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Close Calls

New Close Call Posters

Recently we developed a series of McGinley Close Call posters to highlight and raise awareness of the importance of reporting a close call or potential danger. These posters can be seen in all of our offices and vans.

John Jebson, Head of Safety

You Said, We Did

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<tr>
<td>Driver witnessed speeding on public highway in a McGinley vehicle</td>
<td>Member of public</td>
<td>Thank the complainant and escalate to Fleet</td>
<td>Driver called in for a face to face discussion. Fleet to investigate speed limiting devices</td>
</tr>
<tr>
<td>Driver witnessed speeding on a public highway by a member of MSS safety team</td>
<td>Workforce Safety Advisor</td>
<td>Report to Fleet</td>
<td>Driver spoken to and discussions with Fleet continuing regarding speed limiters</td>
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<tr>
<td>Dust Masks - why they are required</td>
<td>Safety forum</td>
<td>Client is trying to reduce the problem at source and is mandating the use of dust masks to FFP3 on sites identified as at risk.</td>
<td>Face fit testing and issue of masks where required. On-going discussion as to commercial implications of PPE versus solution at source</td>
</tr>
<tr>
<td>Dust Masks - problems with issue</td>
<td>Safety forum</td>
<td>As above but with the requirement to supply placed with MSS</td>
<td>Discussions continue regarding supply but all Operations Managers made aware of the requirement to ensure compliance</td>
</tr>
<tr>
<td>Late or missing SSOW</td>
<td>Call to confidential safety line</td>
<td>Reported to Client Safety</td>
<td>Thank the operative and remind all about the Work Safe procedure</td>
</tr>
<tr>
<td>PPE - complaint regarding the standard of wet weather gear</td>
<td>Close calls to McGinley Safety</td>
<td>N/A</td>
<td>Acknowledge and thank all for reports. PPE supply of wet weather gear under review</td>
</tr>
<tr>
<td>Exclusion zones for some activities. Operatives not aware of exclusion zones for activities not using RRW</td>
<td>Close calls to McGinley Safety</td>
<td>Reported to the clients</td>
<td>Brief to all on the requirements of maintaining and not entering an exclusion zone without permission</td>
</tr>
<tr>
<td>Prescription safety eye protection</td>
<td>Worker Safety forum</td>
<td>N/A</td>
<td>Policy reviewed and procedure re-briefed to managers</td>
</tr>
<tr>
<td>Complaint regarding a client member of staff being aggressive</td>
<td>McGinley On call informed and monitored</td>
<td>Client informed</td>
<td>Issue investigated jointly with client. Thanks to operative who raised the issue</td>
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<tr>
<td>Health awareness</td>
<td>Internal staff request</td>
<td>N/A</td>
<td>Health day organised - see article</td>
</tr>
<tr>
<td>DC strapmen advised to use an access point not on the SSOW - leading to an error</td>
<td>Accident investigation</td>
<td>Client informed</td>
<td>Investigated by McGinley Safety and brief to all that they must not deviate from the SSOW without permission</td>
</tr>
<tr>
<td>Crane Controller Dect Comm not being used</td>
<td>Client report to McGinley Safety</td>
<td>Client reported and also stated that its own supervisors should be enforcing policy</td>
<td>Re-brief of policy to all CC</td>
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<tr>
<td>Vibration equipment in use HAV</td>
<td>Worker Safety Forum</td>
<td>Hav Meter system or similar implemented by some clients but others giving no data</td>
<td>McGinley Safety thanks to the client and promoting similar to other clients</td>
</tr>
</tbody>
</table>

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John Jebson, Head of Safety
Interesting Times for Rail Industry

We are in interesting times within the rail industry. HS2, Crossrail, CP5, Sentinel 2 and a host of other activities mean that the railway industry is seldom out of the news. What we do in our Safety and Compliance teams is scrutinised in a way that is unprecedented. We need to see this as an opportunity to step up and tell the industry about the good work we do in our business, as it is no longer good enough to be the same as everyone else.

We have always controlled the working times of operatives under our care but in collaboration with Sentinel 2 and other parties, the McGinley Compliance team has identified three cases of “Double Shifting” which would not have been proven before. These people are a danger to themselves and their colleagues and have been removed from the industry.

Increased pro-active Drug and Alcohol checks have identified two operatives who thought they were okay to work under the influence.

This is a clear breach of the lifesaving rules and again these people have been removed from the industry.

Accident reporting must be done in accordance with company and client rules. We induct and brief all of our operatives on the rules. If they then fail to follow the rules we cannot assure ourselves and our clients that any accident happened when they say it did, or even if it is a workplace accident.

Industry groups such as the Track Safety Alliance (TSA) have led to an increased level of collaboration across competitor organisations. Lessons learnt from incidents can be communicated in an effective manner and more readily than ever before. We have taken lessons learnt from others and have shared and applied them to stop similar events within our organisation. Thank you to those who participate and an invitation to those who don’t to get involved. What we do as Safety and Compliance is only effective if we communicate it.

Visit the TSA website for more information
www.tracksafetyalliance.co.uk

Thanks.

John Jebson
Head of Safety, McGinley Support Services

Safety Management Certification Audits

As part of the McGinley philosophy of continual improvement and Boardroom-led dedication to safety, we would like to announce that McGinley Support Services are certified to BS 9001 for Quality, BS 14001 for Environmental and now Multi-Site OHSAS 18001 for the Safety Management System. We met the criteria in full with no NCR. Elizabeth Gray, McGinley Safety Advisor for Wales and Western, has spent a large amount of time and effort in achieving this and will be managing the SMS as we progress.

The option to be just the same or to stand still is no longer viable, so we are now working towards BS 11000 Collaborative Working. We welcome any opportunity to partner with our clients or safety peers to further improve what we all do.
As we go to press, the McGinley Support Services Safety and Compliance teams are delighted to report that the Rail AFR for Periods 8 and now 9 are 0.00 for the first time in 5 years. Whilst this is only one measure of performance, it does validate the hard work that all the operational Safety and Compliance teams put in. Thank you to all of our operatives and staff for helping to make this happen.
Accident, Incident & Confidential Safety Reporting Line: 07976 935728

Road Safety

As you will be aware from our previous issues, McGinley Support Services take road safety very seriously. We have taken huge strides forward with the management of Fleet and drivers. Strict criteria for the approval of drivers has been introduced and future enhancements will include driver aids, speed management devices and weight/loading management.

