

No. 535/2020

11 November 2020

Our Ref: E1/20

To: All Branches

Dear Colleagues,

Royal Mail Fleet Workshops Reception Areas - Coronavirus/Covid-19 Health & Safety Risk Controls –Installation of Screens to Support Social Distancing:

Further to LTBs 324/20, 334/20 and 378/20 in relation to the agreement with Royal Mail for screen installations in CSPs and reception areas, representations have continued to Royal Mail Fleet Services and Royal Mail Property and Facilities Services to extend screen installation to Royal Mail Fleet Services reception areas as an additional strengthening of current Coronavirus/COVID-19 social distancing risk controls, with the country now well into a second wave of the pandemic and the daily death and new case rate reaching up to 500 and 25,000 respectively.

An urgent feasibility study of the Fleet Workshops for an urgent screen installation programme was requested by the CWU Health, Safety & Environment Department to help tackle the ever growing dangerous pandemic situation and as a long-term positive investment for the future and general improvement to safety, security and hygiene standards.

The business has responded positively reporting that screens can now be requested at Fleet workshops if sites are struggling to maintain 2M social distancing controls effectively with visitors and that a RM Fleet area manager briefing will shortly be taking place to this end. RM Fleet has previously reminded workshops of best practice within the reception areas in detail.

Fleet workshops have been informed of the process for requesting screens via the "Non Planned Improvements (NPI)" process and each RMF area is consolidating their site specific needs and submitting these through for approval, with RMP&FS having confirmed that they will support these requests by working with each site's request via their normal process. Some Fleet workshop sites already have screens in place.

Any Management Information requests should be directed to Richard Wiggins RMG Fleet SHE Business Partner: Tel: 07711 411675 Email: Richard.wiggins@royalmail.com

All CWU enquiries should be directed to the CWU/HQ Health, Safety & Environment Department.

Yours sincerely



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