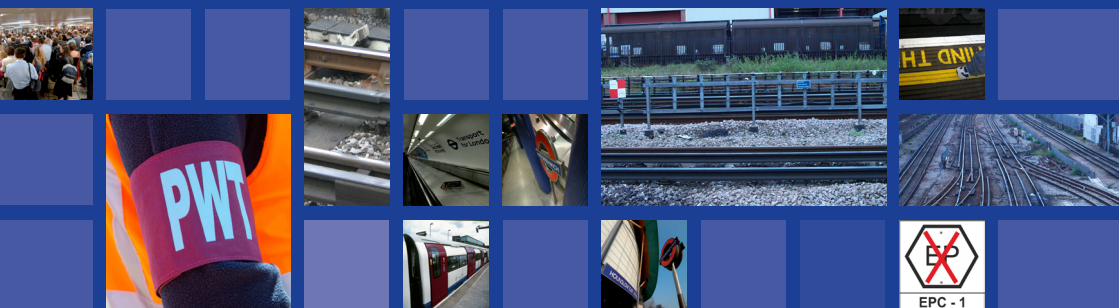


Head of Access

# Industry Common Induction (London Underground Module)



## Learning information booklet

Issue 1

Effective March 2015

## Declaration

This declaration must be signed by you and countersigned by your manager or training coordinator.

I declare that I have read and understood the contents of this booklet.

Name	
Sentinel number	
Employer	
Signature	
Date	

Manager or training coordinators name	
Signature	
Date	

The training provider must confirm this declaration has been completed correctly.

Signed by	
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## Introduction

This learning information booklet contains specific information in relation to accessing and working on London Underground (LU) infrastructure.

An individual that has successfully completed the Network Rail Industry Common Induction (ICI), and is required to work on LU infrastructure must read and understand the contents of this booklet.

If you require any further support you should email [sentinel@tfl.gov.uk](mailto:sentinel@tfl.gov.uk) where your question or query will be answered within 24 hours (excluding weekends and public holidays).

## Using your smartcard

Your smartcard:

- only enables you to access and work on LU infrastructure when authorised to do so
- must be shown on demand
- must not be used for travel at anytime (a valid ticket is always required)
- can only be used by you.

If your smartcard is misused it could be withdrawn and suspended.

## London Underground rules

LU has rules and procedures in place for your health and safety.

The rules for working at the interface of the operational railway are contained in LU Rule Books 1 to 23; the rules are mandatory and must be complied with at all times.

## Certification

When working on LU infrastructure you must have the correct certification for the activity you will be carrying out, for example to work on the track with trains moving under protection, you would need to have a track certificate endorsed basic track awareness or track accustomed.

There may be other certification/licence/qualification requirements that you need to work on LU infrastructure, for example:

- first aid
- manual handling
- small plant
- power tools
- welding.

Any certification and associated licences should be carried with you at all times when working on LU infrastructure.

## Personal Protective Equipment

Approved high visibility clothing must be worn at all times when working on LU infrastructure.

Mandatory Personal Protective Equipment (PPE) for use on LU must consist of:

- high visibility clothing
- sturdy/protective footwear.

Your PPE must always be in good condition

## Signing in at London Underground premises

You must always sign in when entering LU premises, this is:

- to allow you entry on to LU infrastructure
- so that you can be located in the event of an evacuation.

When signing in you must ensure you:

- sign the visitors book and the Person in Charge Evacuation Register (PICER)
- obtain a visitors pass (which must be worn at all times)
- know where the Staff Assembly Point (SAP) is located, and the emergency procedures for that location.



*Example of a Staff Assembly Point indicator*

If you have to access a station that is unstaffed or closed, you will have to make the necessary arrangements to sign in, and collect any keys.

If you are working in a depot you must sign in at the gatehouse, and report to the office of the duty depot manager (DDM) or maintenance manager operations (MMO).

## Traffic hours and engineering hours

The working of LU infrastructure is divided into two time periods:

**Traffic hours** - passenger trains are normally running and traction current is on. Traffic hours starts and finishes at published times.