Often it is very difficult for Safety and Compliance teams and managers to justify the actions and related costs of training and briefings when the end result is that a breach of regulation or a close call has been prevented.

Recently we have seen some horrendous vehicle accidents and we have looked at what we are doing and asked ourselves if it’s enough. Even the most pro-active of companies can have an event that crystallises this whole process. As with any incident, we firstly make sure that there are no injuries but then we have to ask ourselves whether we were compliant to our rules, industry rules and standards.

McGinley operatives were recently in an RTA on the Severn Bridge heading back into Wales after a day shift. A series of events came together to result in the following:

- A McGinley vehicle suffered a tyre blow out in lane three of the three lane road.
- The operatives were unable to steer the vehicle safely to the hard shoulder.
- The operatives implemented a traffic management system which was working well for 10 minutes.
- A third party was distracted and did not follow other traffic but collided with the vehicle and the men.

Thankfully there were no major injuries. One operative suffered bruising and two suffered whiplash type injuries. The accident was dealt with by the Police and is still under investigation. Due to the work we had done prior to this, we do know that:

- The vehicle was a brand new 13 plate.
- The men were fully compliant to “Hidden” guidance.
- The door to door and travel time was well within limits.

Severn Bridge First Facts

- The men were fully compliant and well within limits for fatigue policies.
- Fleet, safety and compliance on call procedures worked.
- The third party insurers have admitted liability.
- All operatives returned to work.
- Communication to industry was done in real-time with facts not speculation.
- There were no major injuries.

Thankfully no-one suffered a major injury and we had done our job to keep people safe and the company fully compliant. Have we done enough going forward? The simple answer is no. We have to keep improving and making changes. We have to innovate and use technology to control the risks, and we must continue to spread the word on what we are doing. If you would like details on what we do or to discuss an idea, please contact the McGinley Safety team.
Training Leadership Programme

Developing the Leaders of Tomorrow

Alongside the Network Rail Non-Technical Skills programme (NTS) for all COSS's, it is our intention to develop people to be the leaders of the future. We will identify suitable candidates and develop their ‘soft skills’ and focus will be placed on the same five key areas as on the NTS Day:

- Conscientiousness
- Relationships with people
- Planning and decision making
- Communications
- The willingness and ability to learn

We will help them to develop an action plan targeting Self-Awareness, Improved Knowledge and Understanding along with Practical Strategies and Practice. Once the action plan is formulated, every assistance and support will be given on an individual basis to ensure that all future McGinley leaders are fully equipped with all the personal skills to lead the workforce of tomorrow to a safer working environment for all. If you think you would be suitable for this programme or would like to find out more, please contact your local office Rail Manager.

Accident Investigation Team

The Safety team at McGinley Support Services is now all trained in Accident Investigation to NWR standard NR L3 INV 3001. We are continually improving the services that we offer and developing our staff accordingly. We are delighted to add this important offering to our services.

Congratulations to:

- JOHN JEBSON
- LIZ GRAY
- SAM KNIGHT
- MARK HOARE
- GARY LOBUE
- GRAHAM ELLIS

All of whom successfully completed a two day training course.
The highest praise has been received for a McGinley rail gang who have worked to a consistently high standard whilst maintaining excellent safety procedures and raising the client’s bar of expectation says Liz Gray, Workforce Safety Officer.

Jason Rees and his gang have worked for McGinley for over six years and have spent the last five working for the Network Rail Swindon DU maintenance team out of Westbury Depot. The work consists mainly of track geometry maintenance and dealing with wet beds, ballast packing in preparation for the tamper and generally keeping the PWay in excellent condition.

To highlight this particular team, we asked a couple of clients to give us their comments. We are extremely proud to relay some of the comments made by Network Rail management.

I have been working with Jason Rees and his team for the past five years now and believe that they should get some form of recognition for all the hard work and commitment they have shown whilst working on the Westbury PWay over these last few years.

Westbury as a whole is a very reactive section that has above average use for heavy freight lines; this causes many track quality issues. We also have a lot of embankment problems which in turn can cause major track faults. The hard work and pride that Jason and his team consistently show have helped us manage these issues with ease.

The quality of their work is second to none, constantly raising the bar as to what can be achieved within the timescales set. It’s not very often that you come across a team of contractors that show true Network Rail values – determination, team work, pride and respect - and I feel that the team deserves recognition.

Tyrone Quick - TSM Westbury PWay

I have been supervising Jason and his men for the last two and a half years now and find that nothing is ever too much trouble for this team.

The sheer grit and determination that they show is second to none. They are the hardest working team of contractors I have ever come across in my time working for Network Rail.

As contractors they are pulled from pillar to post at short notice with little rewards, regards or recognition. In my opinion they are the unsung heroes whose daily performance is truly a credit to Network Rail.

Mark Dredge - Supervisor Westbury PWay

I am extremely proud of Jason and his team and I would like to pass on my thanks and appreciation. Well done to all!

Derek McNeill, Operations Manager, McGinley Support Services

From the Left: Jason Rees, Colin Dredge (Network Rail Supervisor), Justin Nott, James Phillips, Anthony Henning, Darren Jones.
Collaborate to Educate
Collaboration - that was the word that kept cropping up throughout this second TSA Safety & Compliance Workshop. From John Jebson’s opening remarks right through to a closing comment by Nick Millington of Network Rail, the message was clear. Joining forces to share learning is the way forward if we’re to create the safer future that we all want.

Solutions
The Workshop was held at Westwood, Network Rail’s prestigious training centre. As before, it was organised and funded by the TSA, with McGinley hosting. Fast becoming a key date on the rail industry calendar, these workshops offer a unique opportunity to network, exchange views and find solutions to common issues.

As Dan Kellett, Head of Compliance for Ganymede Solutions, commented “They’re brilliant, absolutely brilliant. Here you have the time to talk to the people you need to deal with and share information, which is what it’s all about.”

