



**Stamford
Construction**

Personnel Application

With Sentinel Sponsorship

Name: _____

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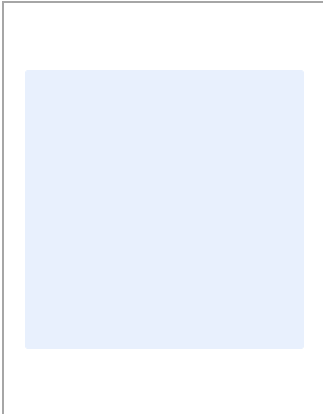
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Issued By: **Shelene Mitchell**
STAMFORD CONSTRUCTION LIMITED



FOR-18 Personnel Application

Please complete the following information to be kept on file for company use or in case of an emergency



Your Name: _____

*Please state below what you like to be called if different from your given name e.g. nickname.

Address: _____

Telephone No: _____

Mobile No: _____

Email Address: _____

National Insurance No: _____

Date of Birth: _____

Driving Licence No: *N/A* _____

Sentinel No: _____

Payment Details:

Bank Account Number: _____ Sort code: _____

UTR Number: _____

In case of Emergency please provide the details of your next of kin.

Next of Kin Name: _____

Address: _____

Telephone No: _____

Additional Information: _____

Please give details of previous employment, we may require a reference:

Signature: _____

Date _____



Qualifications

Name: _____ Position Applied for: _____

Sentinel Card №: _____	Pesticide Course №: _____
ICI-LU Expiry date: _____	Date Tested: _____
PASMA №: _____	Strimmer Course №: _____
PASMA Expiry date: _____	Strimmer Expiry date: _____
CSCS №: _____	First Aid №: _____
CSCS Expiry date: _____	First Aid Expiry date: _____
Confined Space №: _____	Abrasive Wheel №: _____
Confined Space Expiry date: _____	Abrasive Wheel Exp date: _____
Working at Height №: _____	Bricklayer NVQ Level 1: _____
Working at Height Expiry date: _____	Bricklayer NVQ №: _____
Track/Depot Accustomed №: _____	Van Smart: _____
Track/Depot Accustomed Exp: _____	Van Smart №: _____
Track Trolley №: _____	PASMA Tower №: _____
Track Trolley Expiry date: _____	PASMA Tower Exp: _____
SPIC №: _____	Streetworks SWQR 2016: _____
SPIC Expiry date: _____	SWQR 2016 Cert №: _____
Firewatch №: _____	Cintec Anchoring №: _____
Firewatch Expiry date: _____	Cintec Anchoring Exp: _____
SWQR №: _____	PTS Issue: _____
SWQR Expiry date: _____	PTS Expiry: _____
iPAF 3a/b №: _____	Qualitative Face fit tester: _____
iPAF 3a/b Expiry date: _____	Qualitative face fit Exp: _____
iCats Number: _____	iCats Expiry: _____
iPAF 1b №: _____	iPAF 1b Exp: _____

Please add any additional qualifications below include course name, certificate number and expiry date:



FOR-24 Self Medical Declarations

NAME: _____ Date of Birth: _____

EMPLOYER: **Stamford Construction Limited.** National Insurance No: _____

Alertness and reasonable physical fitness are essential for duties on or about the railway line which may interact with moving trains. It is therefore essential to be accurate with your answers to this questionnaire. When you declare NO you are accepting responsibility for your safety. Please study this carefully and tick (✓) the appropriate box, when you have completed the questionnaire sign the declaration at the foot of the page:

