



Registration & Induction Form

Issue No: 1
Issue Date: 09.01.2021
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The Management of UK Rail Engineering would like to welcome you to the company, as part of you joining us, please take the time to complete this company induction with your manager.

You are required to answer all questions truthfully and to the best of your knowledge. If it is discovered that you have deliberately given false information, then this could be considered as Gross Misconduct. Your employment may be terminated through these charges.

PLEASE COMPLETE ALL SECTIONS OF THIS FORM USING BLOCK CAPITALS

Name as Shown on your Birth Certificate:				
First Name:		Middle Name(s):		Surname:
Email Address:			Home Telephone:	
Mobile Number:			CSCS Number (if applicable):	
Date of Birth:			Emergency Contact Name:	
Sentinel Card Number:			Emergency Contact Number:	
Passport Number:			Do you hold a full UK Driving License?	
National Insurance Number:			Driving Penalties/Convictions?	
Home Address:				
Post Code:				
Previous Work Experience:				
Company Name	Position	Dates	Reason For Leaving	Referee's Name & No.
Are You a Member of a Union? If so, please state its name:				
Training Records – Please provide your Supervisor with copies of your non-Sentinel Competency Certificates (e.g. SMSTS, Small Tools, First Aid etc.				
Competency	Expiry Date	Competency	Expiry Date	

Please ensure your Office Manager has sent you the Briefing Handbook explaining the following prior to commencing work:

Document/Information in Handbook	Initial to Confirm Briefing Handbook Received & Understood
Main Purpose/Elements of the Role	
Direct Management	
Health & Safety Policy	
Quality Policy	
Environmental Policy	
Training Policy	
Equal Opportunity Policy	
Waste Management Policy	
Alcohol & Drugs Policy	
Fatigue Hours Policy	
Anti-Bribery Policy	
Worksafe Policy	
Risk Assessments	
COSHH Assessments	
Sentinel Requirements	
Emergency Arrangements	

Accident & Incident Reporting	Initial to Confirm Briefing
<p>You must report all accidents and incidents to your manager, these include but are not limited to:</p> <ul style="list-style-type: none"> • Accidents at work (office, site, workshop and on the road) • Dangerous occurrences • Close calls & near misses 	

I the undersigned confirm that I have received and fully understood the content of the above listed briefings.

(Failure to comply with the content of the Company Policies or the Accident & Incident Reporting procedure may result in the termination of your employment on the grounds of Gross Misconduct.)

