

Delivery

Take action



Moving sorting frames

Social distancing is one of the primary preventative measures to stop the spread of coronavirus. People are doing a fantastic job in adapting to new ways of working, however, we must ensure that initiatives to achieve social distancing don't result in other significant risks to employees. With this in mind, **we want to remind all managers that sorting frames must not be moved by local teams.** This is because people may be injured in carrying out the work, the frames may not be stable and we could expose people to unforeseen risks in the newly occupied work area.

If you think that you need to move sorting frames/equipment to achieve social distancing requirements, please discuss the options with your line manager or SHE Business Partner. **Remember sorting frames and fixtures can only be moved by contractors authorised by Group Property.** This should be a last resort after other operational changes have been considered – you should discuss these options with your line manager in the first instance.

What if we have already moved frames ourselves?

We are aware that a number of units have already moved some frames. The field SHE team have gathered information on where this has taken place and shared with Group Property. Subsequently, a further risk managed approach has been considered and the following next steps will now take place:

1. **All sites must check that there are no obvious signs of damage or instability:**
 - Have the frames been unscrewed from the floor?
 - Do the frame legs appear to be stressed/ buckled?
 - Do the mechanical fixings appear to be loose or missing?
 - Is there any obvious wobble/movement of the structure?
 - Are there sharp edges or obvious signs of damage?
 - Is there evidence of any floor, walls or ceiling damage as a result of the movements?

If you answer yes to any one or more of the questions above, please contact the Property Helpdesk for further assistance.

In the event of any frame(s) being damaged or unstable, you must take them out of use immediately until your frames have been checked and passed as suitable for use by a PFS contractor.

Where the move has resulted in a change to the use of the space/layout, you must review the Fire Risk Assessment and associated evacuation plan, and the Workplace Onsite Risk Assessment.

2. Some sites have been designated to receive a more formalised inspection programme. You will be contacted shortly by an Engineer. Step 1 should still be followed until an engineer is able to visit.

In all cases, you must not move the frames again without using competent contractors via the Property Helpdesk.