

Health and Safety Executive		Sector Information Minute	
Commercial and Consumer Services, Transportation and Utilities Sector (CACTUS)		SIM 05/2005/03	
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Target Audience:
FOD Inspectors, Local Authority Enforcement Officers

ROYAL MAIL LETTERS UK - HEALTH AND SAFETY MANAGEMENT SYSTEM INSPECTIONS PROGRAMME 2005/6

The purpose of this SIM is to outline the approach to be adopted in carrying out the Royal Mail Letters inspection project 2005 (RM 2005).

1. The Royal Mail Inspection project 2005 is to follow the same structure as last year, see [SIM 05/2004/50](#). It is being taken forward under the Slips/Trips Program with 100 inspector days allocated across FOD's seven operational divisions i.e. 14 inspector days per division. As previously a minimum of two inspectors should be allocated per division.
2. A feed back meeting was held with the nominated inspectors involved in RM 2004 and the following learning points identified, which should be incorporated into RM 2005.
 - Joint inspections with LA Enforcement Officers proved highly effective.
 - Divisional projects should be planned at the beginning of the year to ensure full LA cooperation in joint working, though the inspections may take place later in the year.
 - To widen experience one inspector from another group/office not involved in RM 2004 should be nominated for RM 2005.
 - Each division needs to clearly nominate an inspector in April to co-ordinate the division's contribution to the project and liase with the sector. The inspector needs to be aware that this is a divisional responsibility, possibly involving co-ordination of inspectors in other groups/offices.

- Where possible one inspector from RM 2004 should be involved with this year's inspection project to ensure continuity and ensure we progress in our inspection topics. This may be achieved either by actually taking part in the project or providing mentoring to share past experience.
 - Consider taking a more robust line on enforcement of matters brought to RM's attention during RM 2004.
 - Contacts made with RM offices during RM 2004 should be maintained to ensure momentum is not lost.
 - Whilst all divisional projects should start and finish with meetings involving management and unions some of the actual inspections are to be unannounced.
 - Inspectors wished the project plans to be left flexible to allow them to balance the work with other resource demands.
3. Upon nomination as divisional contact the inspector concerned should contact Mark Dawson, Utilities Section (Nottingham), who will provide information for setting up the project together with guidance on relevant topic inspections.
 4. The sector does not wish to restrict inspectors by requiring a structured report back as there needs to be some variation between how inspectors carry out their projects. The purpose of the project is to challenge RM's local management of h&s and as such different topics may present themselves during inspection. However the sector does need to evaluate the projects at year-end in order to inform future work. Basic information will be taken from FOCUS on visits made, conditions found and action taken. In order to develop our collective opinions on Royal Mail a feed back meeting will again be organised near the end of the work year.
 5. As work processes in RM are standardised their h&s procedures are applied nationally. If inspectors find any written procedures needing improvement the information should be forwarded to the sector to take forward to ensure consistency in our dealings with RM. The approach is to inspect RM using it's own procedures but to enforce using the HSC criteria on enforcement.

For further information relating to any businesses within Royal Mail Group plc contact the Utilities Section (Nottingham) of CACTUS- Unit 8 Injury Reduction Program (IR).

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