Name		Signature		Date	
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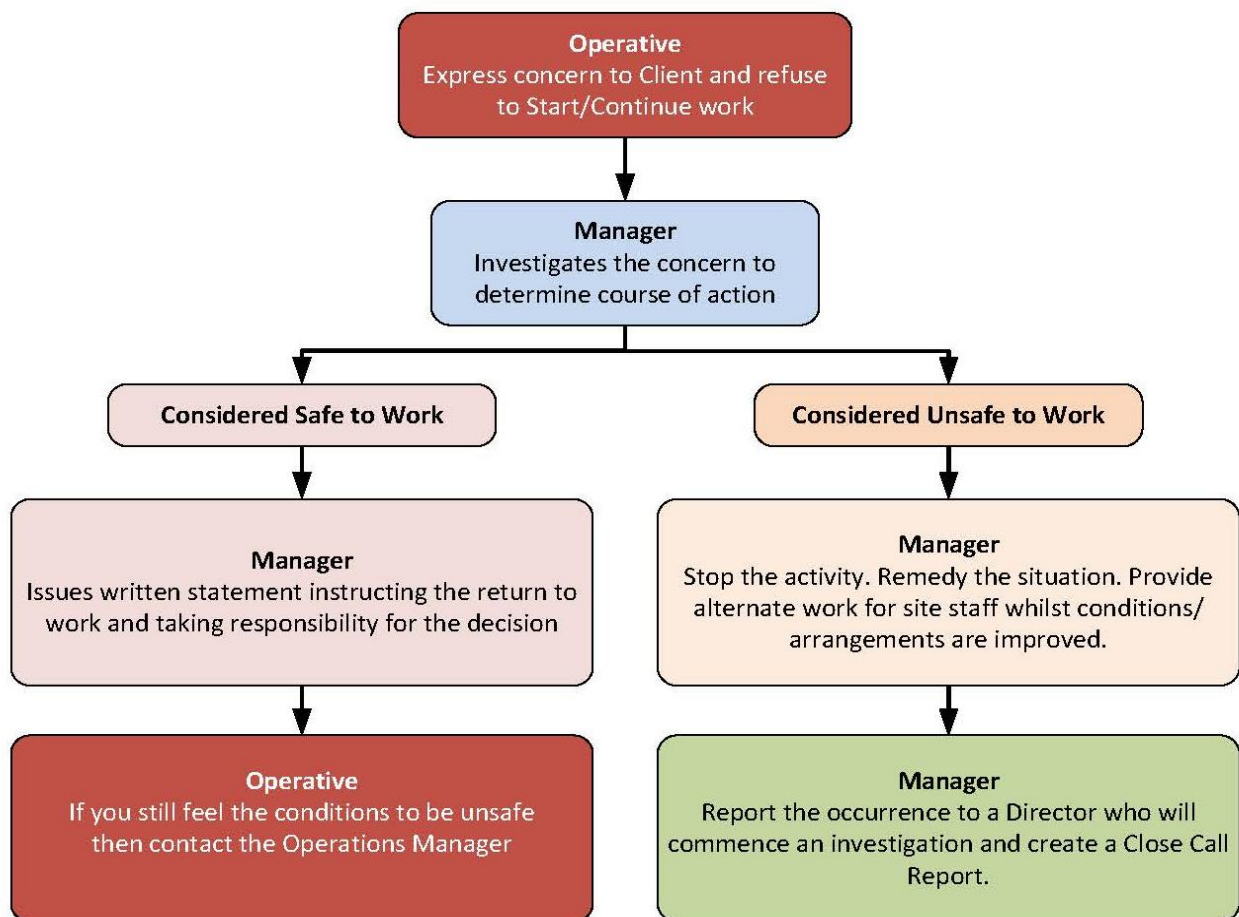
Documentation & Evidence	Manager to confirm receipt
Confirm NI Number via P45 or P60	
Passport (to confirm eligibility to work in the UK)	
Copy of Driving Licence (paper and card copy)	
Track Medical & D&A Certificates	
Digital Photograph for ID Card (against a plain white/light grey background)	
Copies of Competency Certificates and Cards	

Work Safe Procedure: Refusal to Work on the Grounds of Health & Safety

Anyone working for (or on behalf) of UK Rail Engineering can refuse to undertake work they have been instructed to do if you have Health & Safety concerns regarding the activity or the environment you are asked to work in.

No disciplinary action can be taken against any employee who raises a concern under this Work Safe procedure.

The following process shall be followed if you have a concern:



I the undersigned confirm that I have received and fully understood the content of the above listed briefing.

Name		Signature		Date	
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European Union Working Time Directive 1998: Personal Opt-Out Form

The Working Time Directive of the European Union (*Council Directive 93/104/EC of 23 November 1998 concerning certain aspects of the organization of working time, Official Journal L 307, 13/12/1993 pages 0018–0024; amended by Directive 2000/34/EC of the European Parliament and of the Council of 22 June 2000*) is a collection of regulations concerning hours of work, designed to protect the health and safety of workers.

Key features are the limiting of the length of a 7-Day working week to 48 hours, and a minimum rest period of 11 hours in each 24 hours. I the undersigned hereby give notice that I freely choose to work for more than 48 hours per week.

I understand that at any point during the course of my employment I am able to request this agreement to be altered by writing to the Company Secretary giving 3 months notice to the intended alteration. Such action will not lead to me being discriminated by the company in any way as to affect the status or conditions of my employment.

I freely choose to/not to opt out of the Working Time Regulations, which restricts the unsigned to 48 hours works in a 7-day period.	To Opt Out		Not to Opt Out	
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Health and Safety Law: What you need to know.

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and Safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.

What employers must do for you:	What you must do:
<ol style="list-style-type: none"> 1. Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment. 2. In a way you can understand, explain how risks will be controlled and tell you who is responsible for this. 3. Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace. 4. Free of charge, give you the health and safety training you need to do your job. 5. Free of charge, provide you with any equipment and protective clothing you need. 6. Provide toilets, washing facilities and drinking water. 7. Provide adequate first-aid facilities. 8. Report major injuries, fatalities, other injuries, diseases and dangerous incidents 9. Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it. 10. Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone’s health and safety is protected. 	<ol style="list-style-type: none"> 1. Follow the training you have received when using any work items your employer has given you. 2. Take reasonable care of your own and other people’s health and safety. 3. Co-operate with your employer on health and safety. 4. Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone’s health and safety at serious risk.

