**Electrical Safety**

**Make a Challenge Save a Life**

**Safety Hour**

**By Network Rail**

**Session Facilitation Guide**

1. **Beginning the Session**

The overall session has been planned to last around one hour. You will find the learning outcomes for each part of the session in the slide deck provided.

Part of your preparation will be to select the film pack that you wish to show. Depending on the audience. There are two safety packs with embedded films, please pick the film that matches the voltage covered by the location you work in. If using Microsoft Teams, don’t forget to ’Include computer sound’ when sharing your screen. See this [link](https://support.microsoft.com/en-us/office/share-sound-from-your-computer-in-a-teams-meeting-or-live-event-dddede9f-e3d0-4330-873a-fa061a0d8e3b#:~:text=Select%20Share%20Tray%20%3E%20Screen%2C%20window,coming%20from%20the%20entire%20computer.) for more detail.

* 1. **Taking Attendance**

At the beginning of your session, you need to collect the names and job titles of all attendees. You will then need to complete this short attendance form to log that they have completed the training.

Some regions will require submitting attendence via the business briefing system. If not please use the following form QR Code <https://forms.office.com/e/aCuiaDR63k>

As the facilitator, you must attend a session facilitated by someone else so you can fully participate in the discussion.

* 1. **How to Introduce the Session**

To fully engage participants, it is important to let them know at the beginning of the session:

* Who you are and what your role?
* State that the participants will be with you for around 60 minutes and that the session is more of a conversation rather than a ‘lesson’ or ‘training’.
* It is an interactive session, so you would ask them to offer their thoughts and feedback freely.
* All phones should be placed on silent unless needed for on-call or emergency calls.
* This is a safe space in which people are encouraged to speak their minds, without judgment, even if their views seem different from the majority
* Please remind all attendees of the welfare facilities. It is important that if the session is run over teams all attendees are reminded that as each session is interactive cameras and mics should be used.
	+ 1. **So why are we here?**
* Explain to the group that, the reason for us all being here today is ‘to see the effect our behaviours have on safety.’
* To learn a little more on the principals of Ask, Check, Challenge and how these simple actions can save lives.
* At Network Rail, we are committed to creating a safe environment where everyone returns home safe every day, where we are all looking out for each other.
	+ 1. **Objectives**

Next, you will introduce the objectives and by the end of the session, the participants will have:

* Identified where actions and behaviours of individuals or teams have created an unsafe environment or led to safety incidents.
* Reflected on current behaviour within their area at Network Rail and analysed how they compare with Network Rail’s safety culture and values.
* Gained awareness of behaviours that create a safe electrical awareness that encourages, and challenges when something is unsafe.
* Made a personal commitment to building and continuing a culture by challenging poor safety behaviour in the workplace and leading by example in how you follow the rules and comply with procedures.

Contracting

To help make the session a success “Contracting” (agreeing) at the beginning of the session will help create an environment where conversations and sensitive themes can be discussed in a safe space.

Contracting involves agreeing to some ground rules. If possible, make a note of them on a flipchart and display them up in a place where everyone can be reminded of them throughout the briefing.

Suggestions for establishing ground rules are:

* Listen respectfully.
* Create an environment in which others feel safe to speak and share views.
* Stay focused on each discussion.
* Challenge the idea, not the person.
* Do not interrupt each other.
* Do not make assumptions about what others think or mean.
* No question is a silly question.
* It is important that as a facilitator, you make it clear to participants that if a disclosure is made which relates to the safety and wellbeing of another colleague you may need to report the issue.

Opening the sessions:

* Explain that they will watch a film that depicts a nightshift, the story involves three core staff members the scenario should trigger discussions on electrical safety.
* These films tell the stories of different people and reflect the reality of many safety situations.
* The scenario and events have been constructed for the film using actors and our employees, the experiences and behaviours of the people featured are very real.
* If anyone feels that they need to step out of a session as it may trigger thoughts or feelings, they are encouraged to do so.
* A reminder about the company’s care support provider. For Network Rail, this is PAM Assist who can be called for free and confidentially on 08081 964 505 or by email at counsellingteam@pamassist.co.uk. There is also the web chat option on www.PAM-assist.co.uk (access code is NWR1) if you would rather type than talk directly.
1. **Slide Deck Notes**

We have put notes in every slide that can be used to help promote discussion and provide useful information. The culture team is also on hand to support you with any questions that you may have.

