



## Safety, Health and Environment Concurrence

<b>Title</b>	Collection of testing kits from test centres and transport to hubs		<b>Task or Work Equipment Photograph</b>
<b>Description</b>	In support of the Coronavirus pandemic, the Government have introduced drive through test centres. Royal Mail Relay will be collecting tote boxes containing test kits and transporting them to the labs.		
<b>Proposed timescales for deployment</b>	This service is being introduced from 15 <sup>th</sup> April 2020		
<b>Project Lead/Manager (name &amp; contact details)</b>			
<b>Scope of the Project (insert a X in the relevant box to indicate the scope of project deployment)</b>	National Deployment	<input checked="" type="checkbox"/>	
	Business Unit (Logistics and Parcelforce only)		
Unit Deployment			

What SHE impacts do you think the change or equipment may have?	YES/NO*
<b>Will the change introduce new health and safety hazards in the working environment?*</b> N.B. health hazards should consider exposure to noise, vibration, ionising radiation or substances hazardous to health If yes, consider additional detailed risk assessments at step 3	YES
<b>Will the change place additional physical, mental or sensory demands on employees?</b> If yes complete Ergonomics and Wellbeing Screening Assessment	NO
<b>Will the change impact on increased energy usage, water usage, waste or the risk of pollution? If yes, you must consult with the Environment and Sustainability Manager and obtain sign off as part of this process. For unit level SAC1s please contact SHE Business Partner in the first instance.</b>	NO
<b>If you have answered 'NO' to any of the SHE impact questions above, please state reasons below</b>	

Other aspects of the change	YES/NO
Does the change involve either new or modified equipment? (if yes, complete a WECSA)	NO
Does the change involve construction (e.g. new build, alterations, refurbishments, machine installations)? If yes, please complete the CDM section below.	NO

<b>CONSTRUCTION, DESIGN &amp; MANAGEMENT (CDM)</b> (complete this section only if you have answered 'yes'	
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to question above	
Who is the trained nominated Client?	
How is CDM compliance being tracked - Planview or the CDM tracker?	
Please note the specific arrangements for managing operational on-site risks in section 1 of this form. The following additional concurrence actions must also be included: (i) Site Handover & Training to be completed upon handover to user (ii) Health and Safety file to be sent to/recorded on CRD.	

CONSULTATION (for national projects this is normally with the national officer)	Y/N	Name & Contact Details	Date consulted
Has consultation taken place with the CWU H&S team	Y	Ray Ellis	15/04/2020
Has consultation taken place with the Unite/CMA H&S team?			
Has consultation taken place with any other stakeholders?			

**STEP 1****RISK ASSESSMENT**

List below the activities involved in the project. Consult with stakeholders and specialists where required to identify the hazards, consider who could be harmed and how. 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.

*\*\*When assessing a task or use of equipment, please refer to the library of [national task risk assessments](#) to see if there are existing controls for the risk you have identified. Where the project introduces new risks that have not been controlled, the national task risk assessment will need updating so please specify this in step 2. Where a task is completely new, you must specify an action to complete a task risk assessment.\*\**

Ref	Task or Work Equipment	What are the hazards - what could cause harm?	What are the SIGNIFICANT RISKS associated with the hazard? How could it cause harm (There may be more than one)	Groups of people or individuals affected by this hazard?	What CURRENT CONTROLS are already in place? There may be more than one ONLY LIST HERE THINGS THAT HAVE ALREADY BEEN DONE - NOT THINGS THAT ARE PLANNED	CURRENT Risk Rating			Risk Level
						Likelihood	Severity	Total (L x S)	
1	Collection of boxed test kits	Range of hazards associated with arrival - at site.  Road hazards on the journey Traffic control at site.	Road Traffic Collisions Slips, trips, falls  Contamination from speaking to test centre marshal at close distance	Employees	Existing Risk Assessment and SSOW for collections and delivery.  Drivers to wear high viz and PPE as required by site. Drivers to follow directions from marshals on arrival.	2	4	4	Moderate
2	Loading and scanning of boxed test kits into van	Manual handling hazards  Contamination of outer surface of test kit container by those loading	Musculoskeletal injuries  Exposure to bodily fluid infected with coronavirus	Employees	Tote boxes are a convenient size and are unlikely to weigh more than 5kg. They are designed to stack vehicles have standing head room and employees have manual handling training  Packaging will comply with Dangerous Goods Regulations Packaging Instructions complying	1  2	2  4	2  4	Adequately Controlled  Moderate

