collapse,	Rail staff	2	5	10	Ensure equipment is certified. Ensure operators are competent. Compliance LOLER 98.	1	5	5
40.	Design and use of access scaffold	Injuries and damage due to inadequate design, unsuitable material and/or incorrect assembly and use.	Rail staff	2	5	10	Approved scaffold designers. Competent contractors. Design acceptance. Statutory inspections.	1	5	5
41.	Working above the operational railway	Falls and falling objects	Rail staff	4	5	20	Correctly erected access equipment. Use of walkways with edge protection. Use of fall arrest system. Use of nets. Hard hats to be worn on site	1	5	5
42.	Working above water	Falls and drowning	Rail staff	4	5	20	Correctly erected access equipment. Use of walkways with edge protection. Use of fall arrest system.	1	5	5

43.	Work with electrical equipment	Fire and damage due to poor condition of wiring or insufficient capacity of existing cabling	Rail staff	3	5	15	Survey to be carried out to establish condition and capability of existing wiring.	1	5	5
44.	Use of plant	Collapse/ overturning of major items of plant. Damage to structures and plant. Injury to personnel.	Rail staff/ Public / Local Residents	3	5	15	Method Statement to document safe system of work. Assessment of load bearing capacity of ground and structures. Pre work inspection of plant. Trained and certified operatives. Work in possession if necessary. Use of banksman. Protect Railway infrastructure (e.g. temporary crossing).	1	5	5
45.	Operations with noisy plant/ equipment at unsocial hours	Environmental noise nuisance	Rail staff/ Public / Local Residents	4	2	8	Consult local Environmental Health Officer. Advise local residents by leaflet drop and personal calls. Minimise operation of noisy plant. Use alternative equipment or noise barriers.	3	2	6
46.	Storage of flammable materials	Fire. Arson. Environmental pollution	Rail staff	4	5	20	Secure flammavault storage in accordance with legislation/ regulations. Minimise quantities on site. Ensure there is a plan for containment and clean up in the event of spillage	1	5	5
47.	Dust	Eye injury Dust inhalation Respiratory disease	Rail staff / Public / local residents	4	2	8	Use of PPE as required. Dust suppression techniques	2	2	4
48.	Pollution of the environment from work activities	Contamination of air, land and controlled waters.	Rail staff	4	4	16	Good housekeeping. Spillage containment and disposal. Smoke, fume and dust suppression. Emergency procedures.	2	4	8
49.	Extreme weather conditions (Wind)	Collapse of temporary structure	Rail staff	2	5	10	Design and erection by competent persons. Initial approval of temporary works using Ongoing inspection and maintenance regime.	1	5	5
50.	Extreme weather conditions (Rain/ Snow)	Railway cutting/ embankment/ formation slip problems	Rail staff	2	5	10	Review of design and temporary works. Post event monitoring.	1	5	5

Risk Ranking Matrix

Risk Ranking		Likelihood				
		5 - Likely	4 - Probable	3 - Possible	2 - Remote	1 – Improbable
Consequence	5 - Catastrophic	25	20	15	10	5
	4 – Major	20	16	12	8	4
	3 – Serious	15	12	9	6	3
	2 – Minor	10	8	6	4	2
	1 - Incident	5	4	3	2	1

Critical risks	16-25	Unacceptable, risk must be reduced,
Significant risks	8-15	Tolerable, if possible reduce risk to as low as reasonably practicable,
Minor risks	1-6	Broadly acceptable, if possible reduce risk to as low as reasonably practicable.

This Generic Risk Assessment is intended as a guide only and does replace the need for site specific risks to be assessed.