Do not feel that you are alone for these sessions to be successful we have a wealth of knowledge and experience at hand. As we said you do not need to be a technical expert as the session is probing human behaviours and actions around electrical safety.

**Remember to use the notes included within the note section of the slides themselves, these will help support the discussions.**

Please note that the slide numbering may be different depending on which copy of the slide deck you use. This set of notes refers to the master slide deck numbering with all the scenarios included.

* 1. **Facilitators Guidance**

To get the most out of the Make a Challengesafety hour, encourage active participation by creating a supportive environment where everyone feels comfortable speaking up. Focus on identifying and questioning potential risks or unsafe practices, promoting critical thinking and collaborative problem-solving. Use examples to ground discussions and emphasise on the principles of Ask, Check, and Challenge. Encourage team members to challenge assumptions and suggest ways that electrical safety can be improved.

Wrap up the final session with clear action items and follow-up plans, ensuring ideas are translated into meaningful changes that enhance workplace safety.

* 1. **Things to do to help deliver the session.**

The safety hour pack is already prepared with notes in the slide deck, focus on reviewing and internalising the content beforehand. Familiarise yourself with the key messages, examples, and discussion prompts in the slides. Practice delivering the presentation to ensure a smooth flow and confident delivery. Highlight areas where you can personalise the discussion or share any relevant workplace examples that you may have. Be ready to facilitate discussions by encouraging participation, addressing questions, and emphasising the actionable takeaways outlined in the pack.

* 1. **Capturing Attendance and Feedback**

To ensure effective follow-up and continual improvement, it is essential to capture the names of all attendees and collect feedback after the session. Here's how to manage this process:

Attendance Form

We have provided a QR code for the attendance form. Participants can scan this code using their phone to access and complete the form online. Alternatively, the attendance form can be downloaded, printed, and completed manually.



Feedback Form

Feedback is crucial for refining future sessions. A separate QR code has been provided for the feedback form, which participants can access via their phone. If preferred, the feedback form can also be downloaded and printed for manual completion.



Submission Instructions:

All completed forms, whether online or printed, must be returned to electricalsafety@networkrail.co.uk

Encourage participants to complete the forms at the end of the session to streamline the process and maintain accurate records.

* 1. Session Duration and Closing

The session safety hour is intentionally designed to last one hour to maximize focus, engagement, and retention. This timeframe ensures key safety topics are covered thoroughly without overwhelming participants or causing fatigue. It’s long enough to encourage meaningful discussions and questions while fitting seamlessly into most schedules. The one-hour format keeps the session impactful, efficient, and respectful of everyone’s time.

1. Handy Hints
* Prepare Ahead: Download the safety pack, including the embedded films, before the session to avoid delays. Check that all materials are accessible and working properly.
* Know Your Audience: Tailor your approach to the group’s needs. Consider their roles, experience, and familiarity with the topic.
* Time Management: Stick to the one-hour timeframe. Allocate time for key points, discussions, and questions, ensuring the session stays focused.
* Engage Your Group: Use the embedded films, stories, or examples to keep the session interactive and relatable. Encourage participation to reinforce key messages.
* Create a Safe Space: Foster open communication by inviting questions and discussions. Make it clear there are no “wrong” questions.
* Practice Makes Perfect: Review the materials in advance to build confidence in your delivery. Practicing will also help you anticipate any potential challenges.
* Tech Check: Ensure your computer, projector, or other equipment works smoothly with the downloaded materials, especially the embedded films.
* Wrap It Up Right: End with a summary of the key takeaways and provide contact information for follow-up questions or support.
* By preparing thoroughly and engaging your group, you’ll ensure the safety hour is impactful and worthwhile.