



Rail Safety Briefing

April 2026



Monthly Topics

Latest News

- Reporting accidents, incidents or close calls / near misses
- Swiping into Sentinel
 - Logging the workgroup onto site
 - Logging the evidence of SSOW briefing
 - Swiping competencies

Important regular reminders

- My Sentinel
- Useful Links
 - Safety Central
 - Southern Shield
 - Railway Rulebook RSSB
- Network Rail Standards
- Fatigue Management
- WorkSafe Procedure
- Safety / Near Miss reporting
- Network Rail Life Saving Rules
- CIRAS
- Contact Us



Report any accident or incidents

While all accident will be reported onsite, and recorded in the site accident book, it is also important to notify Matchtech

If you have an accident or incident while on site or at the office, it is important that details are recorded by the COSS / Supervisor and any injuries are recorded in an accident book. This formally notifies the client of the situation and is a clear record of events for future reference. Near misses or close calls are best reported to the onsite supervisor / COSS as each worksite client and region can have different reporting procedures used to record this type of event and put an action plan together to make the area safer.

Additionally, it is important to notify your primary sponsor at the Matchtech office, through either your consultant, Matchtech on-call (07786 265531) or via the company website <https://www.gattacaplc.com/report-near-misses>

By Notifying Matchtech it allows us to ensure that if the situation escalates to a formal investigation, we have the necessary details on hand to support you and assist with any Sentinel investigation or client queries.



Swiping into site

If you There have been numerous incidents of workers turning up for a PTS or Safety critical re-cert, and not having enough electronic logbook entries recorded on the Sentinel portal to allow them to undertake the training. The training provider will check this requirement prior to the recertification event and will turn you away if there are insufficient records on the system. (a minimum of 4 entries per year). You would then need to undertake initial training to regain this competency.

Check your own Sentinel records using the My Sentinel portal

<https://mysentinel.me/Account/LogOn/?ReturnUrl=/>

and ensure that the COSS is recording your attendance at a "trackside" location.



Swiping the evidence of SSOW briefing

All COSS's need to be aware that following a recent Sentinel investigation, it came to light that the COSS had not signed himself or the group into the Sentinel Portal.

The Sentinel investigations team recognised this lack of signing in as poor practice and used it as mitigating evidence that the COSS was not performing their duties as per the Sentinel requirements. This resulted in the COSS losing his competency and was required to undertake a full initial COSS course and additional Post training mentorship to regain this competency for future use.



Swiping logbook competencies

Wessex	Trackside	Engineering Supervisor
Wessex	Trackside	Controller of Site Safety
Wessex	Trackside	Personal Track Safety

Once the COSS has swiped the group onto site, added the briefing record, they also need to add the competencies that staff are using, such as Site warden and critically, they ALSO need to add COSS duties to their own profile, without the required number of COSS competencies logged onto Sentinel, the COSS cannot be assessed (initially four) or undertake a COSS recertification training event (10 trackside shifts logged per year)

NR/L2/CTM/021 Practice Requirements from Competence Award (06 th Dec>)						
Competence	Mentor Period (mth) / Practice Requirement		9 months	12 months	15 months	24 months
	PTS	6	4		4	
LKT	4	4		4		8
SW	4	4	3	4	6	8
IWA	4	4	4	4	6	8
COSS	4	4	4	10	10	20
COSS LKT	4	4	3	4	5	8
PC	4	4	2	2	4	4
ES	4	4	3	4	5	8



My Sentinel

Do you know that you can view all of your own Sentinel Competencies and Swipe-in record in real time?

- See the competency expiry dates and assessment due
- look at your medical and Drugs and Alcohol test records
- Receive emails directly from Sentinel
- Search and email Sentinel sponsors directly
- Follow this link to the "my sentinel" portal <https://mysentinel.me/Account/LogOn/?ReturnUrl=/> and set up your own Sentinel profile

Sentinel guidance on swiping people in can be found here

<https://info.railsentinel.co.uk/resources/sentinel-app-training-videos/>



You **MUST BE** swiped onto the infrastructure for every single shift.

Three simple swipes

to get everyone home safe every day



Swipe

1

Sentinel

Controller of Site Safety (COSS) swipes in each team member using their Sentinel card (physical or virtual).