Site Seeing
The TSA now has a brand new website - and Mark Wright gave the Workshop a sneak peek. Aimed at the workforce, the site has a number of really useful features. Everything from a News page through to a Hot Topics section and a Discussion page where users can exchange views on issues such as training or PPE.

Improved data on the cards with Sentinel 2
One of the key strengths of New Sentinel is that it will provide a much more reliable picture of each cardholder’s skills and credentials, according to Network Rail’s Andy Littlejohns.

The upgrade of this critical safety system, which tracks the safety training, certification and deployment of engineers working on the tracks, is a hot topic. No surprise, then, that there was a lot of interest in the progress update given by Andy, Louise Baldwin and Vic Djondo.

Flaws
They pointed out some of the major flaws of the current system. For example, some individuals have multiple sponsors (in one case, 23!), creating real confusion. There’s also the potential for people to work double shifts, which is extremely dangerous. And all too often, there’s no single accountable sponsor.

Simple Rules
Louise explained that New Sentinel has clear and simple rules under which workers have one primary sponsor and up to two sub-sponsors. The problem of double shifting will be effectively tackled and it’s also now up to each individual to ensure the records on their smartcards are up-to-date. “Above all”, said Andy, “the new system brings real rigour to the whole issue of data integrity, through its ability to point out anomalies or out-of-date information.”

Sentinel 2 is now well under way and the latest details and updates can now be found at www.railsentinel.co.uk

Questions
Sometimes Q & A sessions following presentations fall flat. Not this time. Questions - and answers - flew thick and fast. Here are just a few:

Q: Can individuals alter their details on the new cards?
A: Individuals can view their details, but changes can only be made by a sub-sponsor.

Q: Will lost cards be charged for?
A: Yes, they will.

Q: What if cards wear out?
A: They’re virtually indestructible.

Q: Who investigates if there’s a breach of Sentinel rules?
A: The primary sponsor will need to take action (separate to any other on-going investigation).

Q: Can an individual change their primary sponsor?
A: Yes, they can.

And so on for a good 20 minutes more. In fact, the sheer number and variety of questions asked shows the tremendous significance of this issue for everyone present - and why open forums such as this workshop are so important.

“It was very useful to be able to hear all the questions and ask some myself” commented Gareth Morris from Morson International. “This is the second of these workshops I’ve been to. It’s a good opportunity to have an open discussion.”
Nick Millington

Nick is Network Rail’s recently appointed Safety & Assurance Director, IP Track. Taking the opportunity to introduce himself, he said that he sees improving communication as a key issue. It’s vital to get across the message that safety is everyone’s responsibility. And communication following an incident has to be both clear and prompt - he’d just received a report of one that happened two years ago!

Nick later went on to present (with Mark Wright of Amey Colas) details of a near miss event at Ferryhill on September 11th. It’s currently subject to a full local level investigation. But the important thing now, Nick believes, is to move away from a blame culture, learn from what happened, share information and collaborate to prevent anything similar happening in the future.

Jason Anker: Proud 2b Safe

Jason’s account of falling from an unsecured ladder and being paralysed from the waist down made a tremendous impact at the first TSA Workshop. Now, as part of his Proud 2b Safe campaign, he’s making a follow-up film available. Featuring moving interviews with his family and friends, it looks more deeply at the widespread impact of this kind of accident.

Personal commitment

Like the first one, this short film was produced by Outtakes, who are specialists in the training field. Duncan Brown and Laura Cade from the company presented the film to the Workshop and explained that Jason’s intention was to make safety a personal issue for everyone, requiring a personal commitment.

He wants people to take that powerful message on board and spread it wherever they work. It’s something he’s passionate about. So passionate, in fact, that he’s asked for the film to be free to download and the DVD to sell for £25, rather than the usual £225.

Collaboration in Action

Introducing Nigel Day of UVEX, John Jebson reminded everyone that these workshops are all about sharing information. After UVEX had come up with a solution to a problem with safety masks, he asked them to do a presentation on face fit testing. Nigel covered the issues in detail before ‘volunteering’ his colleague, Tony Solomons, to take part in a potentially unpleasant practical test, from which - naturally - he emerged safe and sound.

Meanwhile Richard Bowen and his colleagues from Safeaid arranged a display of PPE and an introduction to their new and innovative solution for on-site role identification. QuickBand is an armband with a clear pocket which takes a whole range of inserts covering different roles. It’s a simple, affordable and revolutionary solution to an important safety issue in the rail industry.

Watch Your Weight

Overloading vehicles is dangerous and can cause far more problems than you may realise. That was the key message of a powerful presentation from Phil Morrison and Stuart Richardson of Red Forge Vehicle Weighing Systems.

What happens?

Some of the effects are fairly obvious. Vehicles become unstable, the risk of a tyre blow out rises and so does fuel consumption. But did you know that braking distances could increase by up to 100 metres? Or that insurance cover might be void?

Phil and Stuart explained that a proper on board weighing system can pay for itself within two years, it comes with a lifetime warranty and insurance premiums may well be reduced.
As someone who has been in the fire safety business for over 34 years and trained many thousands of staff, from a manual worker with limited English to a CEO of a multi-national business, I still find it amazing when the vast majority of staff continue to get the basics wrong.

The procedures and policies are written but the reality is the message does not get through to the staff at the sharp end of the business. Who thinks about the lone workers, the casual night agency worker, and the contractors? This type of worker does not always receive, remember or understand that they need to react quickly and correctly to a fire emergency.

For example, at all UK Airports it is a legal requirement to receive fire safety training annually but still 70% of staff get the basics wrong.

Why don’t you ask yourself 4 simple questions...? and be honest!

1. What colour is the fire alarm at your place of work? Red, White, Green... or a mixture of colours?
2. How many fire exits (including front doors) are there from your office/workshop?
3. How many and what type of extinguishers are there at your workplace?
4. What number do you call for the emergency services in the UK?

Training is just part of it; I believe it’s about taking ownership. The majority of staff wrongly believes that fire safety is the management’s problem. Do you realise that YOU can end up in jail or fined heavily? YOU have a personal level of responsibility. The bottom line is if your action or inaction causes someone else to be injured or killed, then you can be held liable. Often Site Managers simply do not realise that it is quite possible that they are the legal ‘Responsible Person’.

