

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:-

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

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

Ganymede Solutions

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

Ganymede Solutions aims to act responsibly to ensure, so far as is reasonably practicable, the health and safety of its employees whilst at work.

Ganymede Solutions will:

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

- Complying with appropriate legal requirements and company health and safety rules.
- Wearing and using the protective clothing and equipment provided.
- Applying good housekeeping to work areas.
- Reporting incidents or hazards which could lead to injury or damage.
- Attending safety training in accordance with Ganymede Solutions requirements.
- Working safely in the interests of themselves and others.

In addition to the basic Health and Safety arrangements outlined in the above policy, special procedures need to be adopted and applied in relation to railway work.

Signed		Dated	06/08/2013
Managing Director			

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 Ganymede Solutions in accordance with the Environmental Protection Act 1990.

Ganymede Solutions is committed to achieving environmental best practice throughout its business activities wherever practicable. Ganymede Solutions recognise 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 Ganymede Solutions.

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

Ganymede Solutions is committed to:

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

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

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

Signed		Dated	06/08/2013
Managing Director			

Quality Policy Statement

Ganymede Solutions aims to provide defect free goods and services to its customers on time and within budget.

Management is committed to:

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

The management has a continuing commitment to:

- Ensure that customer needs and expectations are determined and fulfilled with the aim of achieving customer satisfaction
- Communicate throughout Ganymede Solutions the importance of meeting customer needs and legal requirements
- Establish the Quality Policy and its objectives
- Ensure that the management review meetings sets and reviews the quality objectives, and reports on the Internal audit result as a means of monitoring and measuring the process and the effectiveness of the Quality System
- Ensure the availability of resources

Ganymede Solutions complies with all UK and EU legislation and regulations specifically to its business activities.

Signed		Dated	06/08/2013
Managing Director			

First Aid Policy

Ganymede Solutions 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 Ganymede Solutions 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		Dated	06/08/2013
Managing Director			

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 employee or subcontractor under our control, in compliance with NR/L2/ERG/003 Control of Changes in Working Hours Safety - Critical Work and the 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 Ganymede Solutions, should a fuller interpretation be required and forms the basis for the following synopsis. Ganymede Solutions will take all reasonable measures to ensure that those employees are made aware of the contents of this policy and the effect of their continued employment by the company in the event of any breach of this policy.

Ganymede Solutions will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed on any person by this policy by scheduling work patterns and monitoring compliance. If appropriate, this will be done in liaison with the client. Employees of Ganymede Solutions 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 employees shall comply with the following:

- No more than 12 hours to be worked per turn of duty
- No more than 72 hours to be worked per calendar week (Sunday to Saturday)
- A minimum rest period of 12 hours between booking off from a turn of duty to booking on for the next turn. This may be reduced to 8 hours at a weekly shift changeover, in the case of employees working a shift pattern which rotates or alternates on a weekly basis.
- No more than 13 turns of duty to be worked in any 14 day period.

Ganymede Solutions 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 roistered, 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 Ganymede Solutions.

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

- Avoid, wherever possible, other employment working times which could impact on the above to either exceed the limitations or compromise the flexibility of the workforce of the company.
- Notify the signatory of this document should other employment working times impact on the limitations outlined.
- Refer to the signatory of this document should a more detailed review of the 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 Control of Changes in Working Hours Safety - Critical Work 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 revue 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, Ganymede Solutions 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		Dated	06/08/2013
Managing Director			

Worksafe Procedure / Refusal to Work Policy

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

A copy of the above referenced document is held by the signatory of the policy statement in the main offices of Ganymede Solutions, should a fuller interpretation be required and forms the basis for the following synopsis.
All employees referred to above are to be made aware of the contents of this policy and become familiar with the conditions laid down.

Ganymede Solutions 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.

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

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

- If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all they must immediately draw it to the attention of their direct line manager so he can investigate and resolve the issue locally, if possible.
- If line management cannot be immediately contacted then in a safe manner stop or do not commence any working
- Operations subject to the risks identified, and warn others in danger of the concerns you have.
- Double check that there are no instructions or information available locally to resolve the issue
- 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.
- Ensure that you are clear in describing what the concerns or issues are
- Providing the concern is genuine, even if it is ultimately seen to be unfounded then the employee will not be the subject of any detrimental action by the company.

