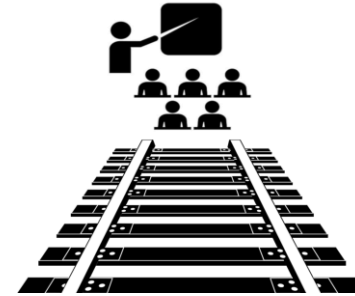


Welcome to Richardson Rail Services (RTAS0455)

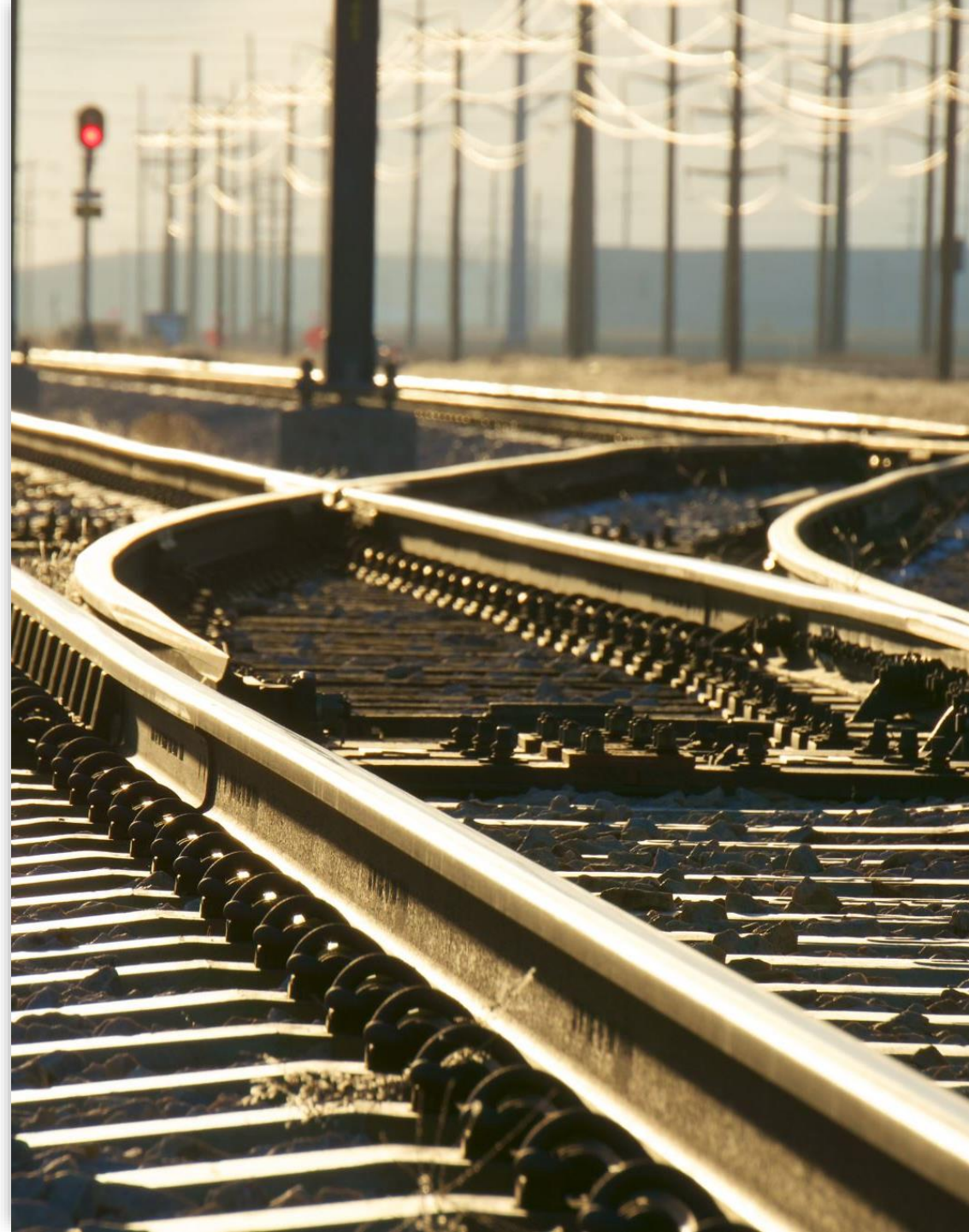
- **Warnham office induction**
- Richardson Rail Services Ltd
- The transport Depot
- Mercer Road
- Warnham
- RH12 3RL

Richardson Rail Services Ltd.
Personal Development Specialist



Introduction

- Thank you for choosing Richardson Rail Services
- We are a well established company within the rail industry
- This induction is here to ensure you and others around you stay safe, know what to do in an emergency and have an understanding of what we expect of our visitors



Staying safe – Expectations & Rules

We expect all visitors to act in a way that will keep themselves safe and well, but also keep others around them safe and well.