I was recently asked to look at an issue for a client who has an office employing 70 people above a fast food restaurant, newsagent and a firework wholesaler. Besides the extremely narrow front door, their only fire exit was via the newsagent’s storeroom which is blocked on a daily basis. Amazingly these photographs show a clear day!

Who’s responsible? The newsagent, the office staff who were worried but didn’t act, the fire risk assessor? Maybe the H&S Officer who had never visited the site, the company directors or the landlord for leasing the site out? The answer is they all are to varying degrees.

The site was not fit for purpose and they had to immediately limit the amount of staff on site. New offices were sought and now the company directors are aware and taking the situation very seriously. Sometimes it’s good to have an outside opinion.

Vehicle Fires

Every year there are over 20,000 vehicle fires, and the type of fire extinguisher (if any) that is carried will be dependent on the type of vehicle, but it’s most likely to be a powder or foam type extinguisher.

If you suspect that your vehicle has a fire:

- Stop the car in the nearest safe place.
- Switch off the engine.
- Release the bonnet but do not open.
- Get everyone out of the vehicle and stay well away.
- Dial 999 and ask for the Fire and Rescue Service.
- Warn oncoming traffic.
- If you believe it is safe to do so, use a dry powder or foam extinguisher (BS EN3). Do not open the bonnet if the fire is in the engine compartment, but aim the extinguisher through the radiator grille or under the edge of the bonnet. If in doubt, do not tackle.

NEVER USE WATER ON AN ENGINE FIRE - IT CAN SHORT OUT WIRING AND SPREAD BURNING PETROL
Welding Fire Procedures for LUL

Further to the general information opposite - we would like to reiterate some fire procedures when welding on or near London Underground (LUL).

- When Hot Works are in progress, a Fire Watchman will be in attendance. The Fire Watchman will not carry out any other duties.
- The Fire Watchman will carry a hand-held radio for maintaining contact with the Station Control Room. Should it not be possible to use hand-held radios due to a lack of reception, the safe method of working as below will apply.
- An Appointed Person will be located at the station platform, by the platform phone, to relay information to the Station Control Room and vice versa.
- When an Appointed Person is to be used, the Station Control Room and staff involved in the Hot Works will be briefed on the safety arrangements in place.
- The Fire Watchman will ensure that where possible, flammable materials are moved by hand or track trolley to 15m away from the Hot Works. Where not possible, the flammable materials will be protected by LUL approved fire blankets. Line cables will be protected by an LUL approved fire blanket.
- The Fire Watchman together with the Appointed Person(s) will remain in the area of Hot Works for one hour after the completion of any Hot Works, as required by LUL Hot Works Standard Ba 200. The Fire Watchman will ensure the area is damped down, and if it is not possible to remain on the work site, the Fire Watchman will remain on the relevant platform.
- If a fire is reported to the Line Service Centre, the Fire Watchman will remain at the station, in a position of safety, to advise the Fire Brigade of the possible risks to be found on site.

Further information available from the Network Rail Safety Central website.

Avoid fire

Fire and smoke can cause damage to your business and can force trains to stop

Smoke can cause arcing of the overhead lines.

A large fire, or one involving acetylene, is not only a risk to you and your business but can also result in an exclusion zone of 200m or more which could stop trains from running.

How you can help

Avoid burning rubbish near the railway - if you need to dispose of waste then shredding or compacting are better alternatives.

Be careful where you store flammable materials (especially acetylene) and comply with any fire regulations.

If you see anyone burning rubbish near the railway, please call us on: 08457 11 41 41

SAFETY ALERT

Fuel Storage in Vehicles

This bulletin is for the attention of all staff and contractors involved in the planning, operation and control of Small Plant, On Track Plant, OTP Operators, Machine Controllers, Crane Controllers and all company van and car drivers.

Background: Inspections of vehicles (not Colas Rail) by Police and VOSA have identified the use of unauthorised containers for transporting fuel, giving rise to risk of spillage and fire in accident situations. Petrol and diesel must only be transported and kept in United Nations (UN) approved, spill proof and marked containers - 10 litre metal cans and 5 litre plastic cans. As some vans are mobile workplaces, there has been interest by HSE who stress that the minimum amount of fuel should be transported to perform a day shift. The limit imposed by Colas Rail is 18 litres (2 x 9 litre metal can) as per Colas Rail Code of Practice (C4-014).

Actions Required: So if you must carry fuel in your work vehicle, please follow the precautions below:

- **Diesel** must be carried in UN approved containers which should be marked with the “flammable” diamond and with the UN number for Diesel (UN 1202).
- **The carrying vehicle must carry a 2kg Dry Powder or 2 litre AFFF type fire extinguishers and spill containment kit.**
- **Check that the fuel container cap is closed when not in use.**
- **Check that the fuel containers are secured against movement, spillage and damage.**
- **Avoid leaving them in places where they can be struck by moving equipment or other activities.**
- **Keep fuel containers clear of any Hot Work, sources of ignition, sparks etc.**
- **Use a funnel or spout to prevent spillage when filling engine fuel tanks.**

(Typical examples of appropriate containers made of plastics and metal “jerry cans” UN approved.)
At McGinley we task our Directors with attending site to carry out inspections, therefore it is important that we get them involved in training as well.

Thanks to UVEX for both their expertise and their patience. Similar events are planned so if you want to get involved, contact the McGinley Safety team.

The issue with ballast dust and dust created by our activities remains a threat to the health of our operatives. Whilst work is being done with groups such as the Ballast Dust Working Group and the Track Safety Alliance to reduce the hazards at source, we must not forget to protect any operatives exposed to the hazard at the present time.

PPE is our last resort and as such is the last barrier between the hazard and the operative. It is imperative that we ensure the masks supplied, either by ourselves or clients, are the correct ones and have been fitted correctly.

Working collaboratively with UVEX, Amey Colas and our Safety team, we recently organised some Train the Trainer events at our Head Office in Watford. The course lasted a day and our trainers were shown how to test the fit and effectiveness of the mask as well as advise the operative of their use and storage. Events such as these help to break down barriers with clients and demonstrates contractors can lead the way.

