

<b>Health and Safety Executive</b>		<b>Sector Information Minute</b>	
<b>Commercial and Consumer Services, Transportation and Utilities Sector (CACTUS)</b>		<b>SIM 05/2005/04</b>	
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Target Audience:  
All FOD Inspectors  
Local Authority Enforcement Officers

### **PERSON IN CONTROL OF ROYAL MAIL PREMISES**

This SIM introduces a new Safety Standard to appoint a Person in Control of Premises; it details the required training, duties, documentation and annual reporting procedures. It applies across all Royal Mail Group premises including those inspected by HSE and includes construction activities.

1 In October 2004 Royal Mail (RM) Group launched a new Safety Standard entitled 'Person in Control of Royal Mail premises'. This is applicable to all Royal Mail Group premises. For enforcement allocation of RM Group premises see SIM 05/2004/51. It will be of particular interest to HSE inspectors involved with Parcel Force and Logistics premises and also construction group inspectors as it reinforces how contractors are to be managed. As the majority of RM Group premises are inspected by Local Authorities, EOs will need to be aware of the new Safety Standard.

2 There has been a need across all Royal Mail Group premises to clearly identify who is in charge of managing certain local health and safety issues, often associated with buildings. Historically work functions were managed by different managers rather than a site manager with overall control. Many functions are still controlled by separate managers who are now often remote from the site. For example contractors working for the Property and Facilities Management (P&FM) unit within Royal Mail Group maintain the fabric of the buildings. However there has been a tendency for operational managers to assume that matters relating to the building are all dealt with by P&FM, therefore no direct on site control has been exercised over the work of contractors.

3 RM Group has determined that each main operational unit and administrative office shall have a Person in Control (PiC) of the premises or facility. Each premise or facility shall have at least one such PiC identified, together with a sufficient number of deputies to ensure that cover is maintained during all normal working hours. Business managers must ensure

that there is a designated PiC at each operational unit for which they are responsible.

4 The designated PiC shall be the most senior manager who works full time at the unit, has responsibility for the day-to-day main operation of the unit, and has overall control of access to the site. A typical designated PiC would be a Delivery Office Manager, Branch Office Manager, Mail Centre Manager or Vehicle Workshop Manager. The Safety Standard has classified the different types of PiC and gives more detailed guidance on the duties assigned for each type of PiC to ensure managers are clear as to what is expected.

5 All designated PiCs and their deputies must take the 'eLearning' course entitled 'PiC Essentials', during 2005. It is preferable that this is undertaken after the manager has taken and passed the 'Managing for Safety' course, or the 'eLearning' successor to this entitled 'Safety for Managers'.

6 The following bullet points summarise the tasks to be managed by the PiC

- Ensure the site log book is kept available at all times
- Ensure contractors read and complete the attendance sheet in the site log book
- Share relevant information with contractors
- Ensure contractors have a suitable method statement
- Immediately stop any unsafe work practices
- Ensure an adequate Fire Risk Assessment has been carried out and appropriate measures put in place
- Ensure an adequate first aid risk assessment has been completed and appropriate measures put in place
- Report defective work, unsafe work practices by contractors to P&FM Helpdesk
- Ensure all tasks in PiC Work Schedule are completed
- If the designated PiC cannot be on duty ensure a deputy is on duty
- Complete PiC Work Schedule and carry out annual review
- Integrate the tasks in the Work Schedule into the overall workplace risk assessment, safety policy, site crisis and contingency plans for the unit.

7 The PiC Work Schedule lists all the tasks to be completed. These are allocated by title e.g. PiC, P&FM. In the final column the actual named individual is to be added. The PiC may allocate certain tasks to other suitable persons by adding their name to the schedule however the overall responsibility remains with the PiC to ensure they complete the tasks allocated to them.

8 The Work Schedule is to be reviewed annually and the PiC produces a statement confirming who has been given specific tasks e.g. Fire Precautions Officers, First Aiders. A copy of the statement is left in section 10 of the Site Log book.

9 It is suggested that when visiting any Royal Mail Group premises the Site Log book is checked to ensure contractors are signing in correctly and completing the Site Checklist. Given the new procedures confirmation should

be sought that both a PiC and a nominated deputy have been appointed and trained and they are effectively monitoring the work activities of contractors.

10 It should be appreciated that these are Royal Mail's own procedures for controlling contractors on site and failure to follow them may not necessarily constitute a legal breach. Failure to implement the PiC procedures should be drawn to the attention of more senior management such as the local Area Manager. Should management choose not to follow the PiC procedures they will have to provide alternative procedures for controlling the work of contractors on site, which are both suitable and sufficient.

11 A copy of the Safety Standard is held by the Utilities Section (Nottingham) of CACTUS- Unit 8 Injury Reduction Program who can be contacted for further help.

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