Further to the Ganymede Solutions 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

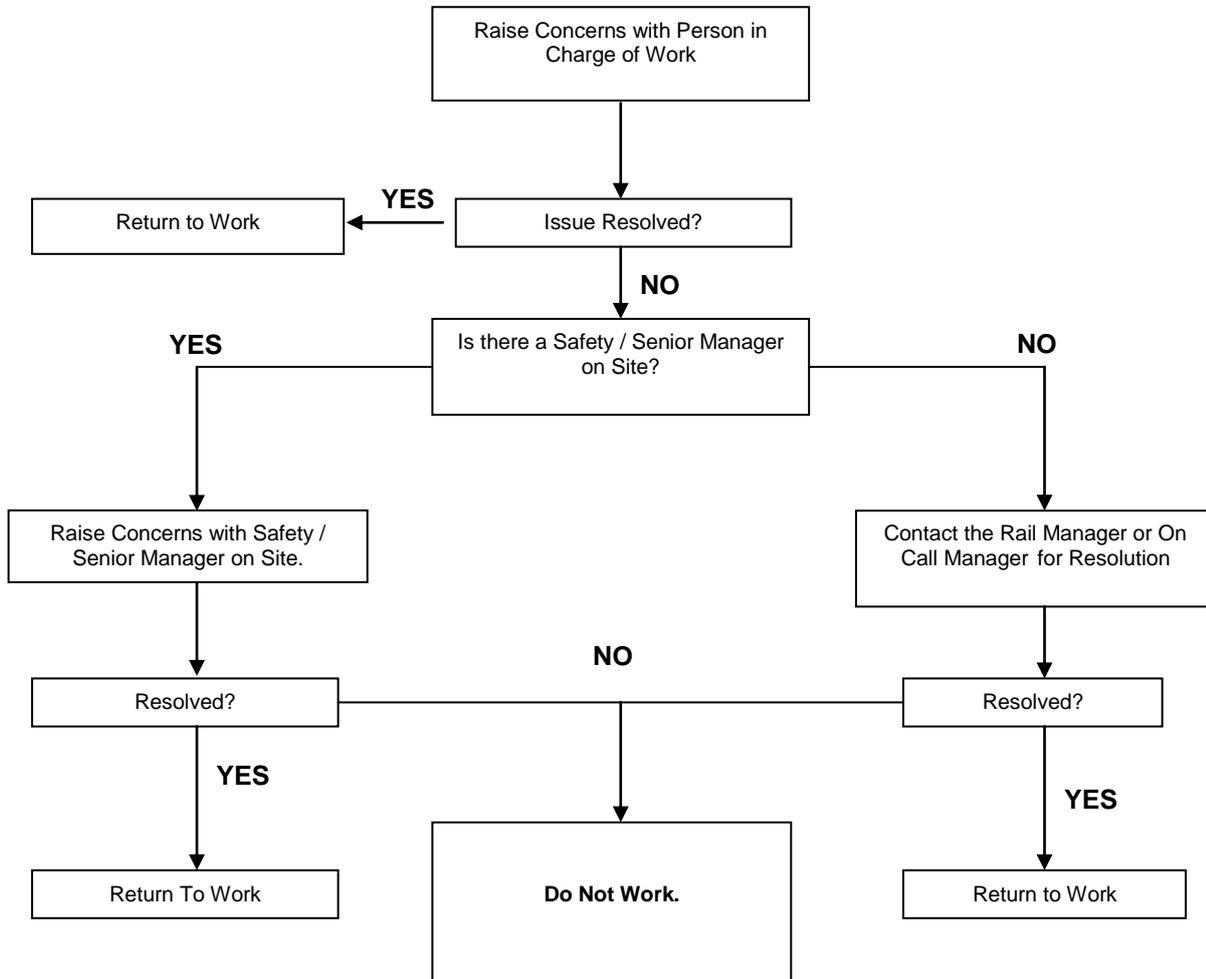
All welfare and first aid facility related issues must be addressed by the company to ensure that their operators are supported in line with the appropriate legislation defining the facility required and who is to provide them, in line with the attached form.

Signed		Dated	06/08/2013
Managing Director			

Worksafe Procedure

Under the Management of Health & Safety At Work Act 1999 (Regulation 8), every employee has the right to refuse to carry out work which is unsafe. The following diagram indicates the minimum steps which should be taken to resolve objections. If the issues cannot be resolved, the employee can refuse to carry out the activity in question. The Rail Manager will then carry out an inquiry into the circumstances and reasonableness of the refusal to work. No disciplinary action will be taken against any individual who uses the Refusal to Work Procedure because they genuinely believe they are in danger.

The Company are aware of and will comply with the Network Rail Standard Work Safe procedure NR/L2/OHS/00112.



