

<b>Health and Safety Executive</b>		<b>Sector Information Minute</b>	
<b>CACTUS</b>		<b>SIM 05/2006/04</b>	
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Target Audience:  
FOD Inspectors,  
LA Enforcement Officers

## **ROYAL MAIL LETTERS UK HEALTH & SAFETY MANAGEMENT SYSTEMS INSPECTIONS PROJECT 2006/7**

The purpose of this SIM is to outline the approach to be adopted in carrying out the Royal Mail Letters inspection project 2006 (RM 2006).

### INTRODUCTION

1 RM2006 represents the culmination of a three-year programme of inspections of Royal Mail Letters UK safety management systems. The project will seek to build upon the work previously undertaken, and will employ broadly the same methodology as seen in previous years.

2 Further information regarding the 2004 and 2005 inspection projects may be found in [SIM 05/2004/50](#) and [SIM 05/2005/03](#). Participating Inspectors should consult these documents to gain an understanding of the background to this work.

3 Royal Mail Group plc are participating in the Large Organisations Partnership Pilot (LOPP), and work undertaken for RM2006 will support LOPP and contribute towards its objectives. RM2006 also contributes towards FIT3 and a number of HSE Programmes.

### RESOURCE

4 The resources for RM2006 are 2 staff years allocated across FOD's seven operational divisions (i.e. 14 contact days spent on-site, per division). Additional time allocations from other programmes may be included where these are planned into the inspection (see Para 10). As in previous years, a minimum of two inspectors should be allocated per division.

### DIVISIONAL CO-ORDINATING INSPECTORS

5 In April 2006, each HSE FOD Division is once again asked to nominate a Co-ordinating Inspector and to notify the [LOPP Account Manager](#) of the name of that person in writing. These Inspectors will co-ordinate the project within their own Division, and liaise with the HSE Utilities Section to ensure that the project is

delivered. Prompt nominations will allow participating Inspectors more time to plan visits and to manage their workload across the year.

## JOINT WORKING WITH OTHER ENFORCING AUTHORITIES

6 Joint visiting between LAs and HSE has proved to be highly effective in providing a more coherent regulatory approach to RM. The successful local partnerships that have evolved over the last two years are to be supplemented by national arrangements introduced as part of LOPP. Joint visits should therefore be undertaken whenever possible, although it is accepted that this may not always be practicable.

## SELECTION OF PREMISES

7 Premises may be selected for inspection on the basis of previous involvement (follow-up visits), or in consultation with LA Enforcement Officers. Further assistance may be available from the HSE Utilities Section on the accident profile of a particular region.

8 Inspectors are asked to contact the Communication Workers Union safety representative prior to the commencement of any inspections. It is suggested that at the end of the inspection programme a meeting is held with both management and the union safety representative to discuss findings.

## TOPICS FOR CONSIDERATION DURING VISITS

9 Inspectors are free to use their discretion in determining the most suitable topics for discussion, but the matters listed below should normally be considered at all inspections throughout the year:

- slips/trips/falls;
- MSD;
- violence and aggression against postal workers;
- suitability of risk assessments;
- and where joint visiting is undertaken, workplace transport.

10 Inspectors are asked to consider incorporating additional programme work into their inspections where appropriate (for example Falls campaign, Backs! etc). The extent to which this may be achieved will however be dependent upon the timing of the visits, and RM inspections are to be conducted across the entire year, rather than in one concentrated time period. HSE Utilities Section will be able to advise Co-ordinating Inspectors of work suitable for inclusion.

## ENFORCEMENT APPROACH

11 A robust line should be considered with regards to enforcement, particularly where previous advice has not been acted upon. Enforcement decisions should be evidence based and Inspectors are asked to bear this in mind when conducting their

inspections (taking photographs or obtaining documentary evidence where appropriate). As this is the final year of this particular project, Inspectors are also asked to consider whether enforcement action may be necessary to ensure sustained improvements over a longer period.

12 All enforcement notices should be served on the registered office, with copies being provided for RM Managers and Unions locally. The covering letter should be addressed to the Company Secretary, Jonathan Evans, at the registered office (Royal Mail Group plc, 148 Old Street, London, EC1V 9HQ).

### REPORTING ARRANGEMENTS

13 There are no standard Inspection Sheets or pro-formas associated with this project. Visits should be recorded using IRFs and COIN as normal. Co-ordinating Inspectors are asked to liaise with HSE Utilities Section in Nottingham throughout the course of the work year, providing feed back on progress and any significant matters arising. The HSE Utilities Section will also issue email bulletins to keep Inspectors informed of developments. This approach enables the project to react to developments throughout the course of the year.

14 A meeting of Co-ordinating Inspectors and other interested parties will be held at the beginning and end of the project to assist in the evaluation process, and to provide an indication of potential areas for future work.

### FURTHER INFORMATION

15 Queries regarding RM2006 should be directed to [Mark Dawson](#), HSE Utilities Section (Commercial and Consumer Services, Transportation and Utilities Sector) in Nottingham (Tel: 0115-971-2818).

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