Do you suffer from blood pressure problems (high or low) that are not controlled by medication?	No	Yes
Do you suffer from depression, anxiety, panic attacks or other stress-related illness requiring medication or other forms of treatment?	No	Yes
Do you suffer from diabetes, controlled by insulin or sulphonureas tablets?	No	Yes
Do you suffer from epilepsy or fits?	No	Yes
Have you ever suffered or are you currently suffering from blackouts, recurrent dizziness or any condition which may cause sudden collapse, impairment of balance or co-ordination or incapacity?	No	Yes
Do you get discomfort or pain in the chest (such as angina) or shortness of breath on exercise (e.g. climbing a single flight of stairs)?	No	Yes
Do you suffer from any health problems that would render difficulty in moving rapidly over short distances on foot, including on slopes, steps or rough ground?	No	Yes
Would you have difficulty in looking over either shoulder?	No	Yes
Do you have any difficulty with your eyesight (other than wearing glasses or contact lenses where required)?	No	Yes
Do you have any difficulty hearing normal conversation?	No	Yes
Are you taking any medication which causes you to have excessive daytime sleepiness?	No	Yes
Are you taking any medication which makes you drowsy or has any other side effect?	No	Yes
Have you been treated for alcohol-related problems or been advised by a Medical Practitioner to reduce your alcohol intake within the last 12 months?	No	Yes
Have you used any drugs of abuse (not alcohol or tobacco) within the last 12 months?	No	Yes
Have you been treated for drug-related problems within the last 12 months?	No	Yes

I confirm the information given to be true to the best of my knowledge.

Signed: _____

Date: _____



DOC-13 Sentinel Contract of Sponsorship

The purpose of this document is to define the rules and mechanisms for compliance for the Sentinel Scheme together with the consequences of breaching those rules. The rules outlined in this document are mandatory.

Stamford Construction Limited do not allow any employees for whom to work for any organisation other than the primary sponsor (Stamford). Any employee who wishes to work for any other organisation (sub-sponsor) must contact the Managing Director & seek permission in writing.

This contract is between the Primary Sponsor, Stamford Construction Limited and the individual who holds a valid Sentinel Smart Card to enable that individual to work on Network Rail Managed Infrastructure (NRM) London Underground Limited infrastructure.

An individual must have a Primary Sponsor with which the Individual enters a Contract of Sponsorship. Under the Sentinel Scheme, the Sponsor and the Individual have certain responsibilities that are set out below, by entering into this Contract both parties, agree to abide by these conditions.

The individual may have up to two Sub Sponsors at any one time if permitted by the Primary Sponsor. The individual does not enter a Contract of Sponsorship with Sub Sponsors. Individuals are required to notify the Primary Sponsor if they no longer wish to be sponsored by them so they can be de-sponsored.

Individuals can access their personal records on the Sentinel Scheme Database or request a change of sponsorship through the Primary Sponsor or by direct access to the My Sentinel area of the Sentinel website.

Primary Sponsor:	Stamford Construction Limited	
Sponsored Individual:		
Sentinel Number:		
Contractual relationship between Stamford and Individual	Directly employed: Employee number:	
	National Insurance Number:	
	Self-employed: Contact details	
	NI number:	
	Sub-contractor: Employer and contact details:	
	NI number	
Are Sub-Sponsors permitted?	No	
Agreed method of contact for briefings, Rule Book updates etc. *Delete as required	*Email – Letter – In Person	

Stamford Construction Limited will fulfil the role of employer of the Individual for the purposes of health and safety legislation regardless of the employment status of the Individual.

RESPONSIBILITIES OF THE PRIMARY SPONSOR IN RELATION TO COMPLIANCE WITH THE SENTINEL SCHEME RULES

Stamford Construction Limited will carry out pre-sponsorship checks to check an individual's suitability to work on NRMI which will include whether there are any suspensions in place, undertake D&A screening, check on eligibility to work in the UK, assess their competence where an individual has not been sponsored and / or has not practiced a competence within the last 6 months and assess their ability to communicate in verbal and/or written English.

Stamford Construction Limited will complete an induction with each Individual when they join their sponsorship. As part of this induction process, Stamford will brief the Individual on their Contract of Sponsorship and their responsibilities under the Sentinel Scheme Rules.