**Engineering hours** - passenger trains are not running and traction current is normally off. However trains and mechanised vehicles can work during engineering hours under their own power in specified areas or possessions. Engineering hours starts and finishes at published times.

## Roles and responsibilities

When working on LU infrastructure you may come in to contact with:

- A station supervisor.

*A station supervisor is responsible for:*

- *running a station safely and efficiently*
- *signing people in and out of a station*
- *evacuating people from the station in the event of a fire or other emergency.*

- A person in charge of the work.

*A person in charge of the work is accountable for:*

- *ensuring there is a safe system of work*
- *the work in progress and the programme of work*
- *the discipline of the workgroup*
- *briefing the workgroup*
- *signing in and out with the station supervisor*
- *checking certification of the workgroup*
- *plant and materials*
- *general health and safety*
- *liaising with the station supervisor, depot duty manager and the person providing protection.*

*A person in charge of the work is usually identified by a white armband with orange lettering, worn on the left arm above the elbow.*



*Example of an armband worn by a person in charge of the work*

- A person protecting workers on the track.

*A person protecting workers on the track is responsible for safely managing worksites and providing protection when a workgroup is working on or about the track or in a depot.*

*A person protecting workers on the track is usually identified by a claret armband with blue lettering, worn on the right arm above the elbow.*



*Example of an armband worn by a person protecting workers on the track*

- A protection master is responsible for your protection if you are working on the track.

*A protection master is responsible for providing protection when a workgroup is working on or about the track.*

*A protection master is usually identified by a blue armband with green lettering, worn on the right arm above the elbow.*



*Example of an armband worn by a protection master*

- A DDM/MMO.

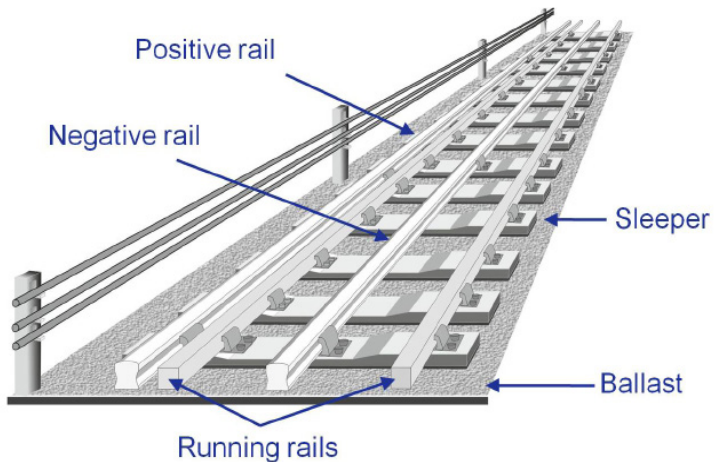
*A DDM/MMO is responsible for running a depot safely and efficiently on a shift to shift basis.*

There may be other people that you could come into contact with depending on the activity or task you are carrying out.

## Work locations

You may be asked to work in any of the following areas depending on what the task is, or the activity you will be carrying out:

- Stations** You can work at a station providing the proposed work has been approved, and does not cause inconvenience or risk to customers.
- Platforms** You can work on a platform providing the work has been planned and approved.
- Track** You can work on the track providing you are correctly certificated to do so, and if required protection is in place.



*Example of LU track components*

- Depots** You can work at a depot providing you have the correct certification, and are competent to do so.



## Using a lift, escalator or moving walkway

If you have to use a lift, escalator or moving walkway to move tools and equipment, you should take care not to cause injury to yourself or others.

In order to use a lift, escalator or moving walkway to move tools or equipment you must have a valid movement of materials licence for the lift, escalator or moving walkway listing the tools and equipment to be moved. There must also be a certificated operator in attendance.



You should report any damage to the lift, escalator or moving walkway to the person in charge of the work.

## Method statement and risk assessment

The person in charge of the work will have a method statement to describe how the job will be completed. They will also have a risk assessment that will identify any hazards that can affect your health, safety and the environment.

All work requires a method statement and risk assessment to be in place.

