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Our Ref: C2/20

**To: All Branches**

Dear Colleagues,

### **Use of Private Cycles on Delivery:**

A number of enquiries have been received from Branches and Area Health and Safety Reps in relation to this issue and as to whether staff can use private cycles on delivery. For clarification please note that the position and policy of Royal Mail is set out in the latest Coronavirus Guidance - Frequently Asked Questions and Answers - Q&As on Page 16 as follows:

#### **Q. Can postmen use cycles to convey to their first point of delivery?**

**A. No, cycles are not permitted for use on delivery unless by exception they are part of an approved duty structure implemented by the RMG planning team.**

It should be noted that under Health and Safety Legislation, namely PUWER (the Provision and Use of Work Equipment Regulations 1998), Employers are responsible for the safety of all work equipment which is any machinery, appliance, apparatus, tool or installation for use at work, which would include vehicles and cycles etc., and this includes privately owned equipment which employees provide for their own use at work. Employers would be duty bound to ensure the equipment safe, suitable, fit for the purpose it is used or provided for, ensure the work equipment is maintained in an efficient working order and in good repair and that those using the equipment are capable of using it safely. Any plan to introduce work equipment requires, under the Management of Health and Safety at Work Regulations (MHSWR) 1999, a full risk assessment to be carried out, in consultation with the Trade Union Safety Representative, in good time, with the Safety Representatives input taken fully into account.

Yours sincerely



**Dave Joyce**  
**National Health, Safety & Environment Officer**