


SAFETY ASSESSMENT & CONCURRENCE (SAC1)

Programme/Project/Product Title	Peugeot Partner petrol mail van	Task or Work Equipment Photograph 
Programme/Project/Product Description	Introduction of a new Peugeot Partner mail van onto fleet	
Proposed schedule, timescales if known	March 2019	
Asset Group (where applicable)	Vehicles	
Asset Subject Matter Expert and/or Asset Group Owner	Darren King - Darren.king@royalmail.com	
Project Lead/Manager (name & contact details)	Dave Platt - dave.platt@royalmail.com 07710 737562	

	NATIONAL (8.1)	REGIONAL (8.2)	UNIT (8.3)
What category is this SAC1?	National		

Based on the SAC1 category above and using the information in the next column detail the input required (not all will necessarily apply)	Applies if category:	Y/N	Name & Contact Details
Group SHE Risk & Improvement Manager	8.1		
Nationally appointed project safety lead	8.1		Richard Wiggins
Programmes Director/Manager	8.1		Matt Humphreys
Senior Safety Professional (SHE Team)	8.2 or 8.3		
Project Safety Lead	8.2 or 8.3		
SHE Advisor (SHE Team)	8.2 or 8.3		
Group Property Risk & Compliance Manager	As appropriate		
Engineering & Assets Manager (SHE Team)	As appropriate		
SHE Logistics Team - (Vehicles)	As appropriate		Mark Bromhall Richard Wiggins
Subject Matter Expert	As appropriate		
Other	As appropriate		

STAKEHOLDER CONSULTATION	Y/N	Name & Contact Details
Has consultation taken place with the CWU H&S team (for	Yes	Dave Joyce

category 8.1 this should normally be with the national officer)		
Has consultation taken place with the Unite/CMA H&S team (for category 8.1 this should normally be with the national officer)		
Is consultation necessary with any other stakeholder?		
Provide details of any external input e.g. Health & Safety Executive, Fire Authority	Name & Contact Details	
CONSTRUCTION, DESIGN & MANAGEMENT		YES / NO / NA
Is the work defined as construction work under the CDM Regulations 2015?	N/A	
Is the CDM Guidance Document (PTL 309) being followed?	N/A	
Is the Asbestos Procedure (PTL 301) being followed?	N/A	
Is engagement with the Unit Manager/PiC and consultation with Operations planned or in progress?	N/A	
Please insert a copy of the preliminary hazard register (RMCDM7).	<i>Insert file as an object here.</i>	

STEP 1**INITIAL RISK ASSESSMENT**

List below tasks or work equipment involved & the hazards associated with them & those people affected, list all existing controls & rate the level of risk. Use separate assessment sections for each task or work equipment & add more assessment sections and expanding as needed. **If any risks are tolerable or above, move to Step 2 Risk Control.**

Task or Work Equipment	Identified Hazards	Associated Risk	People Affected	Existing Control(s)	Risk Assessment			Outcome See Matrix
					Likelihood	Severity	Total	
	Access & Egress	Slips and trips	Drivers	Pre-existing vehicle type - slip resistant matting fitted as standard	1	2	3	Adequately controlled
	Confined space working	Impact injuries Head striking Restricted vision	Drivers	Pre-existing vehicle type -internal lighting fitted to rear loadspace	1	2	2	Adequately controlled
	Loading/unloading	Pulls and Strains Musculoskeletal injury Striking Against Head striking Loss of control Damage to load restraint strap / trip risk when incorrectly stowed Vehicle impact whilst unloading	Drivers	Load detail & limits via vehicle on board decal Standard tray / bag load configuration used Sliding door on nearside of vehicle to facilitate unloading from pavement	1	3	3	Adequately controlled
	Unfamiliarity with vehicle and driving controls Opening/closing all doors	Uncontrolled operation Musculoskeletal injury Distraction of looking for controls, or inability to locate required controls may lead to RTC causing	Drivers	Vehicle handbook Drivers handbook	3	2	6	Moderate

		injury/damage Differences in vehicle dimensions may lead to misjudgement resulting in RTC Differences with the electronic handbrake operation may lead to rollaways causing injury/damage.						
	Active Safety Systems to include: Active safety braking Active lane departure warning Speed limit recognition Distance alert. Electronic handbrake	Unexpected braking may cause injury to driver Driver misunderstanding of system or over-reliance may cause lack of attention from driver, resulting in RTC and causing injury/damage	Driver/Public	Drivers handbook	3	2	6	Moderate
	Hands-free Capability	Facilitates breach of RMG policy Distraction from call results in RTC causing injury	Driver/Public	RMG Standards communicated to drivers informing that use of mobile devices (including hands-free) is prohibited	4	2	8	Moderate
	Damaged or faulty equipment	RTC Loss of control Unintended vehicle operation	Driver/Public	Policy and procedures on vehicle maintenance (scheduled) and 'in life' defects (PMT1 vehicle fault reporting etc.) must be followed at all time	2	2	4	Tolerable
	Driver general use of the vehicle eg compliance with	Vehicle or personal damage	Driver/Public	All drivers provided with on-road training prior to driving for RMG. All drivers provided with RM	2	2	4	Tolerable