I, the undersigned confirm that I have received and fully understood the content of the above briefings.

Name		Signature		Date	
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Hours of Work Declaration

It is a Railway Industry requirement that all companies who work on the Railway have an Hours of Work Directive. The UK Rail Engineering Directive is aligned to this and is summarised as follows:

- You must not work in excess of 12 hours per turn of duty (14 hours door to door)
- You must not work in excess of 72 hours in a 7-day period
- You must not work more than 13 turns of duty in any 14-day period
- You must not undertake less than 12 hours rest between shifts

We will ensure that everyone works within this policy by:

- Briefing the policy to all employees, sub-contractors and visitors
- Ensuring all employees and sub-contractors sign an Hours of Work declaration
- Planning working hours robustly within the above constraints
- Keeping records of all hours and shifts worked
- Carrying out a weekly review of all duty records
- Reviewing the identified exceedances and identifying appropriate action where necessary
- Keeping records of all exceedances

I, the undersigned confirm that I have received and fully understood the content of the above Hours of Work Directive.

Name		Signature		Date	
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Mandatory Tool Box Talks

Manual Handling	Use of PPE & RPE	Slips, Trips & Falls
<p>We aim is to eliminate manual handling so far as is reasonably practicable. Where manual handling must be carried out then it must be assessed, and proper procedures must be followed. Plan deliveries and storage to take into account load sizes, locations and distribution.</p> <p>Assess all loads: are they heavy, bulky, unstable, difficult to grasp, sharp etc? Size up the load and, if necessary, make a trial lift by rocking it from side to side and then lifting it a few inches.</p> <p>Wear suitable clothing and PPE such as gloves and safety boots to protect against cuts, crushed toes etc.</p> <p>Is there sufficient space, suitable lighting and a clear route to where you are taking the load?</p> <p>Do not carry a load that will obscure your vision. If necessary, move loads in stages.</p> <p>Always use a good handling technique:</p> <p>Stand reasonably close to the load, feet hip width apart with one foot slightly forward pointing in the direction you're going.</p> <p>Bend your knees whilst keeping your back straight.</p> <p>Get a secure grip on the load.</p> <p>Breathe in before commencing the lift.</p> <p>Carry out the lift smoothly using the legs to take the strain, keeping the back straight, chin up, and arms close to the body.</p> <p>Step off in the direction the advanced foot is pointing, keeping the load close to the body.</p> <p>If necessary, stop for rests en-route.</p> <p>Avoid any jerky or twisting movements.</p>	<p>As an employee, you have the legal duty to take reasonable care of your own Health and Safety and that of others who may be affected by what you do or do not do.</p> <p>You have a duty to co-operate with your employer on health and safety.</p> <p>You also have a duty not to interfere with or misuse anything provided for your Health, Safety and Welfare.</p> <p>PPE & RPE should be worn because:</p> <p>This will protect you from short term damage from a number of risks</p> <p>This will protect you from long term damage from a number of risks</p> <p>Appropriate PPE must always be worn on site.</p> <p>If you feel that the PPE supplied is insufficient or you require further advice then please contact your supervisor for further supplies.</p>	<p>The primary aim is to create an awareness of the hazards found on site which may lead to an operative or visitor suffering a slip, trip or fall related accident / incident at the work place.</p> <p>At all times try to ensure there is a safe walking route which is kept clear from all clutter and rubble.</p> <p>Any area in which operatives are working must be clear of any obstacles which may cause an obstruction. All tools, etc. must be cleared away after work is completed. It is understandable due to the nature of the work that all the hazards found on site cannot be removed but ensure everyone knows their location and the risks involved with working or passing through these areas. Reduce the risks by keeping lines tidy and away from walking routes.</p> <p>Spillages of any form must be cleaned away and the area cordoned off. This is to reduce the risk of any operatives slipping on untreated surfaces.</p> <p>Wear suitable footwear while on site, check your footwear to ensure that they are in a good condition.</p> <p>Behaviour on site will reduce the risk of an accident, do not run on uneven or sloped ground, be aware of the hazards around you and avoid carrying difficult objects across rough terrain and up to height if it is not completely necessary.</p>

I the undersigned confirm that I have received and fully understood the content of the above Tool Box Talk briefings.

