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Health and Safety Executive		Sector Information Minute	
Commercial and Consumer Services, Transportation and Utilities Sector (CACTUS)		SIM 05/2004/51 (formerly SIM 04/2004/09)	
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Target Audience:
FOD Inspectors

ALLOCATION OF PREMISES OPERATED BY ROYAL MAIL GROUP PLC

The purpose of this SIM is to confirm the enforcement allocation between HSE and Local Authorities for premises used by businesses within Royal Mail Group plc.

1. Royal Mail Group plc is the legal entity and is the client name used for FOCUS records. It changed its name from Consignia plc in November 2002. This title is no longer in use. In 1988 a decision was made to divide the enforcement allocation of the company between HSE and the Local Authorities (LAs). It is this original allocation, which is still being maintained. In order to avoid confusion in our dealings with the various businesses it is important we maintain this allocation. Local arrangements on allocation should not be made.

2. Post Office Ltd is a subsidiary of Royal Mail Group plc. Its main businesses are:

- a) Post Office Counters – these are the main Post Offices open to the public
- b) Cash Handling – responsible for the delivery of cash and high value mails using security vehicles
- c) Sub post offices – owned by the postmaster

Premises operated by all these businesses are allocated to Local Authority enforcement.

3. The largest business within Royal Group plc is Royal Mail Letters UK with about 180,000 employees. The business collects, sorts and delivers letters, small packages and parcels. It operates around 60 mail centres where mail is automatically sorted. Most bulk mail movements are between the mail centres. Each mail centre feeds to local mail offices where letters are mainly sorted by hand. Mail centres will often have a mail office situated in the same building. All Royal Mail Letters UK premises are allocated to Local Authority enforcement.

4. Until a few years ago Royal Mail Letters UK and Parcelforce had their own separate logistics support, moving bulk loads between mail centres and parcel depots. It was decided to amalgamate these two operations into a single business 'Logistics'. HSE had previously dealt with the Parcelforce logistics operation with the LAs dealing with the equivalent Royal Mail Letters UK depots. When the two operations were amalgamated it was decided that all of the Logistics premises should be allocated to HSE. Logistics also includes premises involved in the repair of all company vehicles, making it the second

largest business within the group.

5. Parcelforce is the third largest business within Royal Mail Group plc. It is responsible for the collection, sorting and delivery of express and timed delivery parcels throughout the UK. Its operation is similar to any other parcel carrier. All Parcelforce depots are allocated to HSE enforcement.

6. ROMEK provides engineering services to all Royal Mail Group plc premises. It has now been floated off as a separate company with Royal Mail Group plc as the major shareholder. It should now be treated as a separate company, ROMEK Ltd, under contract to Royal Mail Group plc. Allocation of its premises should be by the main activity as per usual. The maintenance of the fabric of buildings used by the various businesses in under the control of Royal Mail Property Holdings, which uses a national network of approved contractors, including ROMEK Ltd.

7. Royal Mail International deals with the movement of mail into and out of the UK. This was done through three existing mail centres and as such allocation was to the LAs. However a new worldwide distribution centre, located near Slough, is coming on line, which will lead to the closure of the existing international offices. This new plant is highly mechanised and therefore this business has been allocated to HSE enforcement.

8. By default all peripatetic accidents are allocated to HSE unless they occur in premises allocated to the LA. By way of example if a Royal Mail Letters UK employee were to suffer injury leading to a three-day absence inside the curtilage of a mail centre the accident is reportable to the LA. However once outside the curtilage on a public road the accident is reportable to HSE.

9. Premises only having an office activity are allocated to the LA, regardless of the business allocation.

10. On some sites two businesses are on the same site that is within the same curtilage. For example a garage carrying out vehicle repairs (Logistics) is on the site of a mail office (Royal Mail Letters UK). Allocation should follow the business and not be dictated by the allocation of the main occupier. In this example both authorities would have an enforcement role on site and should follow the physical demarcation, which the businesses will have already agreed.

11. If any difficulties are experienced allocating premises used by Royal Mail Group plc contact the Utilities Section, HSE, Nottingham for further advise.

Enforcement allocation of Royal Mail Group plc	
Business	Enforcing authority
Post Office Counters	Local Authority
Cash handling	Local Authority
Sub post offices	Local Authority
Royal Mail Letters UK	Local Authority
Logistics (Includes all vehicle repair premises)	Health & Safety Executive
Parcelforce	Health & Safety Executive
Royal Mail International (Only the	Health & Safety Executive

Worldwide Distribution Centre, Slough)
ROMECC Ltd is now a separate contracting company and therefore normal allocation guidelines should be followed.
All purely office accommodation is Local Authority enforced
All peripatetic accidents (e.g. postmen on delivery) are reportable to HSE unless they occur on other premises allocated to Local Authorities (e.g. in an office foyer).

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