It is paramount to safety performance that all cases of refusal to work on the grounds of health and safety are clearly notified to Management. This procedure will be briefed to staff within induction, as well as line managers that the staff report to. All staff and indeed line managers will be actively supported throughout this process, and discrimination will not be tolerated at any level.

All cases of refusal to work will be recorded via the Rail Accident Reporting Form. Any member of staff wishing to report any issues must initially contact their line manager, who will, if necessary, aid with the completion of the reporting form.

Further to the Ganymede Solutions 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 Freephone 0800 4 101 101, by writing to Freepost CIRAS, or via the CIRAS Website at www.ciras.org.uk

Alcohol and Drugs Policy

This statement sets out the policy of the company in compliance with the current version of Group Standard GE/RT/8070 and Company standard NR/L2/OHS/051 in respect of any employee, self-employed person or contractor under our control. It affects those whose proper performance of their duties is, or may be, impaired or otherwise affected as a result of the consumption of alcohol and/or illegal substances (or prescribed drugs in certain circumstances).

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

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

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

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

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

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

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

Employees must subject themselves to medical checks (routine, unannounced 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; appropriate action will be therefore be taken in all cases

In accordance with GE/RT 8070 a positive screening result means: -

- The presence of drugs, other than medication which does not affect work performance.
- More than 29 milligrams of alcohol in 100 millilitres of blood
- More than 13 micrograms of alcohol in 100 millilitres of breath.
- More than 39 milligrams of alcohol in 100 millilitres of urine.

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

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

In addition, those employees to which this policy applies must ensure that the signatory of this policy is made aware of any 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		Dated	06/08/2013
Managing Director			

Medical Fitness Policy

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

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

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

Management will:

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

The Managing Director is responsible for maintaining the information on Ganymede Solutions 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 49	6 years
From 50 to 59	4 years
From 60 to 64	2 years
65 years and Beyond	Annually

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

The employee must report any medical conditions as advised by his/her own GP. It is the responsibility of the employee to communicate his/her limitations to the rest of the working team. All relevant medical records and documented restrictions will be held on the employee's personal file, in line with the data protection act.

Signed		Dated	06/08/2013
Managing Director			

Accident / Incident / Near Miss Reporting Policy

All accidents or incidents, including near misses and close calls, must be reported immediately by telephone to the Managing Director or the on-call Ganymede Solutions representative if out of office hours. The Ganymede Solutions representative must then inform the Managing Director 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 Ganymede Solutions Environmental policy. Environmental accidents and incidents will be reported to Network Rail via arrangements detailed in the applicable method statement or Work Package Plan.

Ganymede Solutions 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. Ganymede Solutions will exchange information and cooperate with clients to ensure accidents and incident investigations are comprehensive and produce practical recommendations.

The Managing Director 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 GE/RT8047.

Ganymede Solutions 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.

Ganymede Solutions 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 Ganymede Solutions staff are discussed at management meetings.

Signed		Dated	06/08/2013
Managing Director			

Anti Fraud and Bribery Policy

Ganymede Solutions is committed to the prevention, deterrence and detection of fraud, bribery and all other corrupt business practices. Ganymede Solutions has zero tolerance toward such behaviour. Losses due to fraud, bribery and the like can be more than just financial in nature; they can potentially damage the company's reputation as well. The reputation of Ganymede Solutions for lawful and responsible business behaviour is of paramount importance and is one of its greatest assets.

This policy provides a coherent and consistent framework to enable Ganymede Solutions employees to understand and implement arrangements enabling compliance. In conjunction with related policies and key documents it will also enable employees to identify and effectively manage any potential breach.

It is a requirement that all personnel, including permanently employed, temporary agency staff and contractors:

- Act honestly and with integrity at all times and to safeguard the company resources for which they are responsible
- Respect Ganymede Solutions customers, suppliers and other parties with whom it must interact to achieve its objectives by conducting business in an ethical, lawful and professional manner.

The key legislation and best practice that input into this policy are:

- UK Bribery Act 2010
- UK Fraud Act 2006
- UK Anti-Terrorism, Crime & Security Act 2001
- UK Money laundering Regulations 2007

This policy applies to all employees within Ganymede Solutions.

Within Ganymede Solutions, the responsibility to control the risks of unethical business practices occurring resides at all levels of the organisation. It does not rest solely within assurance functions, but in all business units.

This policy covers all personnel, including those permanently employed by Ganymede Solutions, temporary staff and contractors.

Signed		Dated	06/08/2013
Managing Director			