This is done by following our simple rules;

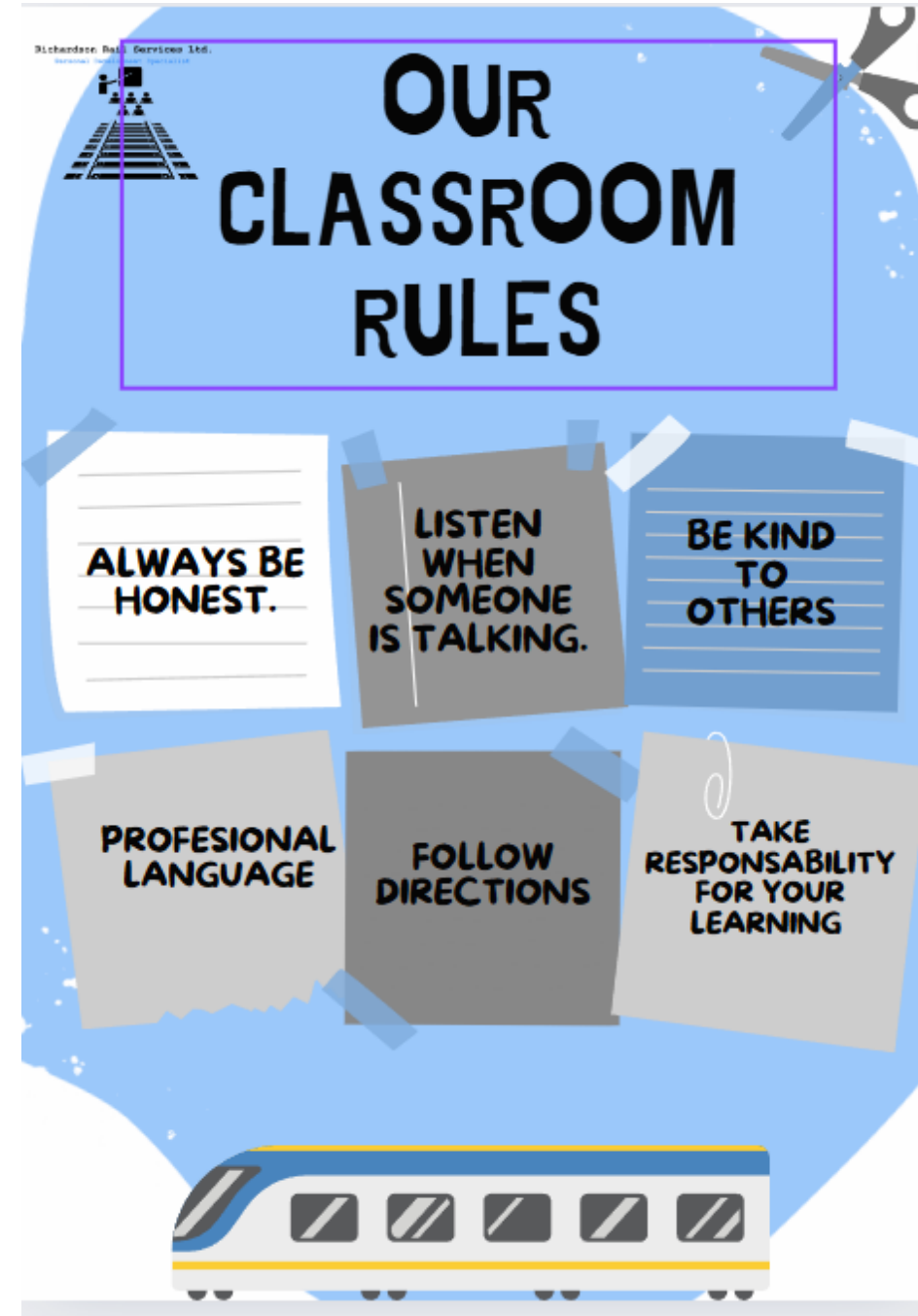
- No violence or aggression
- Polite and respectful
- Honest and open
- Speed limits (Ours is 5mph not the site 15mph)
- No smoking inside the building or outside of designated areas
- No use of external facilities without supervision
- Clean and tidy

