

Ops Update



Staying hydrated

26 August 2020

It is important that we encourage employees to stay hydrated whilst at work. Limited stocks of empty one litre bottles are now available by completing the [request form](#) and emailing it to uniform@royalmail.com. Priority will be given to those working in delivery, collections and other offsite roles.

Employees may, if they so wish to bring in their own water for consumption at work, if they prefer. However, for those employees that need to fill their empty water bottles at work please ensure they know how to safely refill safely.

1. Brief the [SHE Huddle FY20 005 Staying Hydrated](#). This covers the importance of staying hydrated and how to refill water bottles safely. The most important point being that the neck of the bottle must not touch the dispenser or tap. Sanitising wipes must be used if that happens.
2. Display this [poster](#) in clear view of the water dispensers or drinking water taps.
3. Ensure sanitising wipes are placed next to water dispensers or drinking water taps.

Water fountains such as those pictured below must remain OUT OF USE.



Water dispensers such as those pictured below can continue to be used, however if for any reason they have been out of use you must contact the Property & Facilities Solutions helpdesk on 0844 8009191 to reinstate them. Using water dispensers or taps that have been out of use can present a health hazard so they must be serviced by P&FS prior to use.



If you need any further advice or guidance please contact your SHE Business Partner