



**Before starting:** Your Line Manager is responsible for ensuring that you have completed the appropriate training before carrying out this procedure. Ensure you are familiar with the appropriate Risk Assessments, Safe Systems of Work or Safe Working Instructions for this operation. All Royal Mail Employees have a responsibility to protect and secure mails, whilst in the pipeline. Ensure RM Photo ID is worn at all times when on Royal Mail premises.

## Delivery to Covid19 Test Pack Lab - As an extra added precaution to keep you safe, these Special Procedures must be used by Delivery Drivers

### Step 1



**PLEASE NOTE:** The Government published advice to businesses on gov.uk on Tuesday 25th February, available here. It states that "there is no perceived increase in risk for handling post"

The World Health Organisation has also advised that coronaviruses do not survive long on objects, such as letters or packages

- Regular hand washing is the most effective way to reduce the chance of contracting and spreading any virus
- There are practical solutions to handwashing on delivery and collection which should be considered:
  - Washing hands before leaving the office to start your duty and on return
  - Request to use facilities of a business customer (they are legally required to provide toilet facilities)
  - Make use of any public toilets

### Step 2



- Upon arrival at a Randox Covid19 Test Pack Lab, remain in the vehicle at all time other than to un-load mail and re-load Royal Mail equipment
- You will not be subject to temperature checks
- All Randox personnel will remain at a distance whilst you are out of the vehicle and until you have driven away from the loading bay
- For vehicles loaded via a Tail Lift, select one container at a time, load onto tail lift and secure load using Tail Lift load restraints
- When Yorks are used, no more than 2 are to be individually loaded onto the Tail Lift at a time
  - Only push one York at a time
  - Check to make sure the brake is applied when lifting or lowering on a tail lift
- Stand on the Tail Lift, using the controls inside the vehicle raise the Tail Lift to maximum height, ensure your feet are clear of the edge between the Tail Lift and vehicle body
- Before lowering the Tail Lift, check area around Tail Lift is clear
- When all due mails have been unloaded and empty Yorks, Bags, etc. have been loaded on to the vehicle, secure the load using the straps or poles provided and fully secure the rear doors/shutter

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