You will be briefed by the person in charge of the work, before the work starts on what you are going to be doing, and how to keep yourself safe.



If you do not receive the briefing or you did not understand the briefing, you should speak to the person in charge of the work.

## Restricted items

There are some items that can contribute to accidents and incidents on LU infrastructure, therefore the following items are restricted:

- radios, personal audio devices, mobile phones with earpieces
- consumption of food and drink in non designated areas
- the use of metal ladders near live track (including towers).

## Confined spaces

Confined spaces are locations that are enclosed, for example:

- a chamber
- a pit
- a tank
- a platform invert.

There are additional risks for working in a confined space. Arrangements for your safety will be put in place by the person in charge of the work.

## Leptospirosis

Leptospirosis (also known as Weils disease) is a bacterial infection which is transmitted by infected animals, most commonly from the urine of rats.

You can get infected by Leptospirosis through indirect contact e.g. from sewage or water infected with rats urine (water in tunnels) or from direct contact e.g. from a rat bite or direct exposure to rats urine in tunnels, inverts or cable ducts.

You can avoid infection by:

- covering exposed cuts and abrasions with a waterproof dressing
- using suitable PPE
- removing dirty work clothing before eating
- washing your hands and forearms with soap and water as soon as possible.

## Unattended items (suspect packages)

If unattended items are left on LU infrastructure they could be treated as a suspect package.

If you find an unattended item you should:

- not touch or move it
- report it to station staff, depot staff or the person in charge of the work immediately
- not use a radio or mobile phone in the area.

## Needle-stick injuries

On occasions drug users leave hypodermic syringes lying around LU infrastructure. This can be a danger to you and anyone working with you.

If you see any hypodermic syringes you should:

- not touch them as you could become contaminated (e.g. HIV/hepatitis)
- report them to the person in charge of the work to ensure they are removed safely.

If you suffer a hypodermic syringe injury you should seek immediate medical attention, and report the incident to your line manager or the person in charge of the work.



Hypodermic syringes can also be left in spaces that you cannot see into.

## Track and station equipment

Care should be considered at all times when you come into contact with any track or station equipment on LU infrastructure.

For example:

- cables
- signalling equipment
- aerials
- antennas
- cameras.

If you damage or see any damaged track or station equipment, you should tell the person in charge of the work immediately.

## Asbestos

Asbestos is a natural mineral found in rock, you cannot always tell whether a material contains asbestos simply by looking at it. Often asbestos is masked by other materials or is dyed, which disguises its true colour.

### *Remember*

Products that contain asbestos can look identical to those that do not.

### The law

Asbestos is banned from use within the United Kingdom; this also includes second hand use of asbestos products, such as asbestos cement sheets.

The Control of Asbestos Regulations requires those who manage non-domestic premises to protect persons from the risk of ill health and exposure to asbestos. Their duty is to:

- take reasonable steps to find out if there are materials that contain asbestos, and if so the amount, where it is and what condition it is in
- assess the risk of anyone being exposed to asbestos fibres from the material identified
- prepare a plan that sets out in detail how the risks from these materials will be managed
- implement the plan
- periodically review and monitor the plan to ensure it is always up to date
- provide information on the location and condition of the material to anyone who is liable to work on or disturb it.

### Effects to your health

Generally, materials in good condition that contain asbestos are safe. They become dangerous when they are damaged or have deteriorated.

When asbestos is broken down it releases tiny fibres into the air. These fibres, when breathed in over a period of time can get deep into your lungs.

If the fibres get lodged in your lungs they cannot be broken down by your body's natural defences or coughed out, this can then lead to asbestos related diseases such as lung cancer or asbestosis.

These diseases will not affect you immediately; they can often take a long time to develop.

Smokers are at greater risk of contracting an asbestos related disease than non-smokers.

### Asbestos on LU infrastructure

It is known that various materials used on LU infrastructure contain asbestos, for example:

- sheathing for cables and washers
- insulation
- ceiling and floor tiles
- pit blocks
- tunnel ring caulking
- cable troughing
- corrugated sheeting
- rope gaskets.