	RM policy, advice or rules			Drivers handbook and Driving SSOW				
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STEP 2	RISK CONTROL
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List all tasks or work equipment rated in Step 1 as tolerable or above. Identify & record the additional control measures necessary to ensure risks are removed or reduced to an acceptable level. On the assumption these risk controls will be introduced complete the risk assessment assessing their impact on the risk rating. Where any additional controls are proposed but cannot be immediately implemented add them at Step 5. Where necessary obtain advice from the Safety Lead to the project. Use separate assessment sections for each task or work equipment & add more assessment sections and expand as necessary.

Task or Work Equipment	Outcome See Step1	Additional Control Measures	Completion Date	By Whom	Completed Yes?	Risk Assessment			Outcome See Matrix
						Likelihood	Severity	Total	
Unfamiliarity with controls / equipment	Moderate	Vehicle handbook		Supplier	Yes	2	2	5	Tolerable
		RMG drivers guide to new technology	22/02/19	Dave Platt	Yes Embedded				
		Pertemps driver training course review for inclusion of new technology		Mark Bromhall					
Task or Work Equipment	Outcome See Step1	Additional Control Measures	Completion Date	By Whom	Completed Yes?	Likelihood	Severity	Total	Outcome See Matrix
Electronic handbrake	Moderate	Vehicle owners manual and Driver familiarisation information pack which will be created and cascaded explaining the key changes and driver impacts.	22/02/19	Dave Platt	Yes Embedded	2	2	4	Tolerable
Task or Work Equipment	Outcome See Step1	Additional Control Measures	Completion Date	By Whom	Completed Yes?	Likelihood	Severity	Total	Outcome See Matrix
Active Safety Braking	Moderate	As above - can probably be covered in the same action	22/02/19	Dave Platt	Yes, within Pack	2	2	4	Tolerable
Task or	Outcome	Additional Control Measures	Completion	By Whom	Completed	Risk Assessment			Outcome

Work Equipment	See Step1		n Date		ed Yes?	Likelihood	Severity	Total	See Matrix
Hands-free Capability	Moderate	Reminder to driver on mobile phone communication		Dave Platt, Within driver comms pack	Yes, Within Pack	2	2	4	Tolerable

Use the Risk Matrix in SMS 2.1 Risk Management Standard to assess the task or work equipment in all sections above.

Overall Assessment

When the additional control measures are identified progress with the risk assessment based on the new information.

All those assessed as Adequately Controlled or Tolerable **Go to Step 5**

Any that are assessed as Moderate or above **Go to Step 3**

STEP 3

DETAILED RISK ASSESSMENT

List all tasks or work equipment rated as moderate or above in Step 2 in the Detailed Assessment section below, where the additional controls introduced or intended for introduction in Step 2 cannot control the risks to at least an adequate level. It is essential at this point that the Safety Lead for the project is consulted. With their assistance identify which of the additional detailed risk assessments are required. These assessments should be used to identify and record any specific control measures the technical safety specialist completing the assessment feels are necessary to ensure risks are removed or reduced to an acceptable level. Where possible additional controls should be implemented straight away. Where additional controls are proposed but not yet implemented add them at Step 5. Add more assessment sections and expand as necessary to record your findings.