We cannot ask our operatives to do something we would not do ourselves. As demonstrated by our Head of Safety, John Jebson, and John Scott of Amey Colas, who’s Face Fit test was more an audition for Strictly Come Dancing.

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John Jebson, Head of Safety at McGinley, volunteered to be the first guinea pig.

John Scott of Amey Colas demonstrating a good Charleston!

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PPE is our last resort and as such is the last barrier between the hazard and the operative. It is imperative that we ensure the masks supplied, either by ourselves or clients, are the correct ones and have been fitted correctly.

Working collaboratively with UVEX, Amey Colas and our Safety team, we recently organised some Train the Trainer events at our Head Office in Watford. The course lasted a day and our trainers were shown how to test the fit and effectiveness of the mask as well as advise the operative of their use and storage. Events such as these help to break down barriers with clients and demonstrates contractors can lead the way.

We cannot ask our operatives to do something we would not do ourselves. As demonstrated by our Head of Safety, John Jebson, and John Scott of Amey Colas, who’s Face Fit test was more an audition for Strictly Come Dancing.
McGinley Support Services have a specialist tunnel division with the unique blend of solid recruitment and management processes underpinned by ISO 18001, coupled with extensive industry experience to ensure a successful delivery of staff and workers, regardless of location and work activity.

The key factors in our approach are:
- Knowledge of Project Conditions
- Knowledge of Client Requirements
- Health & Safety Initiatives
- Compliance
- Commercial Transparency
- Planning & Preparation (Client & Personnel)
- Reporting Methods (KPI/Target)
- Review Process (Health & Safety, Performance)
- Site Representation & Management

Tunnel Capability and Experience
Our staff and workers have up to 30 years’ experience on a range of tunnel projects including Heathrow Express, Piccadilly Line Extension, Hong Kong Deep Sewage, Channel Tunnel, Heathrow Terminal 5, Dublin Port, Thames Water and Crossrail.

Heathrow Baggage Tunnel T3-5 - Ferrovial
The Heathrow Baggage System project was a major infrastructure project at Heathrow Airport. The work comprised the construction of a 2.1km tunnel to facilitate an automated transfer baggage system between Terminal 5C and Terminals 1 and 3 with a link to the future Terminal 2A.

McGinley supplied 4 x complete tunnel teams, General Foreman, Supervisors, Welding Personnel and Surface Labour to Ferrovial Agroman for the construction of the new tunnel baggage system along with the refurbishment of the existing system at Terminals 1 and 4. The TBM utilised was a Dosco Open Faced shield, 5.5m diameter.

As the first agency supplier to achieve BAA signatory status for Heathrow airside security passes, McGinley had the capability to reference check and secure airside passes as required by the project. The project was delivered to programme with no major accidents/incidents and no lost time accidents.

Crossrail C300/410 - BAM/Ferrovial/Kier
C300/C410 - This Crossrail route links the existing Network Rail services from Maidenhead and Heathrow in the west and Shenfield and Abbeywood to the east, with new underground stations at Paddington, Bond Street, Tottenham Court Road, Farringdon, Liverpool Street, Whitechapel, Canary Wharf and Woolwich.

The work comprised the construction of 2 x 6.2m internal diameter bored tunnels, each 6.5km long between the Royal Oak portal, and the sprayed concrete lining (SCL) station tunnels at Bond Street (BOS) and Tottenham Court Road (TCR) and the Fisher Street (FS) cross over tunnel.

McGinley supplied 8 x complete tunnel teams, Section Foremen, Tunnel Superintendent, Electrical Superintendent, Mechanical Superintendent, Welders, TBM Fitters, Electricians and Surface Labour. The TBM work will be complete in January 2014, three months ahead of programme. The TBM utilised was a Herrenknecht EPB, 6.2m diameter.

Mining services offered include:
- TBM Tunnelling
- NATM/SCL
- Drill & Blast
- Pipe-jacking
- Shaft Sinking
- Micro-tunnelling
- Belt Sinking

Types of personnel supplied:
- Tunnel Superintendent
- Tunnel Foreman
- General Foreman
- Yard Foreman
- Mechanical Foreman
- Electrical Foreman
- Pit Boss
- Lead Miner
- TBM Operator
- Erector Arm Operator
- Miner
- Nozzlemann
- Groutman
- Beam Hoist Operator
- Pump Operator
- Back-up Miner
- Machine Operator
- Belt Supervisor
- Loco Driver
- Electrician (TBM, HV, PLC)
- Fitter (TBM, Loco, PPM, Workshop)
- Crane Operator (Tower, Gantry, Crawler)
- Banker (Pit-top, Pit-bottom)

We also offer a full range of professional and technical staff including:
- Surveyors
- Tunnel Engineers
- Senior Tunnel Engineers
- Tunnel Inspectors
- Project Managers
- Construction Managers

Accident, Incident & Confidential Safety Reporting Line: 07976 935728

For more information please contact Jimmy Ritson on 07974 789715 or email james.ritson@mcginley.co.uk
Reward Scheme for LU Gangs

McGinley Support Services will be rewarding the top scoring gang on a period basis (four weeks). Each gang will be marked on the following criteria:

- **Attendance** - Each individual in the gang will be scored separately.
- **Productivity** - Scored on the reports and feedback from client.
- **Close Calls** - Points will be awarded for close calls notified to Safety team.
- **Vehicle Logs** - Completed and returned to office.
- **Timesheets** - Completed fully and on time.
- **SPC Log Books** - Completed and submitted to office on a weekly basis.
- **Toolbox Talks** - One a week per team submitted with timesheet.

Each member of the top gang will be rewarded with a £50 voucher at the end of each period and at the end of the year, the team with the leading overall score will be awarded £1000.

Innovation from Safeaid

The QuickBand concept has been developed to aid the identification of staff working on the rail infrastructure. It was recognised that there are potential issues arising from the use of traditional products, particularly lack of visibility, when not worn on the arm.

