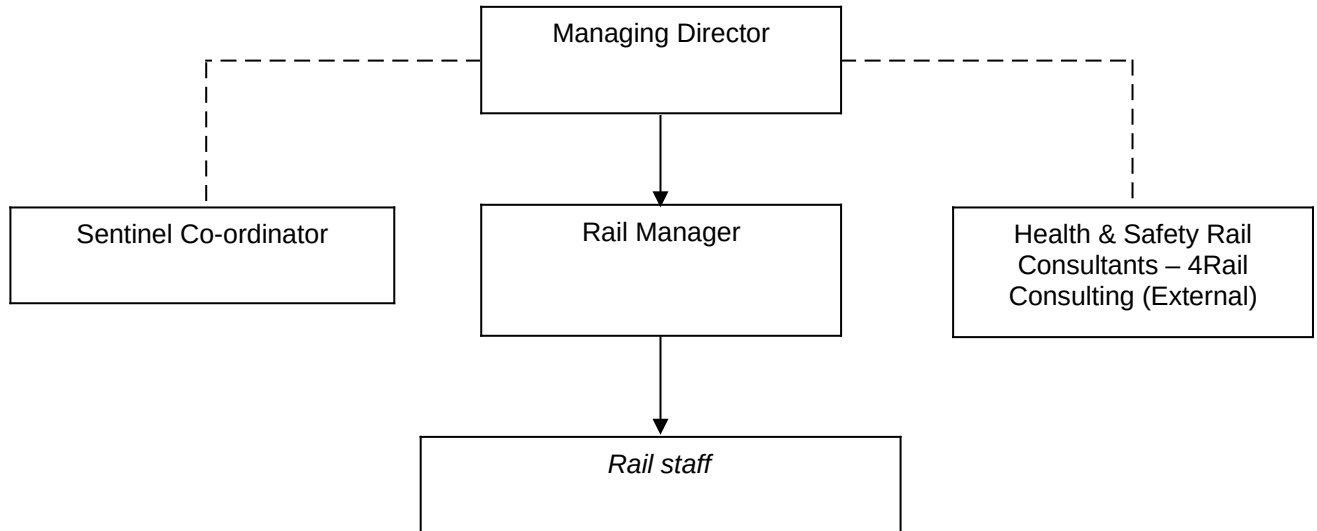




Organisation Chart



AK Recruitment Ltd Contact Information			
AK Recruitment Ltd Contact		Site Contacts	
Name:	Kevin Barker	Name:	Kevin Barker
Telephone:	01823 667655 07496 786961	Telephone:	01823 667655 07496 786961



Rail Induction Pack – Candidate Copy

Staff Safety Responsibility Statement	
The following safety responsibility statement applies to all AK Recruitment Ltd staff who works on or about Network Rail Controlled Infrastructure.	
	<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>
	<i>You are expected to demonstrate a positive and enthusiastic attitude towards safety in all dealings with management, staff, our clients and contractors.</i>
	<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>
	<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>
	<i>You are expected to participate with relevant input in safety briefings and other team meetings.</i>
	<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>
	<i>You must use, or be briefed on, site specific method statements and risk assessments for the work you are undertaking.</i>
	<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>
	<i>Only access sites by official access points. Where possible, use authorized walking routes.</i>
	<i>Work to the instruction of the person in charge of the work.</i>
	<i>Always leave sites safe and free from loose materials.</i>



Rail Induction Pack – Candidate Copy

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:

- o Any action of theft, attempted theft, fraud, or falsification of documentation or records;
- o Any conviction related to theft or attempted theft of railway materials
- o 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;
- o 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.
- o 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;
- o The infringement of any health and safety rules;
- o Any event of negligence which causes, or has the potential to cause loss, damage or injury;
- o Any event of physical violence while at work;
- o Any event of deliberate damage to NRMI property;
- o Any breach of confidence;
- o Any breach of the Lifesaving Rules
- o 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)
- o 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.
- o Any other event that brings the Sentinel Scheme into disrepute



Health and Safety Policy Statement

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:-

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

The application and promotion of the policy is the responsibility of AK Recruitment Ltd senior management. Whilst duties and tasks may be delegated the overall responsibility remain that of senior management to ensure that AK Recruitment Ltd complies with all relevant statutory Health and Safety Legislation, Approved Codes of Practice, and Railway standards

AK Recruitment Ltd

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

AK Recruitment Ltd aims to act responsibly to ensure, so far as is reasonably practicable, the health and safety of its candidates whilst at work.

