



Industry Common Induction – Guidance (Sept 2016)



In partnership with ISLG (Infrastructure Safety Liaison Group) & RIAG (Rail Infrastructure Assurance Group)



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1.0 Introduction

The Industry Common Induction ([ICI](#)) provides staff with a health and safety induction for working in construction sites, rail depots and station maintenance. It has been developed by Network Rail, in partnership with [ISLG \(Infrastructure Safety Liaison Group\)](#) and [RIAG \(Rail Infrastructure Assurance Group\)](#). It covers the safety procedures and risks that are common across the rail industry, whatever the role and type of site.

ICI has been introduced to replace the generic elements of the site induction that individuals receive on arriving for work at a site. By holding the ICI Sentinel competence, you can be sure that staff arrive on site with a consistent basic understanding of safety. Contractors can then focus site briefings on the key risks and hazards that are relevant for their worksite. Contractors will need to exercise judgement on the specific content required for specific locations.

As of June 1st 2016, any Network Rail staff¹ or contractor personnel accessing an Infrastructure Projects (IP) construction site are required to hold the ICI competence, registered through the Sentinel Scheme. Such competence will last 5 years before requiring a refresher.

2.0 Scope

The ICI is mandatory for working on any Network Rail Infrastructure Projects (NRIP) Sponsored Project which includes but is not limited to construction sites, rail depots and station maintenance.

3.0 Definition of a Site

A site can be deemed any area where work is being carried out under one or more of the following conditions;

- A Network Rail Sponsored Investment Project (NRIP)
- Under the control of a NRIP Licensed Principal Contractor or Contractor
- Any NRIP work that is subject to a project induction as defined in the Construction Phase Plan and/or site rules

3.1 Examples of a Site

- SAC cabin, close to rail infrastructure access point or within the rail infrastructure boundary
- A site compound comprising of site offices
- A site compound comprising of site offices, site access arrangements and site activities
- A remote location (e.g. survey works/green field location)

4.0 Where ICI does not apply

In certain circumstances organisations have applied for and been granted formal exemptions for specific roles from holding ICI competence, these are listed in Appendix C. These exemptions will remain 'live' throughout life cycle of any IP works and should be checked for new / amendments before deployment to site.

There may be other roles that do not require ICI competence when on construction sites and and these are suggested in the table below. The responsibility lies with the Principal Contractor to risk assess the implementation of the ICI competence for these roles.

¹ Subject to section Network Rail Maintenance staff and exemptions

Office Cleaner within Administration Block / Site Accommodation	Specialist Trade Worker (eg Asbestos removal) on short duration works (less than 5 consecutive shifts)	Delivery Drivers (e.g. Plant/Materials/Skip Hire) who do not require to leave cab or close vicinity of vehicle as part of their duties
Kitchen Staff within Administration Block / Site Accommodation	Administration Staff within an Administration Block / Site Accommodation	Security Personnel (fixed location/administration block) and who are not required to tour construction site as part of their duties.

Note; this list is not exhaustive and is a guide to examples where ICI may not be required

5.0 Project Specific Inductions

ICI does not discharge the Principal Contractor from undertaking *Project Specific Inductions*, identifying the Project Specific Hazards & Issues as required under the CDM Regulations.

Typical Project Specific Inductions could include (but not limited to)

- Project Overview
- Organisation Structure
- Human Resources
- Project Charters / Values
- Welfare Arrangements
- Site Layout
- Traffic Arrangements
- Project Specific Risks
- Site / Project Rules
- Local Emergency Arrangements
- Any other aspects the Project wishes to promote/instruct

6.0 Personal Track Safety (PTS) / Track Visitor Permits (TVPs) under the Sentinel Scheme

ICI is a separate competence to PTS.

Persons who have attained ICI competence will still require PTS competence or be issued with a TVP prior to working “on or near the line”.

Existing holders of PTS will have ICI additionally endorsed on their Sentinel Card, non PTS holders will be issued with a Sentinel Card showing ICI competence.

