

No. 344/2020

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Our Ref: C25/20

To: All Branches

Dear Colleagues,

Royal Mail - Movement of Sorting Frames:

A growing number of enquiries have been received from Branches and Area Health and Safety Reps in relation to this issue and as to whether local management teams have the authority to move sorting frames around offices and re-organise office layouts during the current Coronavirus Covid-19 Pandemic in order to achieve and comply with social distancing guidance etc.

This issue has again been raised by the Health, Safety & Environment Department with Royal Mail HQ and as a result the attached "**Delivery Take Action - Mandatory Instruction**" has been issued to all managers.

This Instruction:

- Reminds all managers that sorting frames must not be moved by local teams.
- Instructs managers that sorting frames and fixtures can only be moved by contractors authorised by Royal Mail Group Property.
- Informs managers that if frames have been moved locally, the frames must be inspected and checked to ensure there are no obvious signs of damage or instability, following a 6-point check-list.
- Asks managers to report all problems to the Royal Mail Group Property Helpdesk for further assistance.
- Informs managers that any damaged or unstable frames must be taken out of use immediately, until the frames have been checked, rectified and passed as suitable for use by RMP&FS contractors.
- Instructs managers that where frame moves have resulted in a change to the use of the office space/layout, they must review the Office Fire Risk Assessment and associated evacuation plan, plus the Workplace Onsite Risk Assessment.
- Some offices have been designated to receive a more formalised inspection programme and managers at these offices will be contacted and notified by an engineer. The Safety Check-List in the communication should still be followed until an engineer is able to visit the offices.

In all cases, Sorting Frames must not be moved again without using competent contractors via the Royal Mail Property & Facilities Services Helpdesk.

Yours sincerely



Dave Joyce
National Health, Safety & Environment Officer