Name	
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Signature	
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Date	
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Pre-Start Medical Questionnaire

Please answer **ALL** of the following questions regarding your Medical History

Indicate in the appropriate box and give an accurate figure for the numerical questions.

Alertness and reasonable physical fitness are essential for specific duties. It is therefore important to be accurate with your answers to this questionnaire. Giving false/incorrect information on this form may be seen as gross misconduct. When you declare 'No' you are accepting a degree of responsibility for your safety.

Name		Date		Y	N
1	Eye, ear, nose or throat problems?				
2	Do you wear any form of glasses or contact lenses?				
3	Asthma, TB, bronchitis or chest problems?				
4	Diseases of the heart or circulation problems including high blood pressure, angina, chest pains and palpitations?				
5	Had chest or heart surgery?				
6	Suffered from or had to take medication for asthma?				
7	Ever had collapsed lung or pneumothorax?				
8	Other chest or lung disease?				
9	Stomach, intestine, liver/spleen/gland problems?				
10	Depression, anxiety, nervous, or stress problems?				
11	Bladder, kidney, VD/HIV problems?				
12	Had an ileostomy, colostomy or ever had repair of a hernia?				
13	Do you have diabetes?				
14	Skin, hair, teeth problems?				
15	Bones, Joints, limb, muscles, ligament problems?				
16	Epilepsy, fainting, fits, collapse, vertigo, dizziness etc?				
17	Suffered blackouts, fainting or recurrent dizziness?				
18	Had recurrent migraines?				
19	Diabetes, thyroid, hormone etc. problems?				
20	Diseases of the brain or nervous system (including strokes or multiple sclerosis)?				
21	Have you any history of mental or psychological illness of any kind, fear of small spaces, crowds or panic attacks?				
22	Serious injuries, operations, accidents?				
23	Undertaken treatment for cancer?				
24	Used drugs of abuse in past 12 months?				
25	History of alcohol abuse?				
26	Lead level exceeded suspension level in past 2 years?				
27	Do you undertake any activities outside of your work which may directly impact upon your health & fitness while working for UK Rail Engineering – such activities include extreme sports or motor racing				
28	Do you have any allergies?				
29	Are you currently receiving medical care or have you consulted the doctor in the last year other than for trivial infections?				
30	Have you ever been refused a medical certificate or life insurance or been offered special terms?				
31	Do you consider you have a disability or any conditions affecting ability to do your work?				
32	Any other condition, not mentioned above, which may contribute to the deterioration of your health or general level of fitness by working for UK Rail Engineering.				

Answers where you have given a 'YES' response Please give further details on the following page

Further Details from Yes answers – Please expand to give length of time suffered from, surgery, treatment, severity, frequency and any other information relevant to your conditions.

Question No.	Details

Please list all prescribed & over-the-counter medication which you take **WRITE IN CLEAR BLOCK CAPITALS**

Medication Name	Dosage	Frequency	Last Dose	Exact Time	Side Effects

The information contained upon this form is a true and accurate record of my health, wellbeing and fitness. After reviewing the questions asked I certify that I am fit to work for UK Rail Engineering and I am aware of the potentials risks I will be exposed to in the course of my duties i.e. Manual Handling, Hand Arm Vibration, Whole Body Vibration, Lead, Isocyanates, Working at Height, Confined Spaces and further risks which will be made aware upon each project.

All responses will be treated in confidence under the Data Protection Act 1998, no information contained within this form will be sent, sold or in any way divulged to any 3rd party organisations without your prior written consent.

Please sign below to acknowledge the completion of this form by the individual named at the top of Page 1 and that you certify you are fit to work in accordance with the statement in the above paragraph.

Name	
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Signature	
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Date	
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Sponsorship Agreement Form

In order to be able to work for UK Rail Engineering upon the railway you must be sponsored by us and agree to the terms of this contract; in turn we are accountable for maintaining the sponsorship of individuals and ensuring their competence and fitness for work in accordance with this Contract of Primary Sponsorship in our role as your Primary Sponsor.

Please be aware that we will not Sponsor you or issue you with your new Sentinel Smart Card (which have been mandatory since 6th January 2014) without receiving back a signed copy of this contract.