7.0 Network Rail Maintenance Staff

Network Rail directly employed maintenance staff (including the works delivery function) are deemed competent through the Network Rail training scheme to carry out their duties and are therefore exempt from the ICI scheme.

When Network Rail maintenance staff have to carry out works on construction sites they will still require a site specific induction and come under the CDM requirements of the Principal Contractor.

Contractors staff working on behalf of Network Rail Maintenance on IP Construction Sites are NOT exempt from the ICI scheme.

Appendix A

Frequently Asked Questions (FAQs)

The following FAQs are taken from the Safety Central ICI FAQ page. This page also contains FAQs related to training and sponsorship which are outside the scope of this document.

<https://safety.networkrail.co.uk/tools-resources/industry-common-induction-ici/faqs-2/>

1. Are there plans to integrate the ICI with CSCS?

There are no plans to use CSCS or incorporate into the ICI; both competencies are to be kept separate. The ICI assessment requires the individual to prove competence rather than simply recalling what was learnt from the induction.

2. How often will the competence need to be re-assessed?

The ICI competence will need to be re-certified every 60 months. This has been validated in line with the new assurance regimes being implemented from June 2014.

3. If an individual has the PTS competence is there a requirement for the ICI?

Yes. Both courses have been designed to reduce the amount of overlap in content. The ICI is different from PTS. ICI is a general induction for CDM-style works.

It is to be an entry-level qualification that can be held without PTS, as long as an individual is not required to go trackside. It is possible that some people will need to hold both competences.

The following FAQs have been raised since the introduction of the mandate and included in this document

4. If I hold PTS competence but don't work on IP sites, do I need ICI?

No – ICI is only mandated on IP sites at this stage.

5. If I hold ICI but not PTS, can I go trackside on a construction site?

No – ICI only allows **access to the site to undertake work activities**, PTS or a Track Visitor Permit is still be required to walk or work *On or Near the Line*.

6. Do I require a Medical and Drugs & Alcohol Testing if I hold ICI?

No – these are required for PTS competence and above.

Further guidance / support

1. [Safety Central](#)

<https://safety.networkrail.co.uk/tools-resources/industry-common-induction-ici/>

2. [Network Rail](#)

ICI Letters to the Industry 1 to 4 are included in Appendix B.

ICI Mandate Letter 1 – 26/10/2015



26 October 2015

Dear Sir / Madam,

As you are aware, Network Rail, in partnership with ISLG (Infrastructure Safety Liaison Group) and RIAG (Rail Infrastructure Assurance Group), have developed The Industry Common Induction (ICI), which provides staff with a health and safety induction for working in construction sites, rail depots and station maintenance. The intention was that this will reduce the amount of time and variability in briefings, bringing both safety and performance benefits.

The ICI covers the safety procedures and risks that are common across the rail industry, whatever the role and type of site. The key drivers for introducing the ICI are to improve safety and productivity on sites, which is in alignment with Network Rail's Safety Vision Statement of everyone Home Safe Everyday and our belief:

"Outstanding safety performance and outstanding business performance go hand in hand"

I am writing to advise you that from 1 June 2016 the ICI will be mandated for Network Rail Infrastructure Projects sponsored sites. We have taken the decision to do this because there has not been enough voluntary take up and you, our suppliers have requested the mandate.

It is important that we all recognise that you will need to be able to induct some workers / staff into sites who do not have ICI. Examples that spring to mind may include engineers who visit for one off specialist discussions, senior managers who bring support staff for specific issues. In these cases a proportionate briefing on the risks should be available.

For more information please visit Safety Central and search for Industry Common Induction.

Kind Regards,

A handwritten signature in black ink, appearing to read "Francis Paonessa".

Francis Paonessa
Managing Director, Infrastructure Projects

ICI 2nd Letter to Industry – 16/02/2016



16th February 2016

Dear Sir/Madam,

Industry Common Induction (ICI)

A letter was issued to the industry on 26th October 2015, mandating the ICI for 1st June 2016. The definition for where ICI is required is below:

The Industry Common Induction (ICI) is mandatory for working on any Network Rail IP sponsored project. IP sponsored projects include, but are not limited to construction sites, rail depots and station maintenance.