The key benefits of the QuickBand system are:

- **Comfort!** QuickBand has great wearer acceptance due to its comfort and flexibility.
- **Safety!** QuickBand armbands are worn close to the arm, and not loose or dangling from items of PPE or clothing which could be potentially hazardous with moving machinery. A track worker who attended the stand at the TSA had been involved in an incident where a moving RRV had caught a traditional armband, due to it being worn loosely.
- **Visibility!** QuickBand products are all highly visible and as the armbands are bright orange, they can be seen easily on the arm. Also the inserts have very clear print ensuring they can be seen from a distance.
- **Value!** It offers tremendous value as inserts can be swapped around depending on the nature of the role being carried out. The introduction of QuickBand Dual inserts adds even more value.

The flexibility of the system is being utilised by many companies. This can include lifesaving rules, safety slogans, or job roles which are company specific. It all helps to drive the safety message home.
Adjacent Line Open Working and Vehicle Movements On or Near the Line

Accessing the worksite, site visits, making deliveries and collections are just some of the activities that vehicles may undertake whilst on or near operational lines. These activities must be considered in advance, controlled and risk assessed, as failure to do so may result in the potential for a serious, or possibly catastrophic, incident to occur. The photographs shown below are examples of recent incidents which show the consequences when vehicles have undertaken manoeuvres without adequate control measures.

Every activity involving vehicles needs to have a suitable risk assessment in place and appropriate control measures. You need to determine if the use of the vehicle could constitute ALO.

Where a vehicle is travelling to a worksite, transporting employees, and making manoeuvres this is unlikely to constitute ALO working and the requirements of the Rulebook will apply.

Where the vehicle is undertaking work of any sort, and this will include loading and unloading, then this may constitute ALO working and its activity needs to be assessed in line with the requirements of the ALO guidance documents.

Vehicle Travelling:

Rulebook Handbook 1 “General Duties and Track Safety of Trackworkers” requires the following:

General Duties - 3.3 Using a road vehicle on the lineside.

If you are using a road vehicle, you must not allow it to enter the area called on or near the line unless:

• You are the driver of the vehicle and are either a COSS or an IWA, or
• A COSS is present and has given you permission

Vehicle Undertaking Work

Use the following documents to assess if there is an ALO risk present.

• If an ALO risk is present the requirements of the following should be applied:
  • RRV SIP “Managing Plant Working next to lines open to traffic Issue 2” and
  • RRV SIP “ALO Planning Assurance Requirements”

Additional Guidance and Detailed Requirements:

• Handbook 15 “Duties of the Machine Controller (MC) and On Track Plant Operator”
• Network Rail “Plant Manual NR/Plant/0200”
• Company Road Fleet Driver Handbook
• HSG136 “Workplace Transport Safety Employers Guide”
• HSG144 “The Safe use of Vehicles on Construction Sites”

Issued on behalf of: Network Rail’s Road Rail Vehicle Safety and Improvement Programme
Overloading

Every vehicle on the road, from cars to articulated trucks, has what is known as a plated weight. It is illegal to exceed this plated weight. The Vehicle & Operator Services Agency (VOSA) and the Police both have powers to stop, weigh and restrict any vehicle on a UK road. This means that an operator who is running their truck illegally could find themselves on the receiving end of a stiff penalty, in addition to the inconvenience of not being able to continue their journey.

How often have you heard excuses like these?
- But I don’t want to make two trips.
- There wasn’t a weighbridge near where I loaded.
- How am I supposed to know where the weight is on my vehicle?
- I thought this vehicle could carry 3.5 tonnes.
- I was weighed when I left the depot and was okay, so why am I overloaded now?
- Just doing my job, how am I supposed to know the weight of what I’m picking up?
- Doesn’t look overloaded to me.

Your Responsibilities

If you run a Fleet of vehicles, it is likely you have an ‘O’ Licence. When you signed up for this licence, you agreed to meet a number of conditions to do with the safe running of your Fleet. One of these is “Vehicle and Trailers are not overloaded”. In addition to this, an ‘O’ Licence holder has an obligation to notify the Traffic Commissioner of any convictions which are not spent – and this includes fines and prohibitions for overloading. This will harm your OCRS (Operator Compliance Risk Score), often known as the VOSA traffic light system.

Even if you don’t require the above licence, you must still comply with the law. Overloading a vehicle can also make you fall foul of Health & Safety legislation, Duty of Care, and even (in extreme cases) guilty of Corporate Manslaughter.

As such, you have a duty of care to yourself, your employees and the general public to ensure that your vehicle (and those of the people who work for you) are safe and used in a legally compliant fashion. Overloading is an absolute offence - there are no excuses!

The See-Saw Effect

When talking about vehicle weight, almost everybody knows that a vehicle has a Gross Vehicle Weight (GVW) which refers to its plated weight. What a lot of people don’t realise is that there is also a plated weight for the front and rear axles. This means that although you could be running legally overall, you could be illegal thanks to the weight being balanced too far to the front or rear.

A good truck will be designed so that if a weight is placed evenly across its body space, the weight will be distributed over the front and rear axles, but most pallets and parcels don’t come flat and as such, weight can be spread unevenly. This is known as the see-saw effect, a rather appropriate description.

Additionally, if there is extra weight behind the rear axle, such as when a trailer is carried, the weight on the rear axle will increase but the front axle load will diminish. If however the trailer is not loaded correctly and there is negative weight on the tow ball behind the rear axle, the weight on the rear axle will drop and the front will increase - this would be a highly dangerous situation as the whole vehicle would become unstable due to lack of trailer control.

Fines & Penalties

As of early 2010, there is now a simple Graduated Fixed Penalty (GFP) system which targets the driver of a vehicle for overloading.

GFP SYSTEM

- For vehicles up to 10% overloaded - £60 fine
- Vehicles 10 - 15% overloaded - £120 fine
- Vehicles over 15% overloaded - £200 fine

GFPs affect your OCRS score, meaning VOSA are more likely to stop and check you time and time again as a non-compliant operator.