What UK Rail Engineering (Your Primary Sponsor) will provide:

- A valid Sentinel Smart Card
- A company induction stating the rules you must follow whilst in employment with UK Rail Engineering
- Suitable PPE branded with UK Rail Engineering logos to be worn when working upon Network Rail managed infrastructure, and suitable training to be able to use that protective equipment effectively.
- We will update you with regular briefings on changes to standards, Rule Book updates and Sentinel Scheme Rules updates.
- We will arrange the provision of mentoring, training and assessments to ensure your competence is maintained.
- Safety Critical Equipment will be issued to you to enable you to safely undertake your role when deployed by UK Rail Engineering; this includes the provision of personal issued Handbooks and Rules Books for any competence you hold.
- We will provide you with any advice, guidance or instruction on any restrictions based on medication and other medical fitness issues.

What you have to do:

By signing this agreement, you are confirming your acceptance that you have a personal responsibility to comply with health and safety rules including, but not limited to the following:

- You will not undertake or attempt to report for duty, if you have worked within the preceding 12 hours, unless a risk assessment has been conducted and suitable controls have been implemented.
- You will not exceed the maximum working hours as determined by the UK Rail Engineering Working Hours Policy.
- You will report for duty ensuring you are fit for work, fully rested, not fatigued and not under the influence of drugs or alcohol. You must report anything that may affect your ability to work safely including, changes of health, medication, lack of equipment or personal circumstances.
- When you report for duty, you must have the appropriate Personal Protective Equipment (PPE)
- You must not undertake any task, for which you are not competent, do not have the right equipment or the relevant information or local knowledge to complete safely.
- You will act in a safe manner at all times when at work and report any incidents and close calls.
- You will carry your Sentinel card at all times when on the infrastructure. If the card is lost or stolen a replacement fee is chargeable by UK Rail Engineering.
- Where accountable; undertake 100% verification checks on Sentinel Smart Cards before allowing individuals to start work.
- You agree to cooperate with UK Rail Engineering in the event of any investigations into a breach of the Sentinel Scheme Rules, Company Rules or Legislation.

Please continue onto Page 2

Terminating this agreement:

- To terminate the Contract of Sponsorship, you must provide 5 working days written notice (via post or e-mail) to UK Rail Engineering, detailing the reason you wish to be de-sponsored. UK Rail Engineering will manage the de-sponsorship process via the Sentinel website. You must elect a new primary sponsor if you wish to continue working on the Rail Infrastructure.
- On termination of the Contract of Sponsorship, you will return to the Company, all items of company property of which you are in possession, this list is including but not exhaustive: Handbooks, Rule Books, Sectional Appendix, any tools, safety critical equipment & kit, PPE, Vehicle and/or Fuel card, Mobile phone, Sentinel Smart Card reading devices and any other property belonging to the company likely to be given to workers of the company.
- Failure to comply with this provision will result in the immediate suspension of your Primary Sponsorship transfer request, until such property is returned. You will not be able to work for your new Primary Sponsor on Network Rail Infrastructure until we transfer your sponsorship. UK Rail Engineering reserve the right to take appropriate legal action against you in the event of a breach of this provision.
- This contract of sponsorship will automatically terminate should your employment with UK Rail Engineering terminate for whatever reason.
- UK Rail Engineering as your primary sponsor reserve the right to immediately terminate this agreement without notice. Full written reasons will be provided in the case of this event.
- The terms of this agreement may be varied, amended or modified in accordance with the Sentinel Scheme Rules which govern its existence. All variations, amendments or modifications will be notified to you in writing within one month of such variation. Such changes will be deemed to be accepted by you unless you notify UK Rail Engineering of any objections within two weeks of receipt of notice of variation.

By signing this *Contract of Primary Sponsorship*, I agree that UK Rail Engineering will act as my primary sponsor and I agree to the terms set out in the agreement above.

Name	
Sentinel Number	
Signature	
Date	

Training Cost Policy

Should UK Rail Engineering pay for any of your courses or training fees, you must agree to the below conditions:

UK Rail Engineering operates a training clause that if an individual should cease employment with the company or request de-sponsorship:

- Before completion, or within 6 months of completion of the course - 100% of the course fees must be refunded prior to your last day of employment.
- 6 to 9 months after completion of the course - 75% of the course fees must be refunded prior to your last day of employment.
- 9 to 12 months after completion of the course - 50% of the course fees must be refunded prior to your last day of employment.
- No penalty will be applied after 12 months following completion of the course.

