



ROYAL MAIL GROUP RISK

SAFE SYSTEM OF WORK (Appendix 2)

This SSOW provides sufficient INFORMATION and INSTRUCTION to allow managers to control safety risks identified during risk assessments. It is used by work area managers to inform and instruct operators, at induction and refresher training events, how a task they are involved in or work equipment they are using can be completed / used safely. A record should be retained to show that this information and instruction has been shared with those employees affected.

Generic Task / Work Equipment	COVID-19 Collection of Boxed Testing Kits from Testing Centres and Transporting them to Labs (Royal Mail Relay SSOW)
Associated Risk Assessment	
SSOW Version No	SAC1 Collection of Boxed Testing Kits from Test Centres and Transport to Labs

Hazards & Risks

Identified Hazards & Risks	Risk Rating (as per Matrix)
Road Traffic Collisions Injury from slips, trips and falls due to uneven/slippery surfaces,	Tolerable
Contamination from contact with people or test kit boxes	Tolerable
Musculoskeletal conditions from lifting and handling boxes	Adequately Controlled

Controls (Required to Achieve Risk Rating)

COVID19 Test Mailings (<i>this document</i>)	Workplace Onsite Risk Assessment	SAC1	Manual Handling Training.	Persons Specifically, at Risk Assessment	PPE Matrix/provision
OPG Dynamic Risk Assessment					

General

In support of the Coronavirus pandemic, the Government are introducing Coronavirus Test Centres for frontline key workers in NHS and emergency services. Royal Mail Relay is providing the service to transport the boxed test kits between the test centres and the labs.

This national Safe System of Work (SSOW) must be followed at all times and consolidates advice given in operator training. Any problems should be reported to your line manager immediately. Any local/unique hazards not identified within this generic SSOW should be assessed locally in consultation with the local SHE team and CWU Area Safety Representative and noted in the SSOW local arrangements section at the end of this document.

It is the legal responsibility of every employee at work:

- To take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions.
- To report defective or faulty equipment immediately.
- To work in the way they have been trained and inform your manager when asked to use equipment for which you have not been trained.

Dynamic Risk Assessment

Whilst working in Relay hazards and risks will vary depending on the circumstances. It is important, therefore, that staff always use 'dynamic risk assessment' in order to keep them safe. To complete a Dynamic Risk Assessment:

Look for Hazards	Consider the Risk	Decide What to do Safely
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Core Standards

The following Core standards apply to this safe system of work:

Management Controls			
➤ Workplace Onsite Risk Assessment (see Standard 2.2)	➤ All Risk Assessment outcomes and SSOW s / SWI s are communicated to staff (see Standards 2.1 and 6.1)	➤ Managers and other staff complete regular SMAT / Observations (see Standard 17.2)	
MHE and Equipment			
➤ Only approved equipment which is in good working order to be used	➤ Only trained and competent people to use equipment	Monthly Site Inspection	
Weight Limits			
➤ York and Mini York containers 250 kg.	➤	➤	➤
Personal			
➤ Manual handling technique	➤ PPE - gloves as required ➤ Sanitiser ➤ Hi-Viz	➤ Persons Specifically at Risk Assessment where required	OH Provision

Communication and Review

In order for this COVID19 Test Kit SSOW to be effective, it should be communicated to all staff, including Agency, and displayed on Noticeboards. Compliance to the SSOW should be ensured by local review and periodic behavioural observations (SMAT' / Observations) by Managers and Employees and Inspections by Safety Representatives.

INSTRUCTIO NS

Before going leaving the depot, you must have

- 1) Disposable Gloves
- 2) Hand cleaner/sanitiser
- 3) Rubbish bag
- 4) Hi-Viz

As with all Relay work it is important to maintain good hygiene by more frequently washing your hands with soap and water or sanitiser, especially before you eat, drink, touch your face or after you cough.

Disposable gloves should always be worn when handling the boxed test kits

Test Centre Collection



The driver will not be exposed to anybody who is conducting testing of samples, or who has been exposed to test subjects. Samples are boxed and stored in a separate area to the collection area.

The test kit box weigh less than 1kg and contain approximately 50 sample kits giving a total gross weight of 5kg. The boxes will be made of either ABS rigid plastic or cardboard and marked UN3373 Biological Substances Category B.

1. Arrive at the Test Centre site at the allocated time
2. Notify security at the gate that they are the courier here to collect the completed test kits, only lower the window as much as necessary to hear and maintain a distance of 2 metres. The security team (a third-party provider) will direct the couriers to a parking area.
3. The courier should wait in the vehicle whilst security notify the Test Centre lead of the courier's arrival.
4. The Test Centre team will come and meet the courier, maintain a distance of 2 metres and bring the completed test kits out to the parking area,
5. Put on your gloves, high vis, scan the barcodes, load the boxed test kits into the vehicle ensuring a stable load
6. Secure the vehicle, clean PDA with a sanitising wipe, remove your gloves without touching the outside of the glove and dispose of in the bag provided.

7. Use the Hand cleaner/sanitiser to wash your hands
8. The driver is then free to leave - there is no documentation that is required before leaving the site.

Consolidation at Units/Hubs

1. Upon receipt of these items into a consolidation hub they should be routed straight to the designated holding area to await processing and kept isolated from other mail streams.

Delivery to Testing Laboratory

1. On arrival at the Testing Laboratory notify security at the gate that you are here to deliver completed test kits, only lower the window as much as necessary to hear and maintain a distance of 2 metres.
2. The driver should wait in the vehicle whilst security notify the Testing Laboratory of the vehicle's arrival.
3. The security team will direct the vehicle to the unloading area.
4. The testing laboratory team will direct where the boxed test kit should be unloaded.
5. Put on your gloves, high vis, scan the barcodes and unload the boxed test kits into the vehicle.
6. Secure the vehicle, remove your gloves and dispose of in the bag provider.
7. Use the Hand cleaner/sanitiser to wash your hands.
8. The driver is then free to leave - there is no documentation that is required before leaving the site.

All waste should be disposed of in the designated bin at the Relay Hub.

Good personal hygiene should be followed and all staff to wash hands with soap and water after handling the boxes

Competency			
Training		Format (Course/Certificated/Qualification)	
• Briefing		• Specific to training type.	
Personal Protective Equipment (PPE)			
Item	Ordering details	Comments	
Impermeable gloves Hi-Viz Hand Sanitiser	Dispatched to sites		
SSOW Authorisation			
	Name	Signed	Date
Author	Corinne Parsons and Paul X Brown	<i>Corinne Parsons</i> <i>Paul Brown</i>	14/04/20 20
Safety Support	Paul Horne James Cannon Sarah Foord		
I have authorised this SSOW for deployment			
Safety Authorisation:	James Cannon		
Review and Amendments			
Version	Name	Signed	Date
1.1	James Cannon		
On deployment in the Work Area a copy of the SSOW should be retained for reference			