As a Primary Sponsor Stamford will provide the following;

- A valid Sentinel Smart Card.
- Minimum PPE: Hardhat (white or blue), orange vest (long sleeves may be required) with Stamford logo, orange trousers, boots with ankle support, gloves and eye protection. Additional or task specific PPE will be provided by the contract that the individual is allocated to.
- Safety Critical Equipment to enable the Individual to undertake their role. This will be procured and maintained by the contract, not the individual or the company and kept on site. This includes but is not limited to Marker Boards, Possession Limit Boards, and Lookout Equipment. This also includes providing equipment to read / verify Sentinel Cards for Individuals whose role requires them to check the competencies of other staff.
- Personal issue information such as handbooks, relevant information, and regular briefings on changes to standards, Rule Book updates and Sentinel Scheme Rule updates via the method of contact agreed with the individual.
- Arrange training and assessment to ensure competence at required intervals at the cost of the employing company (for sub-contractors) or the individual (self-employed).
- Mentoring support to develop the Sentinel competencies of the Individual.
- Advice, guidance or instruction on any restrictions based on medication and other medical fitness issues.
- Initial and on-going / periodical medicals

Stamford must update and maintain records of individuals in the Sentinel Database in a timely fashion. The office manager is the responsible person within the company to update / amend the sentinel database.

Stamford will manage individuals working hours when working on NRMI / London Underground Limited on a contract-by-contract basis.

Stamford will review individuals working hours when working on NRMI / London Underground Limited either for Stamford or any Sub Sponsor through the individuals time sheets submitted weekly and / or the Sentinel Scheme Database.

Stamford will maintain a minimum contracted insurance level for works undertaken by Individuals they are putting to work.

Stamford will conduct Local Investigation into any alleged breaches of the Sentinel Scheme Rules and escalate as necessary to the Sentinel Scheme Provider.

See Appendix A for the Breaches of the Rules and the Outcome Guidelines for Primary Sponsors and Scheme Providers investigations.

Where Stamford de-sponsor an individual, Stamford will advise the individual and any Sub sponsors the reason for de-sponsoring even if this is at the Individual's request and cancel the Contract of Sponsorship in writing to the Individual.

RESPONSIBILITIES OF THE INDIVIDUAL IN RELATION TO COMPLIANCE WITH THE SENTINEL SCHEME RULES

- Individuals are accountable for ensuring that accurate personal information is provided to Stamford and remains up to date. This included contact details to enable Stamford to send updates of the Rule Book, training requirements etc.
- Provide proof that they are eligible to work in the UK if not Stamford directly employed staff
- Individuals will complete a time sheet and submit it to Stamford weekly showing travel and working time whilst working on NRMI London Underground Limited.
- Every individual has a personal responsibility to comply with health and safety rules including, but not limited to the following:
- No Individual shall undertake or attempt to report for duty, if they have worked on NRMI / London Underground Limited within the preceding 12 hours (sometimes referred to as double-shifting), or exceed the maximum working hours set out below unless a risk assessment has been conducted by the Primary Sponsor and suitable controls implemented.

For all personnel working on Network Rail Managed Infrastructure

The door-to-door time i.e. the period, that is the combined total of travel and work time should not exceed 14hrs. Work Time should not be planned to exceed more than 12hrs in any 24hr period.

For personnel carrying out Safety Critical work the following limits also apply:

- Max 12 working hrs. per shift.
- Max of 72hrs to be worked in any 7day period
- A min of 12hrs rest period of between shifts.
- Max of 13 shifts to be worked in any 14-day period.

Every Individual has a responsibility to ensure they are fit for work, not fatigued by excessive travel and not in an unfit state through alcohol or having taken or had administered either a dosage of any drug that could affect a person's ability to work safely, or one or more drugs of abuse

An unfit state through drugs means the presence of drugs in the body for which there is no legitimate medical need for either their use or the quantity of their use, An unfit state through alcohol means more than;

- 29mg of alcohol per 100ml of blood
- 13µg of alcohol per 100ml of breath or
- 39mg of alcohol per 100ml of urine

Individuals shall participate in any random, unannounced or ‘for cause’ D&A testing deemed necessary by their Sponsor (Primary or Secondary), Network Rail / London Underground Limited or the Principle Designer as defined under the Construction, Design and Management Regulations 2015.