POSSIBLE DETAILED RISK ASSESSMENTS

1	Work Equipment Change Safety Assessment (Mandatory for all change to work equipment)	7	Detailed Redesign Assessment (Fundamental change to the project/process)
2	Ergonomic Assessment	8	Hazard & Operability Assessment/Study (HAZOP)
3	CDM Assessment	9	Epidemiological Assessment
4	Property & Facilities Structural Assessment (Fundamental change in building structure)	10	Health effects Assessment/Study/Surveillance
5	Yard risk Assessment	11	Noise Assessments
6	Fire Survey and/or Fire risk Assessment	12	Other Assessment - specify




Task or Work	Outcome See	Detailed Risk Assessments	Completion	By Whom	Completed Yes?	Risk Assessment			Outcome See
						Likelihood	Severity	Total	



Equipment	Step 2		Date			ood	ty		Matrix

Task or Work Equipment	Outcome See Step 2	Detailed Risk Assessments	Completion Date	By Whom	Completed Yes?	Risk Assessment			Outcome See Matrix
						Likelihood	Severity	Total	

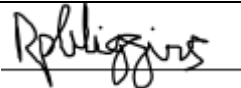
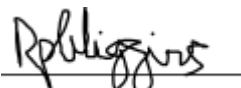
Use the Risk Matrix in SMS 2.1 Risk Management Standard to assess the task or work equipment.

STEP 4	RESIDUAL RISKS			
If there are any residual risks moderate or above after step 3, take the following action:				
RESIDUAL RISK ACTIONS FOR RISKS ABOVE MODERATE			YES	NO
1. Safety Lead to escalate all risks moderate or above for advice on a way forward to the Group Safety Risk Improvement Manager (8.1) or the most Senior Safety Professional in the Business Unit (ex. Operations & Modernisation), Region, Logistics or Support Function (8.2/3)				
2. Safety Lead takes appropriate course of action having escalated the issues:				
a) Abort the Project - Do not progress				
b) Abort the Project - Seeking an alternative product/service solution, then start the Safety Assessment & Concurrence process again				
c) Review steps 1 to 3. Include additional proposals suggested by the Group SHE Risk & Improvement Manager (8.1) or the Senior Safety Professional implementing the additional controls identified during the review of the process. Where controls cannot be implemented immediately - go to Step 5 and add to the concurrence actions.				

STEP 5	CONCURRENCE ACTION PLAN		
Record from Step 2 'Risk Controls' any outstanding actions that still need to be implemented and any additional risk controls from Step 3 'Detailed Risk Assessment' or Step 4 'Residual Risks' that are outstanding. Responsibility and timescales for completion should also be determined. These are part of the conditions of concurrence. It is important to record any actions in this section that are essential to the project but which cannot be deployed before sign off of this process, as such they will become concurrent actions.			
CONCURRENCE ACTION	Completion Date	By Whom	Completed? Y/N
Ergonomic screening assessment to be documented to confirm no formal ergonomic assessment required  Ergonomics + Wellbeing Screening /	20/02/19	David Platt	Y
Confirm no PUWER assessment required via Richard Wiggins - 1 st off to be embedded when completed  1st off inspection 18 054 DP.pdf	20/02/19	David Platt	Y
Review impact of new vehicle technology such as electronic handbrake and autonomous braking on Pertemps driver training inc new and changeover - discuss with supplier		Mark Bromhall	N
Create driver familiarisation pack covering reminder on not using hand held devices such as mobile phones in this vehicle and cover mobile phone new policy brief - also cover Active Safety Brake functionality to driver . Driver into Ops driver communicatee via RM Fleet Customer relationship leads.  New Peugeot Partner Mail Van Info Mar 20:	22/02/19	David Platt	Y
Within driver brief - add information regarding electronic handbrake system and also autonomous emergency braking system and the driver impacts so technology and impact is understood	22/09/19	David Platt	Y

 <p>Electric Brake Instructions_.pdf</p>			
<p>Additional information regarding maintenance of the electronic handbrake system and impact for workshop technicians to be circulate within existing RMG access to Peugeot on line system (already in place)</p>  <p>New Euro6 Peugeot Partner 1.2 Petrol -1.5</p>	22/02/19	David Platt	Y

STEP 6		SAFETY RECOMMENDATION		
<p>By signing below you agree that one of the below statements applies to you, therefore indicate below the statement that applies**</p>				
<p>I am satisfied in relation to the Programme, Project or Product deployment, including in relation to hazards during the operational use of work equipment where applicable that</p>				
<p>1. There are no safety risks for my area of responsibility. I am able to recommend it for final safety concurrence.</p>				
<p>2. The safety risks for my area of responsibility are adequately controlled or have been reduced to a tolerable risk. I am able to recommend it for final safety concurrence.</p>				
<p>3. The safety risks for my area of responsibility have been identified and while the concurrence actions have not yet been deployed, they have been recorded for implementation via the Safety Management Plan or the Safety Assessment Concurrence Questions & Actions document. I am able to recommend it for final concurrence on the understanding these actions are completed before the project is deployed and the handover completed at Unit level.</p>				
CATEGORY (8.1), CATEGORY (8.2) & CATEGORY (8.3)	**Which statement above applies 1,2 or 3	NAME	SIGNATURE	DATE
Group SHE Risk & Improvement Manager		Sarah Foord		

