



Terrorism

Please be aware that the threat from far right wing group 'National Action' is expected to escalate in the coming months. This, combined with the arrest of 58 females in 2017 in terrorism charges, just highlights the fact that stereotyping terrorists does not sit well ethically.

Those that have taken part in the 'Behavioural Detection Awareness' training, please refresh yourself with the 'Baseline' and indicators of possible terrorist or criminal behaviour.

Remember, the optimum time to stop an attack is during the planning stage.

Pay Queries

If you think you have a pay query please wait until you have received your payslip and advice slip before contacting your Line Manager. When raising a pay query please provide your Manager with the following details:

Date, place you were working, start time, end time, position and who your Supervisor or Manager was.

You will reduce your chance of having a pay query if you make sure that you book in and out at all times.

Licence

Your licence should be displayed at all times whilst on duty. If you renew your licence you **MUST INFORM SES MANAGEMENT ASAP**. If your licence is revoked you must inform HR.

HAPPY NEW YEAR!



Happy New Year to all everyone associated with the SES Group, we hope you all have a happy and prosperous 2019. We advise you all to safely enjoy the festivities and celebrations.

TBT: Winter Conditions

A number of injuries, particularly sprained / broken ankles, increase during winter months. Be aware of the changing conditions.

- 1) You may arrive at work before clearing / salting of parking area has taken place.
- 2) Do not run / rush in icy conditions.
- 3) Park in cleared areas where possible.
- 4) Pay particular attention to kerbs / steps.
- 5) When driving in icy or frosty conditions, reduce speed—stopping may be difficult.
- 6) Tracks on snow may act like ski blades.
- 7) Beware of reversing vehicles—the drivers view may be restricted.
- 8) Ladders and working platforms may be icy.
- 9) Do not walk on sleepers.
- 10) Keep hands warm.

"Safe System of Work always"

Visa's

Please do not leave it to the last minute to renew your visa, if we do not get proof that you have the right to work from the UK border agency then we will have no choice but to stop you working. A letter from the Home Office only confirms that they have received your application NOT that your application has been accepted and does not confirm you have the right to work.

Appearance

Just a reminder to all staff to ensure that you turn up to work in the correct uniform. Please ensure that it is clean, ironed and that you look smart at all times. No trainers.

ID Cards

Please make sure that you carry your ID card with you at all times. If you don't have one or you lose it, contact the hrteam@thesesgroup.co.uk.

Rewards & Recognition

February: Kevin Thompson

March: Nina Hamza

April: Darren & Tina Leach

May: No Winner

June: Brad Pigney & Wayne Logan

July: No Winner

August: Adrian McLellan-Cole

September: Mohammed Naeem

October: Jonathan Clayton

November: Richard Poole & Darren Brogdan

December: Simon Singh

January: Sarfaraz Patel

Prevention of Slips, Trips and Falls

1. When crossing the track, step over all rails—ballast to ballast.
2. Beware of overgrown undergrowth: it may hide tripping hazards.
3. Beware of uneven ballast.
4. Do not walk on troughing unless absolutely necessary.
5. Do not step on conductor rail guard boards.
6. Beware of frosty conditions, sleepers can become very slippery.
7. Never cross the track where there are point crossings, they may move and trap your foot.
8. Floor edges, stairways, openings and ducts, etc. must be protected—covers must be marked "**Danger, Hole Below**".
9. Practice good housekeeping to ensure that tripping hazards are eliminated.
10. Use a hand lamp when necessary if walking in the dark or in tunnels.
11. Always walk on authorised walking routes where available.
12. Always use approved points of access.
13. Always wear suitable footwear, which supports the ankle.

Drugs and Alcohol

1. Alcohol is a depressant drug that affects parts of your brain. You need all your brain functions when working on site.
2. If you are found to be intoxicated you will not be allowed on site and may lose your job.
3. Alcohol takes time to work out of your system. (1 pint takes 2 hours). Heavy drinking the night before may mean you are still under the effects.
4. 50% of all drivers killed are over the limit.
5. If you know someone who is drunk or on drugs, tell your Supervisor.
6. Drugs and Alcohol will affect your ability to work safely.
7. If you are offered drugs, say no.
8. Drugs, alcohol and work do not mix—do not let it become a problem.
9. Drugs cause slow reaction times, clumsiness and poor decision making.
10. You are more likely to have an accident whilst under the influence.

Safe System of Work Always.