- Individuals shall report anything that may affect their ability to work safely including medication, changes to their health, lack of equipment or personal circumstances.
- An Individual must report for duty with the appropriate Personal Protective Equipment (PPE) to enable them to undertake their duties. It is the individuals responsibility to ensure that PPE is used, maintained and kept fit for purpose and to request replacement items from Stamford in a timely manner (or Sub sponsor for any upper body clothing bearing the sub sponsors company logo)
- No Individual shall undertake a task, for which they are not competent, do not have the right equipment or the relevant information or local knowledge to complete safely.
- Individuals shall act in a safe manner at all times when on NRMI / London Underground Limited, and report any incident, close call or breach of the Sentinel Scheme Rules they are aware of.
- The Individual shall carry their Sentinel Smart Card at all times while working on NRMI
- The Individual will co-operate with the Stamford Sentinel Scheme Administrators to ensure the personal information held in the Sentinel Scheme Database and printed on the Sentinel Smart Card remains accurate.
- The Individual shall follow the rules of personal accountability for working safely on NRMI, including compliance with all the current Network Rail ‘Lifesaving Rules’.

The Individual has a responsibility to manage their Sponsor relationships and at all times when working on the NRMI an Individual has a responsibility to:

- Know the identity of their Primary Sponsor.
- Know which Sub-Sponsor they are working for (when they are not working for their Primary Sponsor);
- Provide the correct name of the Sponsor they are working for when booking into site.

Where accountable undertaking 100% verification checks on Sentinel smart cards before allowing Individuals to start work.

Additional requirements (if required):

1.	
2.	
3.	
4.	



Stamford Construction Ltd

INDIVIDUAL ACCEPTANCE

I accept and understand the terms of this Contract of Sponsorship with my Primary Sponsor Stamford Construction Limited. I understand that it may be necessary for Stamford Construction to share my information with other companies for legal, medical or training purposes and give my consent for this information to be shared with such companies.

SIGNED:

DATE:

COMPANY SIGNATURE

SIGNED

NAME:

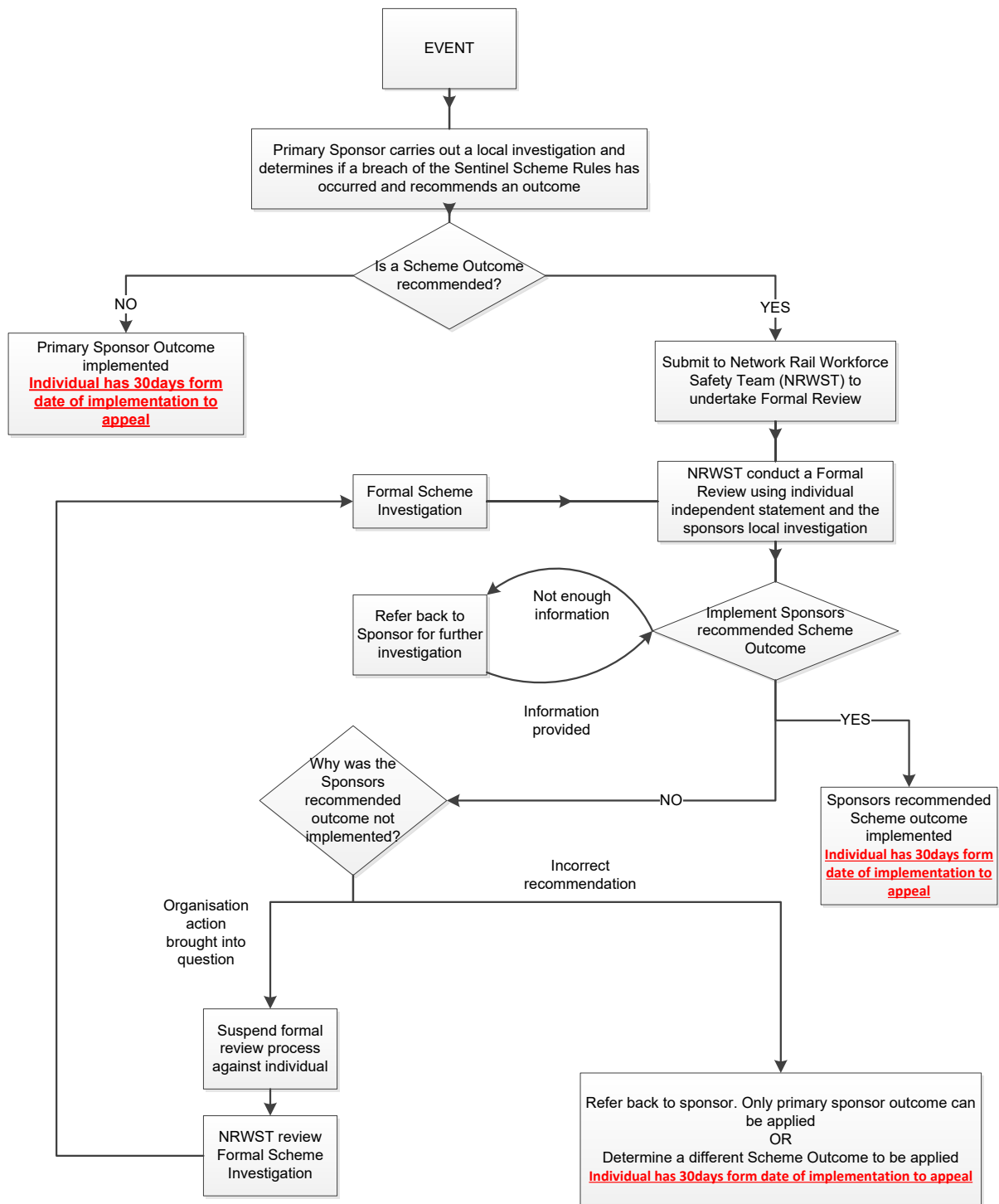
POSITION:

DATE:

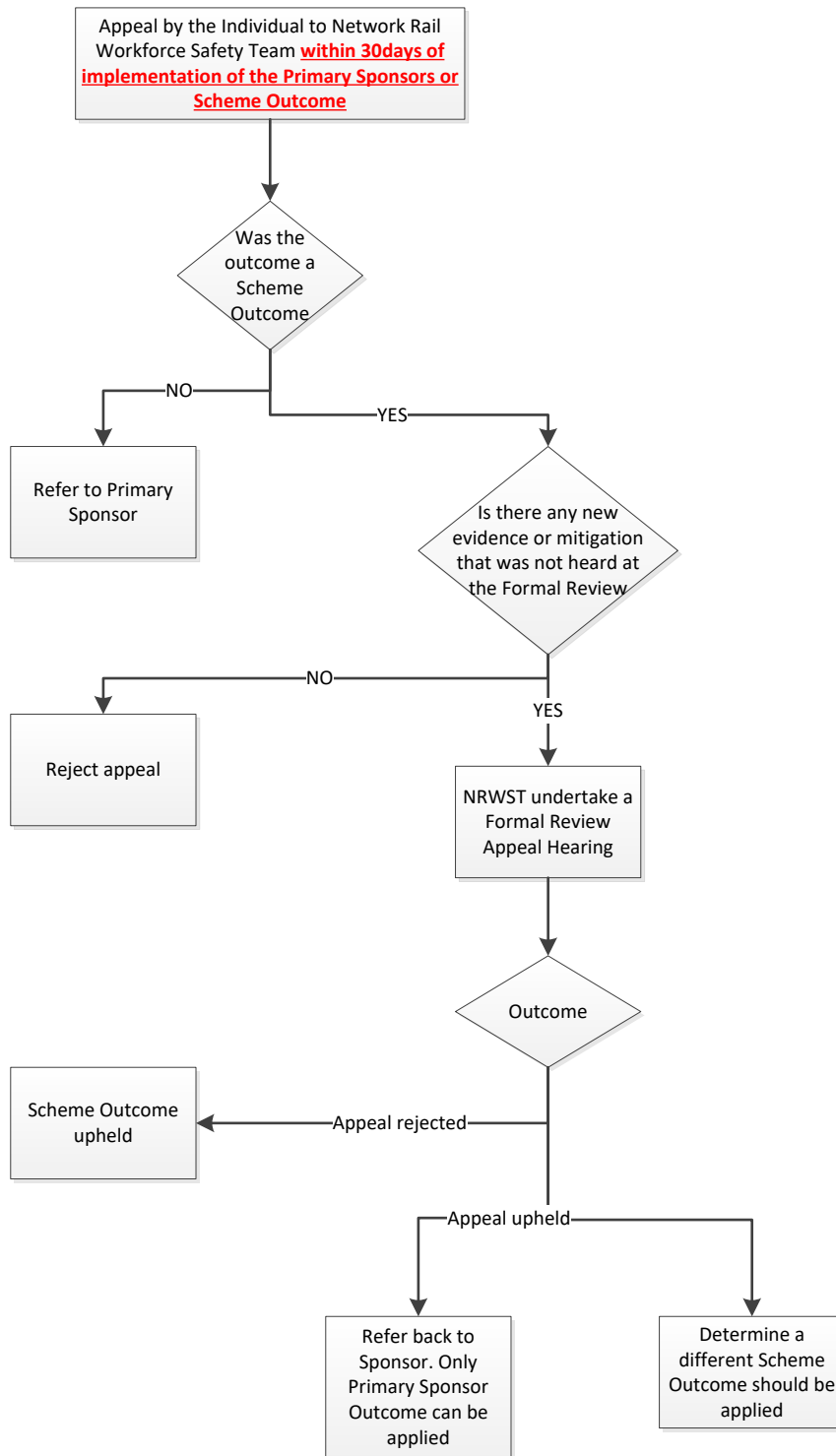
One Copy to Individual

One copy to Stamford office manager for Inclusion in Personnel File of the Individual

Appendix A: Primary Sponsor Local Investigation & Formal Review Process and Appeal Process



Appendix A: Primary Sponsor Local Investigation & Formal Review Process and Appeal Process



Event	Primary Sponsors Outcome				Scheme Outcome	
	Re-brief	Re-assess	Re-train	Disciplinary Action	Competency Take Down	Full Suspension
Breach of the drugs and alcohol policy					Single occurrence proven by screening	
Conviction related to theft or attempted theft of railway materials					Single occurrence	
Falsification of Sentinel Card/ False Identification						
Physical Violence						
Bullying, harassment or discrimination						
Any action of theft, attempted theft, fraud, or falsification of documentation or records				Unknown breach	Following Management Instruction	Multiple occurrence/ deliberate breach
Negligence which causes or has the potential to cause loss, damage or injury						
Deliberate Damage to NRMI						
Breach of confidence						
Malicious allegation of breach						
Breach in working hours or double shifting	Unknown breach of working hours (other than double shifts)			Single occurrence of double shifting	Multiple occurrence/ deliberate breach	
Infringement of Health & Safety rules	Unknown breach				Multiple occurrence/ deliberate breach	
Breach of Lifesaving Rules						
Failure to investigate alleged rules breach						
Bringing Sentinel Scheme Rules into disrepute						

Health Safety & Environment Handbook

This handbook provides guidance on the measures you need to take to ensure your personal safety and protection of the environment whilst working for or on behalf of Stamford Construction Limited

Issued to:

Personal track safety sentinel number or National Insurance Number:

Stamford Construction Limited Mission Statement

“Everybody has a responsibility to behave safely and challenge unsafe behaviours and conditions when we see them. This will ensure that we all go home safely at the end of every day.” We will fully support anyone who raises a genuine safety concern every time.

ACKNOWLEDGEMENT

Induction briefing for Stamford Construction Limited.

(Print name in box)

- I acknowledge receipt of the Safety & Environmental Handbook.
- I have been briefed on and understand the content of the Safety & Environmental Handbook.
- I undertake to comply with the contents of the Safety & Environmental Handbook.

Signed: _____ Date: _____

Please complete the details above and forward to your Project Supervisor.

Can be viewed and downloaded from the Stamford Website: www.stamfordconstruction.co.uk/download