We would like to draw attention to possible complications for a sudden dramatic increase in demand for the ICI training which could result in delays in course availability. This could also cause delays in issuing sentinel cards following successful completion of the course. Therefore we urge your business to ensure you have a phased plan for your staff ICI training to avoid possible non-conformance with the 1st of June 2016 deadline.

As you are aware, Network Rail has worked in partnership with ISLG (Infrastructure Safety Liaison Group) and RIAG (Rail Infrastructure Assurance Group) to develop ICI. It will:

1. Drive safety; ensuring staff have a core competence in health safety and environment
2. Drive productivity; reduce the amount of time taken to access sites
3. Drive consistency; covering safety procedures and risks that are common across the rail industry
4. Allow more focus; tailored briefs focusing on site risks and hazards specific to a location
5. Provide an entry level competency for working in the rail industry

From the 1st of June 2016, our industry's expectation is that the ICI shall be business as usual. In exceptional circumstances, where a Business/Project/Major Programme believes it cannot comply with the ICI mandate, it should apply for a dispensation by formally writing a letter to rupert.lown@networkrail.co.uk no later than 31st March 2016. If you visit site as part of your role more than 12 times a year, you need to complete the training and obtain the ICI competence.

This competency is aimed at general site health and safety for staff such as scaffolders, welders, rather than railway staff. It is important to note that PTS does not supersede ICI and both competencies will need to be held in many cases. Holding ICI will allow you to access the site, and a PTS may be needed for work purposes. We would recommend new staff obtain ICI before obtaining their PTS.

Please visit www.safety.networkrail.co.uk and enter "ICI" into the search box for further information.

Yours sincerely,

A handwritten signature in blue ink, appearing to be "Rupert Lown".

Rupert Lown
Head of Occupational Safety Strategy



ICI 3rd Letter to Industry – 04/05/2016



4th May 2016

Dear Sir/Madam,

Industry Common Induction (ICI)

The mandate of 1st June 2016 for the ICI competency is very close.

As you are aware, Network Rail has worked in partnership with ISLG (Infrastructure Safety Liaison Group) and RIAG (Rail Infrastructure Assurance Group) to develop ICI. It will:

1. Drive safety; ensuring staff have a core competence in health safety and environment
2. Drive productivity; reduce the amount of time taken to access sites
3. Drive consistency; covering safety procedures and risks that are common across the rail industry
4. Allow more focus; tailored briefs focusing on site risks and hazards specific to a location
5. Provide an entry level competency for working in the rail industry

Proceeding the 1st June 2016 our industry's expectation is ICI shall be business as usual.

In preparation for the 1st of June 2016, I would kindly ask Principal Contractors and Contractors to begin preparing a more focused site brief for those individuals who hold the ICI competency to allow them to feel the benefits of gaining the competency.

For those staff who attend site without ICI, businesses should use their normal full site induction before allowing access, but would ask Principal Contractors/Contractors to question why an individual does not hold the competency.

Sentinel has been adapted to allow ICI to be checked on site, and Principal Contractors and Contractors should have arrangements to monitor compliance to the mandate.

Individuals who attend site without an ICI, but their duties require them to hold the competency should be asked to gain ICI within 12 site visits or within 8 weeks of 1st June 2016. After 6th of July 2016, individuals who have not complied with the mandate shall be rejected from site.

I would like to emphasise the ICI site access check undertaken by persons nominated by Sponsors is not the COSS competency check required for Personal Track Safety (PTS) etc. COSS's are still required to make competency swipe-in checks.

Yours sincerely,

A handwritten signature in blue ink, appearing to be "Rupert Lown".

Rupert Lown
Head of Occupational Safety Strategy



ICI 4th Letter to Industry – 22/06/2016



22th June 2016

Dear Sir/Madam,

**Application of the Industry Common Induction (ICI)
for Network Operations Staff**

In October 2015 Network Rail Infrastructure Projects mandated the ICI competence for workers across its sites.