If you cannot attend or complete a training course, you must inform a member of UK Rail Engineering staff in writing at least 10 days prior to its scheduled date.

Should you fail to do this and not attend, you must repay 100% of the course fee to UK Rail Engineering.

I fully understand the terms of this agreement, agree to be bound by them and authorise the Company to make the appropriate deduction from my net pay should it be necessary

NAME:		SIGNED:		DATE:	
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Manual Handling Test of Understanding

	Question	Answers	Answer
1	What is manual handling?	a) Pushing, pulling, bending, stretching, lifting b) Only lifting c) Using machines d) Any lifting done by a man	
2	Which is the MAIN piece of legislation that applies to manual handling?	a) The Electricity at Work Regs 1998 b) The Provision and Use of Work Equipment Regs 1998 c) The Manual Handling Operations Regs 1992 d) The Health and Safety at Work Act 1974	
3	What should be considered when carrying out a manual handling assessment?	a) Task, individual, load and environment b) Load, age, environment, height c) How many staff are employed d) Nothing	
4	Which of these injuries are associated with poor manual handling?	a) Spinal/nerve injury b) Muscle/ligament damage c) Hernias d) All of the above	
5	It is safer to keep your knees straight when lifting?	a) True b) False	
6	What can you do to reduce a heavy load?	a) Drag it b) Push it c) Split it in two d) Run quickly with it	
7	What can you do if you feel uncomfortable about lifting something?	a) Ask for help b) Tell your Manager c) Do not lift it d) All of the above	
8	What is the correct technique for lifting?	a) Knees bent, back bent, feet together b) It depends on what you are carrying c) Always ask for help d) Knees bent, back straight, feet apart	
9	Is it a legal requirement for staff to receive manual handling training?	a) Yes b) No	
10	Can manual handling be avoided completely?	a) Yes b) No	

Note: Candidate must achieve 80% to pass

Name		Marked By		Result		Date	
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PPE Issue Form

UK Rail Engineering Group operate a zero-tolerance policy for track workers who do not follow the rules listed in this BRIEFING: -

- As an supplier UK Rail Engineering Group has a legal requirement to provide you with appropriate Personal Protective Equipment (P.P.E)
- As a worker working within the Rail Infrastructure, you have a legal duty to: “co-operate with your supplier in order for them to comply with the law.”
- You must wear your P.P.E at all times whilst on site, if you report to site without the necessary P.P.E you will be refused access to site.
- You must look after your P.P.E and report immediately to your supervisor any defects or P.P.E that has gone missing/lost/stolen.
- You must also not wear another company’s P.P.E unless you have permission to do so from your supervisor (this will only apply if the Principal Contractor request their logo on the P.P.E being used).
- You must not wear P.P.E in licensed premises (pub) or consume alcohol outside work whilst wearing your P.P.E.
- If your P.P.E requires changing you must inform your supervisor or the Office Manager. New P.P.E will not be re-issued to you unless you have a genuine reason i.e. dirty, worn etc. The Office Manager may wish to see the old P.P.E before issuing new P.P.E.
- If you fail to look after your P.P.E i.e. Mistreat, abuse or fail to take reasonable care of your P.P.E you may face disciplinary action which could result in your employment being terminated with UK Rail Engineering Group, and your Sentinel card (PTS) may be suspended.

Reason for Issue	
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P.P.E ISSUE	Quantity	Issue Date	Name of person receiving kit	Name of person issuing the kit
Hi-Visibility Vest				
Wet Weather Coat				
Wet Weather Trousers				
Joggers/Trousers				
Long Sleeve T-shirt				
Jacket				
Safety Boots				
Hard Hat (Blue/White)				
Safety Spectacles				
Gloves				
Head Torch				
Other				

I fully understand the requirement of P.P.E issued to me by UK Rail Engineering Group, I further understand the consequences if I fail to wear, or take care of the P.P.E issued to me by UK Rail Engineering Group.

Should I choose to use any of my own PPE, I accept the full responsibility of ensuring that all PPE used on any site whilst working for UK Rail Engineering Group Ltd will meet the Network Rail PPE standards.

NAME:		SIGNED:		DATE:	
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