AK Recruitment Ltd will:

- o Set and Monitor safety objectives.
- o Be committed to continual improvement in safety performance.
- o Provide and maintain safe systems of work which will minimise risk to health.
- o Carry out an assessment of risk to all candidates whilst at work.
- o Provide sufficient resources for the management of health and safety.
- o Provide such information, training and supervision as is necessary to promote the health and safety of its candidates.
- o Seek the full co-operation of candidates and clients in implementing this policy and promoting good safety practices.
- o Ensure all candidates are fit for the work they are required to do.
- o Minimise risk of injury or illness created by work activities.
- o Provide adequate resources to ensure satisfaction of this safety policy.
- o Ensure that senior management actively involve the workforce – including part-time and agency workers – as part of a developing health and safety culture.

Each candidate has a duty to co-operate by:

- o Complying with appropriate legal requirements and company health and safety rules.
- o Wearing and using the protective clothing and equipment provided.
- o Applying good housekeeping to work areas.
- o Reporting incidents or hazards which could lead to injury or damage.
- o Attending safety training in accordance with AK Recruitment Ltd requirements.
- o 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.

Signed	Kevin Barker	Dated	28/11/2018
Managing Director			



Rail Induction Pack – Candidate Copy

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 AK Recruitment Ltd in accordance with the Environmental Protection Act 1990.

AK Recruitment Ltd is committed to achieving environmental best practice throughout its business activities wherever practicable. AK Recruitment Ltd 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 AK Recruitment Ltd.

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

AK Recruitment Ltd is committed to:

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

The principles detailed above apply to all AK Recruitment Ltd business activities, including work in the Rail Industry.

AK Recruitment Ltd will comply with its client's environmental requirements and work closely to ensure its impacts are as small as reasonably practicable.

Signed	Kevin Barker	Dated	28/11/2018
Managing Director			



Quality Policy Statement

AK Recruitment Ltd aims to provide defect free goods and services to its customers on time and within budget.

Management is committed to:

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

The management has a continuing commitment to:

- o Ensure that customer needs and expectations are determined and fulfilled with the aim of achieving customer satisfaction
- o Communicate throughout AK Recruitment Ltd the importance of meeting customer needs and legal requirements
- o Establish the Quality Policy and its objectives
- o 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
- o Ensure the availability of resources.

AK Recruitment Ltd complies with all UK and EU legislation and regulations specifically to its business activities.

Signed	Kevin Barker	Dated	28/11/2018
Managing Director			



Rail Induction Pack – Candidate Copy

First Aid Policy

AK Recruitment Ltd 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 AK Recruitment Ltd 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.

Signed	Kevin Barker	Dated	28/11/2018
Managing Director			



Rail Induction Pack – Candidate Copy

Working Hours Policy - Rail

This statement sets out the policy of the company in respect of Hours Worked limitations for 'Safety Critical Work' carried out by any candidate or subcontractor under our control, in compliance with NR/L2/ERG/003 and ROGS 2011 (Railway & Other Guided Transport Systems).

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

AK Recruitment Ltd will take all reasonable measures to ensure that those candidates 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. AK Recruitment Ltd 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. Candidates of AK Recruitment Ltd 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.

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

- o No more than 12 hours to be worked per turn of duty
- o No more than 72 hours to be worked in any 7 days period
- o A minimum rest period of 12 hours between booking off from a turn of duty to booking on for the next turn. No more than 13 turns of duty to be worked in any 14-day period.

AK Recruitment Ltd 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 necessary additional working hours, to those rostered, are in compliance with current Network Rail Group and Company Standards. No other employment working times should impact on the above to either exceed the limitations or compromise the flexibility of the workforce of AK Recruitment Ltd.

