



Purpose of discussion

To discuss the importance of validating your Authority to Work using Sentinel, and the serious consequences of not swiping in. To understand which life-saving rules apply when using Sentinel.



Kick off the discussion

Sentinel enables safe working and is your passport to access the infrastructure. Every card holder **must** present their actual Sentinel card as per the Sentinel Scheme Rules. When you are swiped in, Sentinel uses near real-time data to confirm you have:

- A valid Sponsor
- A valid medical certificate
- A valid drugs & alcohol certificate
- A valid core competence
- Any other valid competencies you hold

You can also record your competency use each shift which is recorded in your digital logbook on your MySentinel account. Benefits of recording your competence in Sentinel include:

- Saving time during your Annual Capability Conversation (ACC)
- No need to carry your paper logbook with you
- Notes can be added to each competence when recorded to keep track of progress or personal development

By using the full swipe in and out functionality, Sentinel also helps manage your fatigue risk.

Question: Which lifesaving rules could be broken if your Sentinel card is not swiped each shift?



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



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

Discussion Points

Play the *A Cautionary Tale* video before you start your discussions. The video can be found at the bottom of the Sentinel page on Safety Central here: <https://safety.networkrail.co.uk/safety/sentinel/>

Use the questions below to facilitate discussion. Remember, you don't have to have all the answers – the role of the facilitator is to create engaging discussion where everyone identifies and commits to solutions.



Discussion points

1. If we don't swipe in using Sentinel, what might happen?

Supporting notes

Ask the group to think of scenarios where Sentinel authentication could have stopped an incident taking place. You can create scenarios using risks like:

- Individuals who have expired competencies
- Identifying the level of a competence held
 - *eg Level 2, requires supervision*
- Individuals who have failed a medical or D&A test or who's medical or D&A certificates have expired
- Individuals working with an outstanding risk assessment or restriction against their medical certificate
- Individuals working multiple shifts and managing their fatigue risk

2. If there has been a time where you haven't been swiped in, why, and how do we solve this?

There may be genuine frustrations / challenges with Sentinel – bring these to life and discuss what can be done to solve them.

- Who is responsible for swiping in the team?
 - *The Card Checker and every Sentinel card holder is responsible. Card holders should challenge if they are not swiped in. If someone is working alone, they are responsible for swiping themselves in.*
- What support do you need to use Sentinel?
- Do you know who to contact if you have a Sentinel query?
 - *24/7 Sentinel Helpdesk*

There are how to guides and fact sheets available for free from the Sentinel website here:

<https://info.railsentinel.co.uk/help-support/quick-start-guides/>

3. Would you challenge a colleague who fails to swipe you in?

Everyone you work with impacts your ability to be safe – would you be prepared to work with someone without them gaining Authority to Work from Sentinel?

It's not just the people you know, it's the people you don't know – 80 % of Sentinel card holders are contractors.





Discussion points

4. Why do we ask that your Sentinel card is checked before every shift?

5. What will we do differently when we leave today?

Supporting notes

It is also a legal requirement and rule book compliance to check the fitness and competence of the people working with you that shift. Sentinel helps to complete these checks before going trackside, providing real time information to keep you safe.

Ask for personal and team commitments.

Examples might include:

- Keeping yourself and your colleagues safe by swiping in and out
- Challenging colleagues or Card Checkers if they don't swipe you in
- Frequently check your Sentinel information by logging in to your MySentinel account
- Record your competency use each shift
 - *eg Challenge your colleagues to a swipe in/out league table, get managers to do this in the depot to encourage use*

Additional support

You can download the Sentinel Scheme Rules via the Sentinel website - <https://info.railsentinel.co.uk/help-support/sponsors/sentinel-scheme-rules/>

If you have any Sentinel queries, please contact the Sentinel helpdesk:

E: sentinel@mitie.com

T: 0330 7262 222

Support materials can be downloaded for free from the Sentinel website - <https://info.railsentinel.co.uk/help-support/quick-start-guides/>

Free Sentinel pocket-sized guides for Card Checkers can be ordered by emailing sentinelcommunications@networkrail.co.uk Please include the amount you would like, the address and for who's attention.

In person or online Sentinel briefings or app demonstrations can be requested via the Sentinel helpdesk.