		them			with UN3373.				
3	Unloading and consolidation of test kits at Relay Hub for onward transport to lab	Manual handling hazards  Contamination of outer surface of boxed test kit container by those loading them	Musculoskeletal injuries  Exposure to bodily fluid infected with coronavirus	Employees	Tote boxes are a convenient size and are unlikely to weigh more than 5kg. They are designed to stack vehicles have standing head room and employees have manual handling training  Packaging will comply with Dangerous Goods Regulations Packaging Instructions complying with UN3373.	1  2	2  4	2  4	Adequately Controlled  Moderate
4	Loading into van for transport to lab	As 2 above Manual Handling Contamination	As 2 above	Employees	Manual handling  Contamination	1  2	2  4	2  4	Adequately Controlled  Moderate
5	Transport to lab and unload	Range of hazards associated with arrival - at site. Road hazards on the journey Traffic control at site. Manual handling from unloading	Road Traffic Collisions Slips, trips, falls  Contamination from speaking to site marshal at close distance  Musculoskeletal injuries	Employees	Existing Risk Assessment and SSOW for collections and delivery.  Drivers to wear high viz and PPE as required by site. Drivers to follow directions from marshals on arrival.	2	4	4	Moderate

**STEP 2****ADDITIONAL CONTROLS WHERE INITIAL RATING IS MODERATE OR ABOVE**

List here the controls required to either remove the risk or reduce it to adequately controlled or tolerable. Add the additional controls to the concurrence action plan if they are not completed straight away. 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.

Ref	Task or Work Equipment	Risk Rating at step 1 above	What ADDITIONAL CONTROLS are needed to reduce or remove the risk?	Completed? Y/N	When?	By Who?	Residual Risk Rating			Risk Level
							Likelihood	Severity	Total (L x S)	
1	Contamination and RTA on site	Moderate	<ul style="list-style-type: none"> <li>• Manager to check collection instructions and site map in advance</li> <li>• Driver instructions to only open window wide enough to hear directions to avoid contamination from marshal giving direction</li> </ul>	N			1	4	4	Tolerable
2	Loading boxed test kits into van - contamination on outer surface of box	Moderate	<ul style="list-style-type: none"> <li>• All staff to wear gloves when handling test kits, additionally cleaning of test kits to avoid contamination of clothing by contact when lifting</li> <li>• Drivers to be provided with hand sanitiser and instructions to clean hands after loading totes</li> <li>• Gloves to be removed without touching outer surface and put into polyethene bag, (either dispose of at site or in designated bin at Relay Hub).</li> </ul>	N			1	4	4	Tolerable
3	Unloading and consolidation of boxed test kits at Relay Hub for onward transport to lab	Moderate	<ul style="list-style-type: none"> <li>• All staff to wear gloves when handling test kits. Gloves to be disposed of in designated bins.</li> <li>• Gloves to be removed without touching outer surface and dispose of in designated bin</li> </ul>	N			1	4	4	Tolerable

			<ul style="list-style-type: none"> <li>at Relay Hub).</li> <li>All staff to wash hands with soap and water after handling the boxes.</li> <li>Test kit boxes to be stored in specific area of hub away from other work ready for consolidation to transport to lab</li> <li>Clean scanner with sanitising wipe</li> </ul>							
4	Loading into van for transport to lab		As 3 above				1	4	4	Tolerable
5	Transport to lab and unload		As 1 above				1	4	4	Tolerable

**STEP 3**

**DETAILED RISK ASSESSMENTS**

Please consult with a member of the SHE team for guidance on what risk assessments either need to be completed or reviewed.