In addition, another £60 fixed fine and three penalty points on the driver’s licence can be gained if VOSA feel the driver is using the vehicle in a dangerous condition, which includes weight position and distribution of the load. However, VOSA or the Police may decide to prosecute in the case of repeat offenders or for serious overloads, and then both the operator and the driver are liable for a fine of up to £5,000 per offence.
Monitoring and Regulations

This means that a 3.5 tonnes vehicle could have a fine of up to £15,000 (one offence for each of front, rear and gross), which could apply to both driver and company separately. A Traffic Commissioner can also take your ‘O’ licence away if they feel you are likely to re-offend, and it is extremely difficult (or very expensive in sub-contract fees) to run a Fleet with no ‘O’ Licence!

Other Downsides to Overloading

In addition to the legalities, other downsides exist to overloading, not least of which is a health and safety issue. When overloaded the vehicle is harder to steer and braking is less effective. It also increases the general wear and tear on tyres and suspension, meaning increased maintenance costs. Insurance policies may be null and void if a crash was found to be caused by an unsafe or excessive load, and fuel consumption increases. With the increased cost of road tax, we all need to take better care of the roads, and overloading increases the strains on the road surface as well.

Payload Monitoring

Some fleets need more than just the standard overload protection; they actually need to know more accurately what they are carrying. In many cases this is simply for audit reasons, but often it is also for assisting in important commercial decisions. For instance, how is a waste collection business supposed to work out what rate band a customer falls into if they have no idea of the amount of waste they collect?

More accurate systems tend to employ load cells mounted between the body and the chassis of the vehicle. This brings an added advantage of being more robust for vehicles used across difficult terrain, such as landfill or building sites. These systems tend to have more in the way of control with additional features, such as USB drives for data output, or packing control to ensure an RCV doesn’t over pack its load.

Certified ‘Charge-By-Weight’ Regulations

In the UK, in order to produce an invoice based upon the weight of a product (either delivered or waste taken away) you must have a system that is certified to a given accuracy and repeatability. It would be very easy to break the law by using a standard load cell system to charge by weight, as they appear accurate enough on the surface, but thanks to legislation there are restrictions in place against this.

On the continent, and in Eire, legislation exists that has forced the use of certified systems for waste removal. RFID tagging is often used to identify a customer’s bin, and help assign each weight to the correct customer. Many companies have realised the benefits this provides, as it allows them to identify jobs where they were previously losing money. In comparison, the UK market for these systems is still very much in its infancy, but despite this Red Forge have been involved in fitting them for over 10 years.

Please be aware when looking at certified systems that you are comparing ‘apples with apples’, as many systems that are cheaper can claim certification only running to Class IV (the lower of these two standards) when they should be running to the higher specified Class III. Before considering any form of Pay-by-Weight scheme, we would suggest speaking to your local trading standards office, along with the National Weights and Measures Laboratory (NWML) and ourselves to make sure that you are looking at purchasing the right system. This will give you a better understanding of what the requirements are, and how we can help you comply with them.

All information provided by Red Forge Systems
Severe Wound To Face Caused By Disc Cutter

An operative was injured after his face came into contact with a disc cutter blade. During an operation to cut through a concrete lamp column the disc cutter jammed, causing it to kick back towards the operative and the blade to come into contact with his face, this resulted in a major wound to his lower jaw, loss of one tooth and damage to two teeth.

The incident is now under investigation and the key learning points will be issued when available.

**ACTION REQUIRED:**

**ALL OPERATIVES OPERATING ANY FORM OF DISC CUTTER MUST WEAR A FULL FACE VISOR**

**Everyone:** Ensure that the risks are fully understood when using this type of equipment. Follow rules by using the correct procedures, correct tools and wearing the correct PPE.

**Team Leader:** Brief all operatives who use this or similar equipment. Ensure all operatives are fully trained in all aspects of their work. Demonstrate the standard and regularly monitor site hazard and risk awareness. Ensuring relevant policies and procedures are known, understood and followed.

**Manager:** Set high standards. Continually emphasise that SHEQ standards will not be compromised and reinforce The Lifesaving Rules.

**TAKING RESPONSIBILITY**

- Never undertake an activity unless you have been trained, assessed as competent and have the right equipment
- Never drive or work while under the influence of drugs or alcohol

Eye Injury to Track Worker

This bulletin is for the attention of all PTS staff, contractors and those involved in the planning, operation and control of On Track Plant, OTP Operators, Machine Controllers, Crane Controllers and COSS's.

**Background**

Whilst working on a high output TRS core site, this trackman was struck in the eyelid by a flying shard of metal. Thankfully this missed the eyeball itself but required removal of the metal and stitches to the eyelid.

He had temporarily taken his safety glasses off to clean them.

The shard flew off sleeper housing that had been hit accidentally by a hammer being used for inserting fast clips. This was snagging work behind the p95.

The injured trackman was in close proximity to this activity and not actually using the hammer at the time.

**ACTION REQUIRED:**

- **Never drive or work while under the influence of drugs or alcohol**
- **Always** wear eye protection when in the vicinity of activities where the chance of flying materials/objects/sparks. If you are not sure - **ASK**
- **Always** wear eye protection when in the vicinity of activities where the chance of flying materials/objects/sparks. If you are not sure - **ASK**
- **Never** drive or work while under the influence of drugs or alcohol
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- **Always** wear eye protection when in the vicinity of activities where the chance of flying materials/objects/sparks. If you are not sure - **ASK**

**TAKING RESPONSIBILITY**

- Take Responsibility - **ALWAYS** use the correct tool for the job and only if you are trained, competent and authorised to do so
- Use the fastclip insertion tool and if there are problems with the tools or they are not available, contact the works manager immediately
- Stay out of exclusion zones unless your job requires you to be there
- **ALWAYS** wear eye protection when in the vicinity of activities where the chance of flying materials/objects/sparks. If you are not sure - **ASK**
- **Our policy is to carry suitable eye protection and wear it as required. If you have a problem with your eye protection, report it to your supervisor immediately**
- **If you see people at risk of injury - DON'T WALK BY**
**Risk of Electric Shock from Signalling Power Supplies**

For the attention of all staff and contractors who access Stations and Lineside.

Following three recent electric shock incidents, Network Rail has identified a design shortfall in a number of Location Cases, Supply Terminal Pillars, Functional Supply Points (FSP) and Relay Rooms, herein all referred to as FSPs. In general, FSPs will be of metallic construction but also included are those of wooden construction. A plan has been developed to provide a permanent solution which is being rolled out.