Our promise

- All Richardson Rail Staff promise to follow the rules you are given
- We promise that all our staff will have adequate training to, in the unlikely event something was to happen, manage the situation effectively
- We care about your wellbeing and your development
- Safeguard all persons where possible and applicable
- We will follow all rules and standards to the best of our ability to ensure your results are secure



Classroom Rules



Office building & site

- No smoking outside of the designated area, this includes the track
- Do not access any draws or cupboards that are not in the kitchen unless specifically asked by a Richardson Rail staff member
- Toilets downstairs, at the back of the building. Woman's and Men's
- Fire escapes – Main door, Back door and through the kitchen
- Fire suppressants (extinguishers) available in the kitchen and office – Only use them if you feel safe and able
- Fire call points – Kitchen, office and toilets
- Water will / can be very hot. Be Cautious



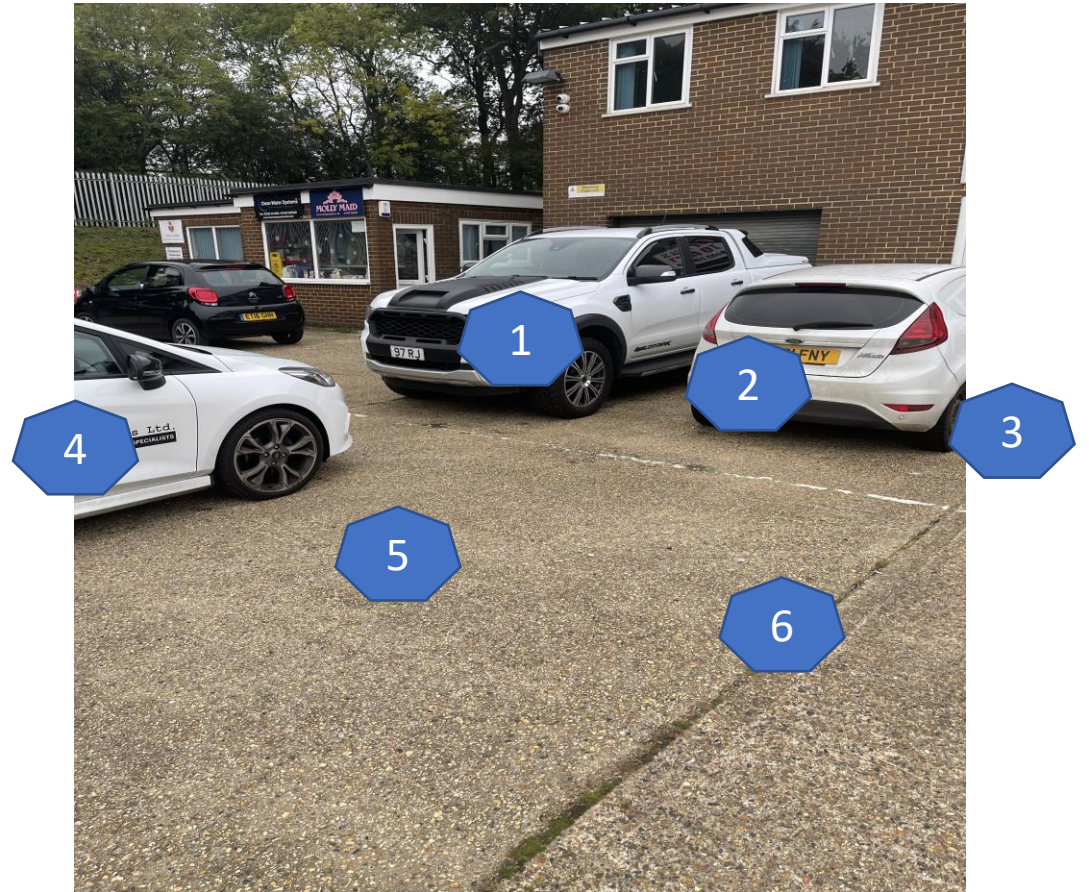
Office building & site continued

- First aid box in the office
- First aid box inc. burns kit in the kitchen
- Accident book in the office
- Health and safety board in office stipulates relevant fire, first aid and other information / policies
- Please do not touch any classroom props
- Please do not move desks around or chairs around