To remind us all, Network Rail has worked in partnership with ISLG (Infrastructure Safety Liaison Group) and RIAG (Rail Infrastructure Assurance Group) to develop ICI. It will:

1. Drive safety; ensuring staff have a core competence in health safety and environment
2. Drive productivity; reduce the amount of time taken to access sites
3. Drive consistency; covering safety procedures and risks that are common across the rail industry
4. Allow more focus; tailored briefs focusing on site risks and hazards specific to a location
5. Provide an entry level competency for working in the rail industry

The competency is aimed at general site health and safety with the aim to drive consistent knowledge and understanding and applies to staff such as scaffolders, welders, including railway staff that hold the PTS competency.

The Industry Common Induction has not been mandated upon Network Rail, Network Operations activities (ie the work of Network Rail maintenance teams or Works Delivery teams) as these employees have core experience, training and competence on the infrastructure maintenance activities that they will perform at such locations. The staff will be familiar with the site, the assets they will be working with and the process they need to follow to work safely.

Please make sure that your Site Access Cabins or equivalent are aware that ICI is not a mandated competence that is required to be checked for Network Rail Network Operations employees.

The ICI is a general induction, Principal Contractors will still be required to provide a worksite specific briefing to ensure all operatives and visitors are aware of any hazards relevant to the specific site and nature of works.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Rupert Lown".

Rupert Lown
Head of Occupational Safety Strategy



Granted Exemptions from ICI Mandate

<u>Group Description</u>			
Specialist engineers who visit for one off specialist services, senior managers who bring support staff for specific issues.			
<u>Justification</u>			
In these cases a proportionate briefing on the risks should be available.			
<u>Granted By</u>	Francis Paonessa	<u>Date</u>	26/10/2015
<u>Source</u>			
ICI Mandate Letter 1 – 26/10/2015			

<u>Group Description</u>			
London Bridge Station Enhancement Works			
<u>Justification</u>			
This project uses the Mosaic Competency Management System which streamlines the induction process covering more than the ICI requirements, including mapping competence to specific roles to ensure workers are qualified for the work they carry out.			
<u>Granted By</u>	Rupert Lown	<u>Date</u>	18/03/2016
<u>Source</u>			
Letter to Competence & Standards Manager, Costain			

<u>Group Description</u>			
Bermondsey Dive Under			
<u>Justification</u>			
Skanska uses Competency Management System which completely streamlines the induction process covering more than the ICI requirements, mapping competence to specific roles to ensure workers are qualified for the work they carry out as well as providing information on fatigue and risk assessment			
<u>Granted By</u>	Rupert Lown	<u>Date</u>	13/05/2016
<u>Source</u>			
Letter to Sector Health and Safety Manager-Rail, Skanska			

<u>Group Description</u>			
Network Rail, Network Operations activities (i.e. the work of Network Rail Maintenance teams or Works Delivery teams)			
<u>Justification</u>			
These employees have core experience, training and competence on the infrastructure maintenance activities that they will perform at such locations. The staff will be familiar with the site, the assets they will be working with and the process they need to follow to work safely.			
<u>Granted By</u>	Rupert Lown	<u>Date</u>	22/06/2016
<u>Source</u>			
ICI 4 th Letter to Industry – 22/06/2016			

Group Description

Train/Freight Operating Companies working on IP sites (e.g. Engineering Train Drivers, Loads Inspectors, etc.)

- | | |
|---------------------------------|-----------------------------|
| 1. GB Railfreight Ltd. | 3. Colas Rail Ltd |
| 2. Freightliner Heavy Haul Ltd. | 4. Direct Rail Services Ltd |

Justification

These employees have core experience, training and competence on the activities that they will perform at such locations. The staff will be familiar with the assets they will be working with and the process they need to follow to work safely.

Granted By	Rupert Lown	Date	20/05 to 22/06/2016
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Source

Network Rail letters to Company's listed above