- confirms competence for the task
- verifies sufficient rest



Swipe

2

Sentinel

COSS records the safety brief. Logs the use of competence during the shift.



Swipe

3

Railhub

Person in Charge (PIC) completes the Authority to Work check between Railhub and Sentinel.

- Sentinel = individuals
- Railhub = safe delivery of work



Why swiping matters

A simple card check is not enough. It:

- ✗ does not verify sufficient rest
- ✗ does not log competence

End of shift

COSS must swipe the team out at end of shift so we can monitor sufficient rest.



Scan to watch Sentinel training videos



Useful Links

Railway Rule book

Add this website address to your browser favourites to ensure that you always have access to the Network Rail Rulebook modules

<https://www.rssb.co.uk/standards/types-of-standards-and-how-they-work/the-rule-book>

Safety Central

Network Rail share updates of recent incidents, accidents and best practice advice online.

Please get into the habit of checking this website for the latest news;

<https://safety.networkrail.co.uk/tools-resources/safety-bulletins/>

Southern Shield

Southern Shield is a collaborative safety forum that consists of Network Rail Southern Capital Delivery and its principal contractors.

On their website they have useful articles and explain the rules of the Southern Shield charter, which are mandatory on some southern sites.

<https://www.southernshield.co.uk/>



1. Introduction

The purpose of this code

This section of the code tells you about getting access to the Network Rail standards and controls which you will need to do before carrying out work on the rail infrastructure

2. Network Rail standards and controls

Network Rail standards and controls are a set of documents we produce to define the way we work. They set out the information we share, the principles we have and the business requirements we work to.

Together, they give us a consistent, safe and coherent set of working practices across the whole company. By having a single external source for this information, we can be sure that contractors and suppliers have access to the most up-to-date standards and controls information. We publish Network Rail standards and controls quarterly. Publication dates are the first Saturday in March, June, September and December. We'll communicate any changes through the Network Rail Standards and Controls Change summary Report.

All our principal contractors:

Should show that they have systems in place to access our standards and controls and brief their own people on changes

Should brief their subcontractors on changes or, assure us that the subcontractors are competent to brief themselves.

Must not distribute our standards and controls outside their organisation.

To aid your briefing process, you may give your subcontractors a copy of the Network Rail Standards and Controls Change Summary Report.

3. Who do I contact for more information

Suppliers, principal contractors can access Network Rail standards and controls and the change summary report by registering for the Network Rail Standards Portal.

To register, please complete and submit the webform. Please [click here](#)

To find out more, please contact the Network Rail Standards & Controls Management Team on STSupplierSupport@networkrail.co.uk



Changes to your shift times and increased fatigue risk

It is important that you notify your consultant as soon as possible if there is a change to your rostered work pattern while working on the Network Rail Infrastructure.

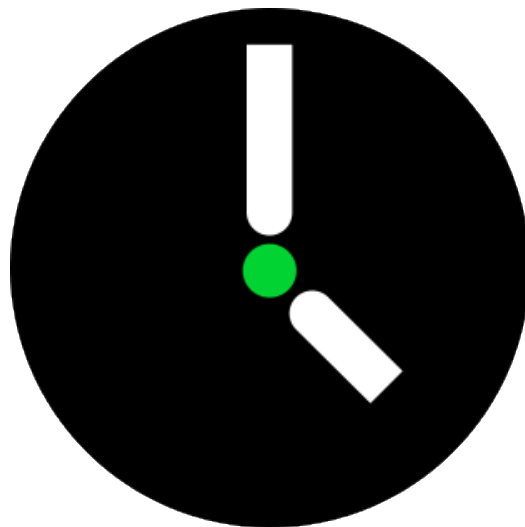
As part of our commitment to you and our obligations to monitor and manage your fatigue, we must always have an accurate understanding of where and when you are working.

In addition, you also have a legal obligation to ensure that you are safe to work, the Health and Safety at Work Act 1974. This states that "Workers have a duty to take care of their own health and safety and that of others who may be affected by their acts or omissions at work"

Do not start work until you are satisfied that the safety arrangements are appropriate to the activity

Never, ever drive while feeling tired

If you are starting to feel fatigued while you are onsite then instigate the work safe procedure.



