


Safety, Health and Environment Concurrence

Title	Delivery, Collection and Processing of Coronavirus Antibody Testing		Task or Work Equipment Photograph
Description	In support of the Coronavirus pandemic, this is a government supported initiative. Royal Mail is going to provide the delivery and returns service for these kits using Tracked 24. All items will be in UN3773 packaging and will be blood samples with 0.5ml, about a $\frac{1}{4}$ of a teaspoon, of blood that should solidify to further reduce the risk of any spillage		
Proposed timescales for deployment	This is likely to be initiated during Sept 2020		
Project Lead/Manager (name & contact details)			
Scope of the Project (insert a X in the relevant box to indicate the scope of project deployment)	National Deployment	X	
	Business Unit (Logistics and Parcelforce only)		
	Unit Deployment		

What SHE impacts do you think the change or equipment may have?	YES/NO*
Will the change introduce new health and safety hazards in the working environment?* 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
Will the change place additional physical, mental or sensory demands on employees? If yes complete Ergonomics and Wellbeing Screening Assessment	NO
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. <i>For unit level SAC1s please contact SHE Business Partner in the first instance.</i>	NO
If you have answered 'NO' to any of the SHE impact questions above, please state reasons below	

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

CONSTRUCTION, DESIGN & MANAGEMENT (CDM) (complete this section only if you have answered 'yes' 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	Dave Joyce & Gerard Harkin	16/09/2020
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	Delivery of sterile testing kits to the identified participant	Range of hazards associated with delivery works – offsite hazards presenting slip, trip hazards. Dogs at the customer's property. Road hazards on the journey.	Slips, trips, falls Animal attacks Road Traffic Collisions	Employees	Delivery (Royal Mail Operations) Task Risk Assessment and SSOW	2	2	4	Tolerable
2	Collection of testing kits from Post Box (including Parcel boxes)	Manual handling hazards associated with clearing of post boxes Damaged or sample not being contained within the packaging or Packaging contaminated by individual handling the package with blood on their hands	Musculoskeletal injuries Exposure to bodily fluid infected on contaminated outer packaging	Employees	Collection (Royal Mail Operations) Task Risk Assessment and SSOW Packaging will comply with Dangerous Goods Regulations Packaging Instructions 650 to minimise likelihood of sample being released. Specimen is 0.5ml of blood should solidify and is categorised as risk level B. Packaging complies with United Nations packaging instruction for UN3373 Instructions to user include to stop bleeding before completing packaging	2	2	4	Tolerable

			Lancets found in Mail box		and to ensure that outer package is clean. Existing procedures to cover contaminated packaging. Low risk of stick injuries as lancets are retractable. Minimal blood on lancet and will be on internal blade.				
4	Processing of testing kits through the network for delivery at the nominated laboratory	Manual handling hazards associated with sortation of Mail. Damaged or sample not being contained within the packaging or Packaging contaminated by individual handling with blood on their hands Item being excessively handled throughout the network	Exposure to bodily fluid infected with coronavirus	Employees	Processing (Royal Mail Operations) Task Risk Assessment and SSOW Packaging will comply with Dangerous Goods Regulations Packing Instructions 650 to minimise likelihood of sample being released Risk of infection from dried blood is very low. Existing process to cover contaminated packaging with secondary bag.	2	2	4	Tolerable
5	Delivery of Test Kits to Lab	Range of hazards associated with delivery works – offsite hazards presenting slip, trip hazards. Road hazards on the journey.	Slips, trips, falls Animal attacks Road Traffic Collisions	Employees	Delivery (Royal Mail Operations) Task Risk Assessment and SSOW	2	2	4	Tolerable

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)	

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

Fire Risk Assessment	Workplace onsite
Yard Risk Assessment	Task Risk assessment
Noise Assessment	Persons Specifically At Risk
First Aid Risk Assessment	Workplace Offsite Risk Assessment
Work Equipment Change Safety Assessment	Ergonomics and Wellbeing Assessment
Environment Assessment	Control of Substances Hazardous to Health

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 Date	By Whom	Completed? Y/N
Existing processes to be reinforced with specific SSOW			Yes

STEP 5		SIGN OFF		
I am satisfied in relation to the Project deployment (including in relation to hazards during the operational use of work equipment where applicable), that				
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.				
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.				
	Select either statement 1,2 or 3	NAME	SIGNATURE	DATE
Group Health & Wellbeing (including ergonomics) 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)	2	CORINNE PARSONS	<i>Corinne Parsons</i>	16/09/2020
Dangerous Goods Safety Advisor	2	PAUL BROWN	<i>Paul Brown</i>	16/09/2020

STEP 6		FINAL CONCURRENCE		
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.				
NATIONAL PROJECTS SHE CONCURRENCE		NAME	SIGNATURE	DATE
Group SHE Risk & Improvement Manager		SARAH FOORD	<i>SFoord</i>	16/09/2020
BUSINESS UNIT SHE CONCURRENCE (Parcelforce and Logistics only)		NAME	SIGNATURE	DATE
SHE Strategic Business Partner				
UNIT SHE CONCURRENCE		NAME	SIGNATURE	DATE
SHE Business Partner				

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
Nick Landon				



ROYAL MAIL GROUP RISK MANAGEMENT

RISK MATRIX

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