In order to comply with this policy and to maintain the stated and accepted standards of AK Recruitment Ltd candidates should at all times:

- o 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.
- o Notify the signatory of this document should other employment working times impact on the limitations outlined.
- o Refer to the signatory of this document should a more detailed review of the full document NR/L2/ERG/003 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 NR/L2/ERG/003 and the ROGS 2011 (Railway & Other Guided Transport Systems) and include recorded verbal communication between line mgmt. and other associated operators to confirm the details of hours worked to date and proposed hours to be worked in excess of normal limits plus the work to be undertaken and prevailing conditions.

Only if fully satisfied that the additional working requirement is necessary and urgent and that the men on site have no objections especially safety ones then confirmation can be given to extend the working pattern to tight constraints and with safety as the overriding factor. Ensure all the details of the Risk Assessment review are 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, AK Recruitment Ltd 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.

Signed	Kevin Barker	Dated	28/11/2018
Managing Director			



Rail Induction Pack – Candidate Copy

Refusal to Work Policy

This statement sets out the policy of AK Recruitment Ltd, in respect of “Refusal to work on the grounds of Health & Safety” by all candidates (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 AK Recruitment Ltd, should a fuller interpretation be required and forms the basis for the following synopsis.

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

AK Recruitment Ltd 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.

AK Recruitment Ltd 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. Candidates of AK Recruitment Ltd will at all times exercise diligence in monitoring their safe working environment for themselves and other candidates in the working area

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

- o If any situation arises which a candidate 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.
- o If line management cannot be immediately contacted, then in a safe manner stop or do not commence any working
- o Operations subject to the risks identified and warn others in danger of the concerns you have.
- o Double check that there are no instructions or information available locally to resolve the issue
- o If the line manager does not support your concerns, ask for a “second opinion” to either verify the line manager’s findings or support your concerns.
- o Ensure that you are clear in describing what the concerns or issues are
- o Providing the concern is genuine, even if it is ultimately seen to be unfounded then the candidate will not be the subject of any detrimental action by the company.

Further to the AK Recruitment Ltd 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.

Signed	Kevin Barker	Dated	28/11/2018
Managing Director			



Rail Induction Pack – Candidate Copy

Alcohol and Drugs Policy

This statement sets out the policy of the company in compliance with the current version of Group Standard RIS-8070-TOM and Company standard NR/L1/OHS/051 in respect of any candidate, 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).

Provided that candidates 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 candidates 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 candidates 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.

Candidates 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 candidate 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.

It is a condition of employment by the company that no person referred to above shall:

- o 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)
- o 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)
- o Be in possession of alcohol or non-prescribed drugs during working hours
- o Consume alcohol or non-prescribed drugs during working hours

Candidates must subject themselves to medical checks (routine, unannounced 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 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

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

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

In addition, those candidates to which this policy applies must ensure that the signatory of this policy is made aware of any 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.

Signed	Kevin Barker	Dated	28/11/2018
Managing Director			



Rail Induction Pack – Candidate Copy

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:

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

The Rail Manager is responsible for maintaining the information on AK Recruitment Ltd 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 candidate.

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

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

Signed	Kevin Barker	Dated	28/11/2018
Managing Director			



Rail Induction Pack – Candidate Copy

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 AK Recruitment Ltd representative if out of office hours. The AK Recruitment Ltd 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 AK Recruitment Ltd Environmental policy. Environmental accidents and incidents will be reported to Network Rail via arrangements detailed in the applicable method statement or Work Package Plan.

AK Recruitment Ltd will ensure that all accidents and incidents affecting their staff working on Rail projects will be fully investigated in accordance with NR/L2/INV/002. AK Recruitment Ltd 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 any event/occurrence to the HSE in accordance with the RIDDOR regulations and RIS-8047-TOM.

AK Recruitment Ltd will carry out its own investigation in accordance with NR/L2/INV/002, and publish conclusions, observations and recommendations which will be notified to other staff to avoid similar events and learn from previous experiences.

AK Recruitment Ltd 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 AK Recruitment Ltd staff are discussed at management meetings.

Signed	Kevin Barker	Dated	28/11/2018
Managing Director			