- Drinking water provided free of charge via water dispenser (purified and UV sterilised)
- Please do not take kitchen utensils home, and wash up after yourself



Parking

- Please only park in the designated area (see image)
- If you are not able to park here please park at the station OR ask a member of staff for guidance.
- Parking on Warnham road is free.
- Please fill up from the back space.
- **DO NOT PARK IN OTHERS SPACE**
- Reverse park only.



Practical area

There is an outside practical area (Test Track)

Do not access this or use this without Richardson rail supervision

When using this area (For PTS practical as an example) you must be in full, minimum railway PPE

Be mindful of the uneven conditions and potential slip/fall risk

Do not use any tools or equipment without supervision or permission

When walking over to the track, you must already be in full PPE to help visibility from drivers

Please do not litter

Track walks (Where applicable)

Do not access the track without Richardson rail supervision due to 019 standard requirements

Do not access the track without being in full minimum PPE

When walking over to the track, you must already be in full PPE to help visibility from car drivers

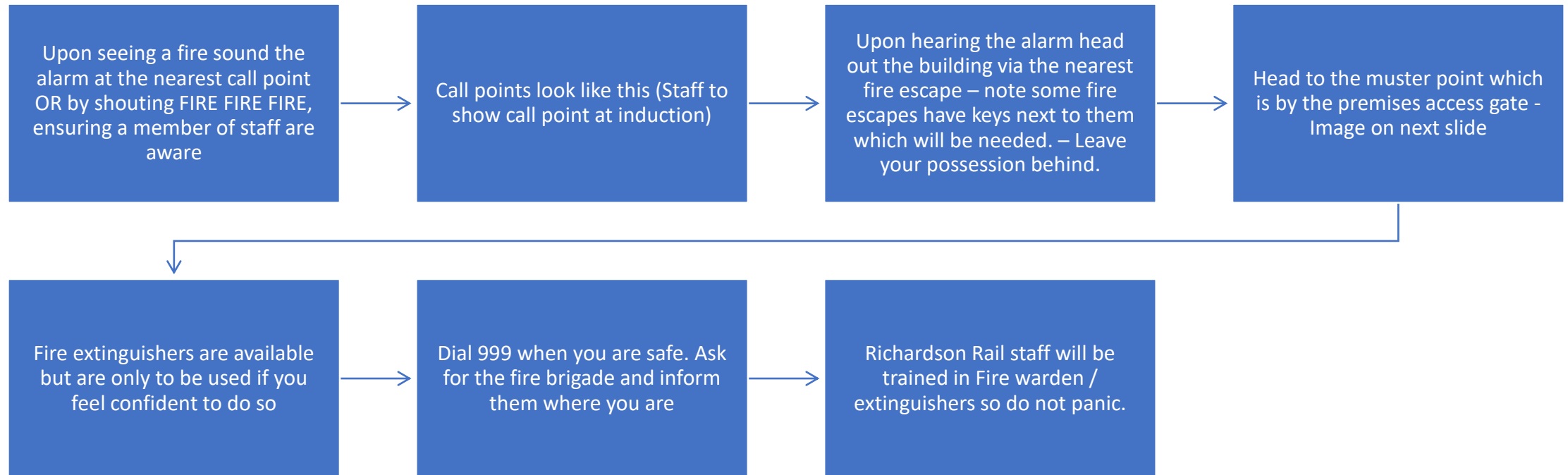
Use, where possible authorized walking routes

Please do not litter

Do not access track if you feel unwell or have any questions on the COSS briefing