Because of this potential danger, you are advised not to touch Lineside FSPs, unless your job requires you to do so and you have tested the equipment first. Contact includes leaning on a cabinet and placing tools or lunch bags against a cabinet.

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**Cold Weather Warning**

During cold weather it is important to maintain a good body temperature to stay alert and safe.

As winter months approach and temperatures dip, it is important that people do not put themselves at risk by wearing the wrong headwear whilst trying to keep warm.

As can be seen below there is specialised headwear that can be worn safely under a hard hat which does not impair hearing or visibility and allows the hard hat to be worn correctly.

All personnel should be reminded that hoodies are not allowed to be worn on site.

---

**YOU MUST**

1. Use only an approved testing device and understand how to use that device
2. Test the testing device, then test the FSP to be touched, then re-test the testing device
3. If you find that there is an unsafe voltage, move away from it and not touch any other metalwork (for example another cabinet or a fence)
4. Report this to your supervisor and Fault Control
5. If the public have access to the FSP, stay adjacent to the FSP to keep the public away until assistance arrives

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Please note that the issue of this Safety Bulletin does not affect the issue of Safety Bulletin 278 which applies to staff and contractors who work on this type of equipment as part of their normal duties.
Gripping Live Cable

Although the details below do not refer to a rail industry event, the principals of correct isolation and lockout must be maintained at all times.

Background

A contracting electrician was working within a loft area carrying out remedial works. The electrician was fully qualified to IEE 17th edition and also test and inspection city and guilds 17th edition electrical regulations. The contractor required the 230 volt electrical supply to be isolated, and asked his friend (a joiner) to switch the electrical power supply off. (This the joiner did) The electrician tested the electrical supply and found this to be dead, and carried on with his work. During this time the electrician had need to pick up the electrical cable in order to reconnect it. It was at this time the injuries in the pictures below occurred.

CAUSE

- The joiner thought he heard the electrician shout to re energise the power supply
- The electrician relied on the joiner to isolate the supply and lock it off when he should have done it himself. This would have prevented any confusion

ACTIONS REQUIRED:

- Never touch before test on any electrical work
- Always use a lockout/tag out when working on any electrical works
- Never ask anyone to isolate a power supply on your behalf

With thanks to Colas Rail

LIFE-SAVING RULES - NEVER ASSUME EQUIPMENT IS ISOLATED - ALWAYS TEST BEFORE TOUCH
Health and Wellbeing

On October 30th McGinley Head Office invited staff to take part in a Health and Wellbeing day.

This included ‘Health Essentials’ checks - mini-health checks using quick diagnostic tools that looked at key areas for health and wellness concerns, such as:

- Blood pressure, height, weight, BMI, waist circumference, dyslipidemia (cardiovascular health risk), glucose, pulse and general health/lifestyle mini-questionnaire.

The Nurse from Healthcare Connections also offered to give flu jabs to any staff interested in having one free of charge.

The day was a huge success with lots of staff having a flu jab and medical checks. The image above is an example of the type of information provided on the day.

Blood Pressure Results

<table>
<thead>
<tr>
<th>Description</th>
<th>Total</th>
<th>Female</th>
<th>Male</th>
<th>16-19yrs</th>
<th>20-29yrs</th>
<th>30-39yrs</th>
<th>40-49yrs</th>
<th>50-60yrs</th>
<th>61-65yrs</th>
<th>66+ yrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal</td>
<td>22</td>
<td>12</td>
<td>10</td>
<td>0</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Marginal (refer to GP)</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

23 candidates underwent a blood pressure check. 10 male candidates and 12 female candidates were found to have normal blood pressure levels.

- 6 candidates were between the ages of 20-29 years.
- 5 candidates were between the ages of 30-39 years.
- 4 candidates were between the ages of 40-49 years.
- 5 candidates were between the ages of 50-60 years.
- 2 candidates were between the ages of 61-65 years.

1 female candidate was found to have a marginal blood pressure reading.

1 candidate was between the ages of 40-49 years.

More and more companies are realising that good employee health management can reduce sickness absence, enhance productivity and contribute to increased staff morale.

Wellbeing programmes are an innovative way to get your employees interested and engaged in their health and wellbeing at work. These can range from the most basic mini-health checks to more bespoke programmes to help inspire a healthier workforce.

Wellbeing Days or ‘Health Fairs’ could be arranged, depending on the number of employees.

Smoking cessation sessions are always popular, where a Nurse uses a smoke check monitor to measure the concentration of carbon monoxide on the breath. Combined with advisory ‘stop smoking’ materials and leaflets, this is a powerful way of making smokers realise the impact smoking has on their health.

Positive health promotion can also be well communicated to the workforce via eMailings or leaflets and posters in communal areas. These types of communication are good to raise awareness of work-related ill health issues, general lifestyle advice/reminders or upcoming Wellbeing Days.

For further information on Healthcare Connections and their Wellbeing programmes, please call 08456 773 002.
About McGinley Support Services

McGinley Support Services is one of the UK’s largest specialist recruitment businesses providing the infrastructure sector with permanent, contract and temporary staff of any type, at all levels. Consulting and recruiting since 1979, we now help customers across the infrastructure in Rail, Metro, Roads, Energy, Telecoms, Water, Waste, Ports and Airports.

Over the years the company has developed solutions that can help maintain optimum levels of staff and operatives whether the company is a contractor, asset manager, consultant, owner or operator connected to the UK infrastructure.

Our main locations allow us the national footprint we need to service projects and infrastructure networks. Our policy is to supplement this with local satellites within customer offices, or in the vicinity of major projects and transport hubs so that we can meet local employment objectives. We believe that by maintaining a flexible location strategy, we can make a difference to local communities and, at the same time, provide a support network to ensure that the people needed are delivered.

Key Contacts

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Gemma Palmer-Greenwood  
Head of Compliance  
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Aylesham - Welding
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Plymouth Service Centre, Suite 1
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Unit B1 & B2, 1st Floor Offices
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Portsmouth, Hants PO5 1DS
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Sheffield - Asset.McGinley Training
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Sheffield S4 7UQ
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Surrey Quays - LU
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Watford - Professional and Technical
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