**POSSIBLE DETAILED RISK ASSESSMENTS**

<a href="#">Fire Risk Assessment</a>	<a href="#">Workplace onsite</a>
<a href="#">Yard Risk Assessment</a>	<a href="#">Task Risk assessment</a>
<a href="#">Noise Assessment</a>	<a href="#">Persons Specifically At Risk</a>
<a href="#">First Aid Risk Assessment</a>	<a href="#">Workplace Offsite Risk Assessment</a>
<a href="#">Work Equipment Change Safety Assessment</a>	<a href="#">Ergonomics and Wellbeing Assessment</a>
<a href="#">Environment Assessment</a>	<a href="#">Control of Substances Hazardous to Health</a>

Detailed Assessments	Overall Risk Rating or Number of Risks Moderate or above	Date the detailed Risk Assessment was completed	By Whom	Have all actions been completed from the risk assessment? Yes/No* If no, this requirement must be added to the concurrence action plan in Step 4
None.				

**STEP 4**

**CONCURRENCE ACTION PLAN**

**Completion**

**By Whom**

**Completed?**

	Date		Y/N
<ul style="list-style-type: none"><li>- Provide instructions to employees detailing controls identified in step 2 above.</li><li>- Local manager to obtain site plan, instructions and PPE requirements for test centres and labs</li><li>- Gloves/Sanitiser/wipes to be provided to all drivers</li></ul>		Paul Horne	N

STEP 5		SIGN OFF		
<p>I am satisfied in relation to the Project deployment (including in relation to hazards during the operational use of work equipment where applicable), that</p> <p>1.The risks for my area of responsibility are adequately controlled or have been reduced to a tolerable risk. I am therefore providing SHE concurrence.</p> <p>2.The risks for my area of responsibility have been identified and whilst the concurrence actions have not yet been deployed, they have been recorded for implementation via the above Concurrence Action Plan and/or the Unit Level Action Plan. I am therefore able to recommend it for final concurrence on the understanding these actions are completed before the project is deployed.</p>				
	Select either statement 1,2 or 3	NAME	SIGNATURE	DATE
Group Health & Wellbeing (including ergonomics)	2	CORINNE PARSONS	<i>Corinne Parsons</i>	14/04/2020
Environment and Sustainability Manager				
SHE Process Improvement and Policy Simplification				
Engineering & Assets Manager SHE Manager				
SHE Business Partner				
SHE Strategic Business Partner				
Project Safety Lead				
Subject Matter Expert (specify job title)				
Dangerous Goods Safety Advisor	2	PAUL BROWN	<i>Paul Brown</i>	14/04/2020

STEP 6		FINAL CONCURRENCE		
<p>By signing below you agree that you are satisfied the programme/project/product has received adequate SHE considerations and that you are prepared to give final concurrence on the understanding that any actions in this document are completed before final deployment.</p>				
NATIONAL PROJECTS SHE CONCURRENCE		NAME	SIGNATURE	DATE
Group SHE Risk & Improvement Manager		SARAH FOORD	<i>S Foord</i>	14/04/20
BUSINESS UNIT SHE CONCURRENCE (Parcelforce and Logistics only)		NAME	SIGNATURE	DATE
SHE Strategic Business Partner				
UNIT SHE CONCURRENCE		NAME	SIGNATURE	DATE



SHE Business Partner			
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By signing below you agree that all concurrence actions will be tracked through to completion with the relevant action point owners as required in step 4.

PROJECT MANAGER	NAME	SIGNATURE	DATE
Andrea Burdett	Andrea Burdett		



**ROYAL MAIL GROUP RISK MANAGEMENT**

**RISK MATRIX**

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