Work-safe Procedure

This is for anyone to use; it works as follows:

If you believe the Safety Arrangements to be inadequate:

- Stop Work and talk to the Team Leader or person in charge; they should:
 - Review the arrangements
 - Change them if necessary and re-brief

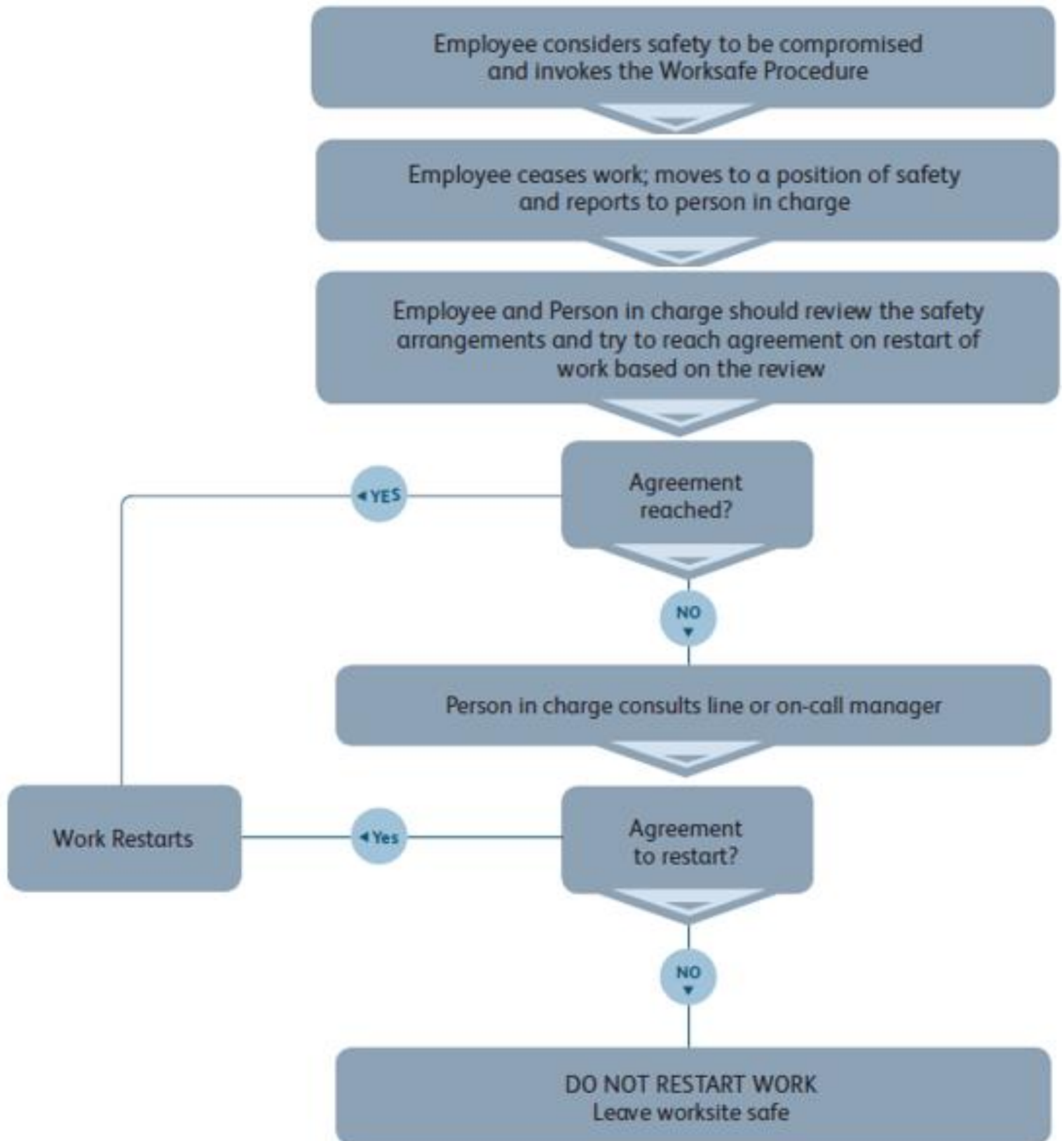
If you are still unhappy **DO NOT RESTART**; escalate to the next level by contacting one of the following:

- The COSS / Supervisor onsite
- Your Line Manager
- Your Safety Rep
- Any member of the management team
- The DU Safety Advisor
- Network Rail Control
- Matchtech on-call 07786 265531

Do not start work until you are satisfied that the safety arrangements are appropriate to the activity



Work-safe Procedure



If you need to report a close call, or register a safety concern then please contact Matchtech via this website;

<https://www.gattacaplc.com/report-near-misses>



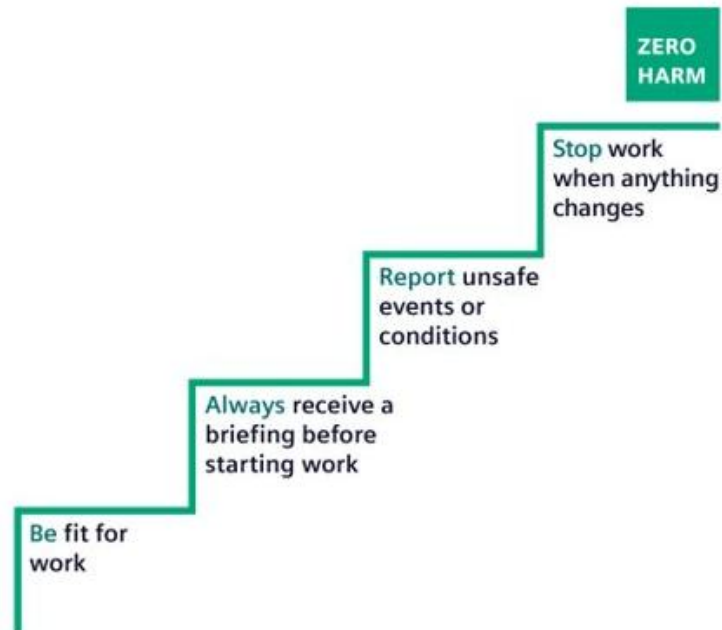
- **Safety sQuaRed**

See it, Scan it, Share it

4 Steps to Zero Harm

Our Priority: Your safety and wellbeing is our absolute priority. We believe that Zero Harm is achievable each and every day by following the four steps and through our behaviours.

Our expectation of everyone, whether an employee / an agency worker or a contractor, is that you will know and live by the 4 Steps.



A Breach of the Network Rail Life Saving Rules will trigger a Level 1 Investigation into your actions.

Our Lifesaving Rules



Always be sure the required plans and permits are in place, before you start a job or go on or near the line.



Never use a hand-held or hands-free phone, or programme any other mobile device, while driving.



Always use equipment that is fit for its intended purpose.



Always test before applying earths or straps.



Never undertake any job unless you have been trained and assessed as competent.



Never assume equipment is isolated – always test before touch.



Never work or drive while under the influence of drugs or alcohol.



Always use a safety harness when working at height, unless other protection is in place.



Always obey the speed limit and wear a seat belt.



Never enter the agreed exclusion zone, unless directed to by the person in charge.



CIRAS

CIRAS

Confidential Safety Hotline

If you have a safety concern,
make the right call and report it.

Tell your supervisor, or contact us in complete confidence.
Call 0800 4 101 101 or download our CIRAS reporting app.



Scan me

 Google Play

 App Store

We find safety in listening.



Scan me



Contact the Rail team

- Matchtech 24 hour on call - 07786 265531 Store this number in your phone in case of an emergency.
- Use this on-call number if you need to contact someone from the company urgently, for example to report an accident / incident or if you are being pressured to do something that you are not comfortable with, such as being asked to exceed the working hours rules etc.
- This number is not to be used to query timesheets or to enquire about vacancies, it is an emergency contact number.
- If you would like to suggest a topic for future safety briefings, or need to talk to someone in confidence then email the Rail HSQE manager Joe Christopherson; jchristopherson@matchtech.com
- Your Feedback is always welcomed, email us at Matchtech railonboarding@matchtech.com

Previous monthly rail briefings

<https://www.matchtech.com/about-us/health-and-safety/safety-briefings>