Do not access track without signing in on the RT9909

Fire plan



Muster point and call point



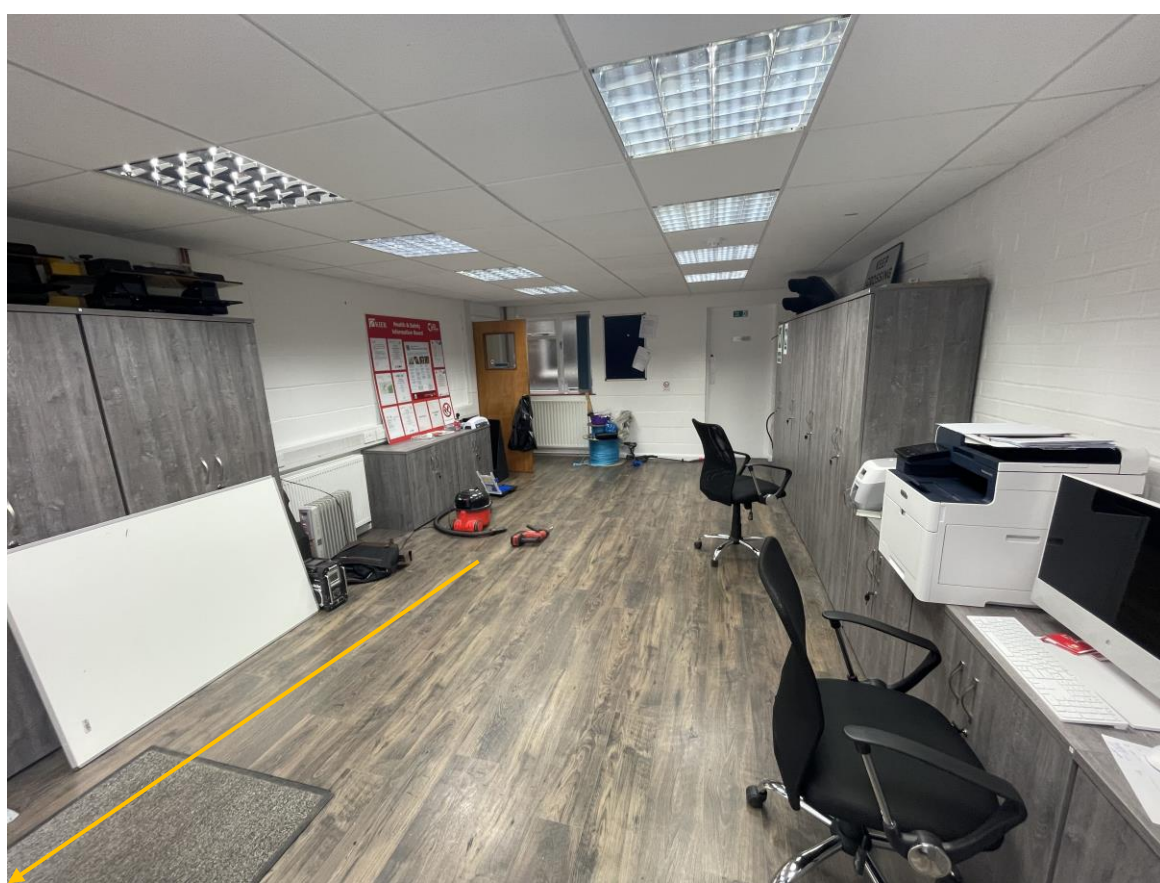
Upstairs escape



Downstairs escape – toilets / back



Downstairs escape – office / front





**VIDEO AND AUDIO RECORDING OCCURS 24/7 ON OUR PREMISES,
INCLUDING SOME OUTSIDE AREAS.**

Audio and video recording

- Richardson Rail Services Ltd. Use 2 way audio, 1 way video recording at all times within our building
- Please note that by entering into the premises you agree for us to collect this data and store it for security reasons only
- Audio recording is also in the classroom for quality provision and training so these recording might be used to ensure good quality delivery
- Data collection officer – rhys@richardsonrail.co.uk

Thank you



Thank you for listening / Reading



By signing in or attending training at our premises you agree to follow our rules and that you are aware of all requirements of the location



Any issues please do speak up to a member of staff or email -
caitlin@richardsonrail.co.uk

Standards, rules and policies

Please visit - [Policies – Richardson Rail Services Ltd.](#) For our relevant policies and pocedures.