Nationally appointed project safety lead	2	Richard Wiggins		18 Feb 2019
Programmes Director/Manager		Matt Humphreys		
Senior Safety Professional (SHE Team)				
Project Safety Lead		Sarah Foord		
SHE Advisor (SHE Team)				
Group Property Risk & Compliance Manager				
Engineering & Assets Manager (SHE Team)				
SHE Logistics Team - (Vehicles)		Mark Bromhall Richard Wiggins		18 th feb 2019
Subject Matter Expert				
Other				

STEP 7**FINAL SAFETY CONCURRENCE**

By signing below you agree that you are satisfied the programme/project/product has received adequate safety considerations and that you are prepared to give final safety concurrence on the understanding that any actions in this document or the Safety Management Plan or the Safety Concurrence Gateway Questions & Actions document are completed before final deployment of and the movement of the programme/project/products and any associated work equipment to business as usual the.

CATEGORY 1 SAFETY CONCURRENCE (8.1 only)	NAME	SIGNATURE	DATE
Group SHE Risk & Improvement Manager			
Programme Director/Manager (as applicable)			
CATEGORY 2 SAFETY CONCURRENCE (8.2 only)	NAME	SIGNATURE	DATE
Senior Safety Professional			
Programme Manager			
CATEGORY 3 SAFETY CONCURRENCE (8.3 only)	NAME	SIGNATURE	DATE
SHE Advisor			

NOTE: For final sign off on Unit Level (8.3) projects refer to the Safety Handover Compliance Certificate RISK MATRIX

		Likelihood of injury/incident						
<i>No history or any indication of future incidents but cannot be ruled out</i>	Improbable	1	1	2	3	4	5	
<i>Some history but over a long period of time and in very small numbers</i>	Remote	2	2	4	6	8	10	
<i>Historical evidence indicates occurrence at least monthly</i>	Foreseeable	3	3	6	9	12	15	
<i>Historical evidence indicates occurrence at least weekly</i>	Probable	4	4	8	12	16	20	
<i>Historical evidence indicates occurrence throughout the day</i>	Likely	5	5	10	15	20	25	
		1	2	3	4	5		SEVERITY (consequence of injury/incident)
		Superficial injury/ damage <i>Minor injury or ill health (laceration/bruising/swelling) causing no absence from work. Damage resulting in low cost repair</i>	Moderate injury/ damage <i>Injuries or ill health resulting in absence from work (of less than 7 days). Damage causing temporary disruption to operations of around an hour</i>	Significant injury/ damage <i>Major injury or ill health, temporary physical disability resulting in absence from work (of more than 7 days) Damage causing significant disruption to or cessation of operations of around one day</i>	Serious injury/damage <i>Permanent physical & health disability. Damage causing long term termination of operations for more than one day</i>	Fatality/ catastrophic damage <i>Premature death. Complete destruction of property and permanent termination/relocation of operations until rebuild completed</i>		

Risk Level	Control action and timescale (nominally from BS8800)	Risk Rating	Suggested Minimum Controls	
Adequately controlled	No additional control measures required. Current controls suitable and sufficient to reduce the risk to adequately controlled. Good practice would be to record the assessment and share findings with operators	1 - 3	Visual Aids	
Tolerable	Some additional controls would be beneficial to further reduce the risk. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.	4 - 5	Safe Working Instructions plus Visual Aids	
Moderate	Efforts should be made to reduce the risk, although the costs of prevention should be carefully measured within a cost/benefit analysis to ensure the control is appropriate. Risk reduction measures should be implemented within a defined time period. Where the risk level is associated with Serious and Significant Injuries consequences, further task assessment and/or task redesign may be necessary to achieve suitable control measures.	6 - 12	SSOW plus Visual Aids	
Substantial	Task should be prohibited until the risk has been reduced. Resources may have to be allocated to redesign the task in order to reduce the risk. Where the task is already in progress, it should be stopped when it is safe to do so.	15-16	Prevent task until suitably controlled by task redesign or similar	These two bands usually fall outside the normal day to day risk assessment and ought to be reserved for concurrence processes
Intolerable	Task should be prohibited. If it is not possible to reduce the risk, even with unlimited resources, the work has to remain prohibited. Alternative solutions should be found that avoid the need to complete the original task.	20 - 25	Prevent task, look for alternative solutions. Invoke permit to work system	