Cable sheathing and washers



Insulation



Corrugated sheeting

Surveys are undertaken at:

- stations
- depots
- rented properties
- other locations (for example the track).

These surveys are used to produce risk assessments and set priorities for the appropriate managers.

### **Your responsibilities**

Asbestos products can look similar to asbestos-free materials and can sometimes only be identified under a microscope, so you should always seek assistance before moving any materials that you think may contain asbestos.

When you arrive at site you will be given a briefing. It is your responsibility to understand the briefing, if you do not understand anything you must speak to the person in charge of the work.

It is your legal duty to cooperate with the duty holder in managing the asbestos. This means you must comply with any instructions regarding asbestos given at the briefings you receive on site.

You must avoid disturbing or attempting to remove known materials that contain asbestos at all times.

If you uncover or discover anything that may contain asbestos you must stop any work which may disturb it, and report it to the person in charge of the work or local manager.

You must not return to an area that contains asbestos until you are told it is safe to do so by the person in charge of the work.

Always ask the person in charge of the work if the building you are working in has been checked for asbestos. It is your right to be protected from asbestos at all times.

Any asbestos removal work will only be carried out by a licensed contractor.

## Accidental disturbance of asbestos

If you accidentally disturb asbestos you must:

- stop work immediately and vacate the area
- if possible isolate the area to prevent exposure, for example close any doors
- notify the person in charge of the work, local manager or station supervisor
- ensure that the accidental disturbance is reported through the appropriate incident reporting process.

## Triangle of fire

For a fire to start, the three elements of a fire have to come together at the same time, this is known as the triangle of fire.

The three elements of the triangle of fire are:

- fuel
- heat
- oxygen.

If any one of the three elements is removed the fire will go out.

Each of the elements can be removed by:

- cooling to remove the heat
- smothering to remove the oxygen
- starving to remove the fuel.



A diagram of the triangle of fire

## Fire prevention

Fire prevention is achieved by actions that break any of the potential links between the three elements of the triangle of fire.

To help avoid a fire you should:

- keep fire doors closed
- tidy away any rubbish
- not overload electrical circuits
- keep flammable liquids in sealed metal containers
- switch off electrical equipment when not in use
- maintain electrical equipment.

## Discovering a fire

If you discover or cause a fire on LU infrastructure you should:

- raise the alarm by using a 'fire call point', and ensure that you inform others around you
- go to the SAP when the evacuation alert sounds
- contact the emergency services.

If you are working on a station the station supervisor will evacuate the station and call the Fire Brigade.

## Emergency evacuation

If the evacuation alarm sounds whilst you are in the workplace you should:

- immediately follow the instructions given to you at the safety briefing
- evacuate ensuring others are evacuating with you
- always walk and do not run
- not delay to collect your belongings
- not use any lifts
- close doors and windows behind you, if possible
- go to the SAP.



### *Remember*

You cannot re-enter the workplace until you are told to do so by an authorised person (e.g. the Fire Brigade).

## Tackling a fire

You should not attempt to tackle a fire, it should be left to trained personnel, for example the Fire Brigade.

## Fire extinguishers

There are three types of portable fire extinguisher that can be found on LU premises:

- Water
- AFFF spray
- CO<sub>2</sub>.

The colour coding on a fire extinguisher is:

- Black – CO<sub>2</sub>
- Cream – AFFF spray
- Red – Water.



**Types of fire extinguisher**

If you discover that a fire extinguisher is defective or has been used, you must report it to the station supervisor if on a station, the duty depot manager if in a depot or your site person in charge.

## Leaving the site

You should always make sure that the site is left clean and tidy to allow stations to open and trains to run.

It is the responsibility of the person in charge of the work to arrange for the removal and storage from the worksite of any:

- equipment
- materials
- plant and tools.

When you have finished work you must sign out and return your visitors badge or sticker.

If you do not sign out, the visitors book or the PICER will show you as still on the premises, and a member of the emergency services or station staff may risk their life looking for you.

You must not sign out on behalf of a colleague.



