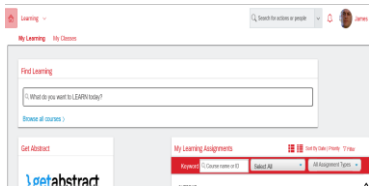


## Safety, Health and Environment Concurrence

<b>Title</b>	Classroom and Non-Operational Training	<b>Task or Work Equipment Photograph</b>
<b>Description</b>	Some training is business critical and cannot be done from home. In these circumstances only, on-site classroom/non-operational training may be needed to ensure successful deployment	
<b>Proposed timescales for deployment</b>	Ongoing	
<b>Project Lead/Manager (name &amp; contact details)</b>	Richard Hutchinson	
<b>Scope of the Project (insert a X in the relevant box to indicate the scope of project deployment)</b>	National Deployment	
	Business Unit (Logistics and Parcelforce only)	
	Unit Deployment	
<b>What SHE impacts do you think the change or equipment may have?</b>		<b>YES/NO*</b>
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 <b>Environment and Sustainability Manager</b> 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		
N/A		
<b>Other aspects of the change</b>		<b>YES/NO</b>
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' to question above)		
Who is the trained nominated Client?		N/A
How is CDM compliance being tracked - Planview or the CDM tracker?		N/A

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.

<b>CONSULTATION (for national projects this is normally with the national officer)</b>	<b>Y/N</b>	<b>Name &amp; Contact Details</b>	<b>Date consulted</b>
<b>Has consultation taken place with the CWU H&amp;S team</b>	Yes	Dave Joyce (specific training via email and SHE Engagement Meeting)	Ongoing
<b>Has consultation taken place with the Unite/CMA H&amp;S team?</b>	Yes	Steve Jones (specific training via email and SHE Engagement Meeting)	Ongoing
<b>Has consultation taken place with any other stakeholders?</b>	Yes	James Cannon	Ongoing

**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	Groups of people or individuals affected by this hazard?	What CURRENT CONTROLS are already in place?	CURRENT Risk Rating			Risk Level
						Likelihood	Severity	Total (L x S)	
001	Trainer and delegates attend/leave site/training room	Exposure to COVID-19	Acute respiratory conditions, pneumonia, multi-organ failure, death	Trainer, delegates, on-site employees /visitors	Sites have completed a COVID-19 Unit Risk Assessment and will have implemented relevant operational controls.	2	4	8	Moderate
002	Trainer and delegates use of training room/area	Exposure to COVID-19	Acute respiratory conditions, pneumonia, multi-organ failure, death	Trainer, delegates, on-site employees /visitors	Sites have completed a COVID-19 Unit Risk Assessment and will have implemented relevant operational controls.	2	4	8	Moderate
003	Deployment of training (RMG Trainer on RMG Site)	Exposure to COVID-19	Acute respiratory conditions, pneumonia, multi-organ failure, death	Trainer, delegates, on-site employees /visitors	Sites have completed a COVID-19 Unit Risk Assessment and will have implemented relevant operational controls; RM Trainer used	2	4	12	Moderate
004	Deployment of training (Third Party Trainer on RMG Site)	Exposure to COVID-19	Acute respiratory conditions, pneumonia, multi-organ failure, death	Trainer, delegates, on-site employees /visitors	Sites have completed a COVID-19 Unit Risk Assessment and will have implemented relevant operational controls; Approved training provider used	3	4	12	Moderate
005	Deployment of training -	Exposure to COVID-19	Acute respiratory	Trainer, delegates	Employees are aware of general COVID-19 control	3	4	12	Moderate

offsite (Third Party Trainer on Third Party Site)		conditions, pneumonia, multi-organ failure, death	, on-site employees /visitors	requirements					
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**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.

Controls below are based on Royal Mail COVID-19 national assessments and policy

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)	
001	Trainer and delegates attend/leave site/training room	Moderate	<ul style="list-style-type: none"> <li>Design a communication of the essential activities, to be shared with: <ul style="list-style-type: none"> <li>The RMG Training Coordinators</li> <li>The relevant Unit Manager(s)</li> <li>The relevant delegates/attendees</li> <li>Unit Manager/Training Coordinator</li> </ul> </li> <li>Communicate site rules and specific instructions to attendees in advance of training session including location of room and reception arrangements</li> </ul>	Yes - ongoing as per specific course	Ongoing - as per specific course	Training Programme Manager	1	4	4	Tolerable
001	Trainer and delegates attend/leave site/training room	Moderate	<ul style="list-style-type: none"> <li>Unit Manager to check with employees attending if they are classed as clinically vulnerable or they or someone they live with are extremely clinically vulnerable <u>Note: If yes, employee is not to attend</u></li> <li>If employees have been working from home, Unit Manager to complete a</li> </ul>	Yes - ongoing as per specific course	Ongoing - as per specific course	Site Manager/ Training Coordinator	1	4	4	Tolerable

			<p>COVID-19 Workplace Assessment prior to appointment on the site visit within PSP. <u>Note will only be permitted if the outcome of the risk assessment is that the employee is permitted to return to the workplace.</u></p> <ul style="list-style-type: none"> <li>• Employees reminded of the instruction about self-isolation and that they should not attend if they develop symptoms.</li> <li>• Where training/visits are for multiple employees, if possible, arrange for those individuals from the same location to attend together (plan to minimise variances in site attendees)</li> <li>• Access/egress to reception and communal areas can be managed whilst maintaining 2m social distancing.</li> <li>• In the immediate lead up of any local outbreak or particular instruction from Public Health to close some or part of the workplace. <u>Note: If this is the case, the training cannot proceed</u></li> <li>• Complete relevant SAC1 Unit Level Action Plan for each site to confirm controls are in place</li> </ul>							
001	Trainer and delegates attend/leave site/training room	Moderate	<ul style="list-style-type: none"> <li>• If using trains/buses/taxis - ensure hand sanitiser and face covering is available for use. Avoid car-sharing.</li> <li>• Ensure arrival just in time and leave immediately on completion to minimise amount of time on site</li> </ul>	Yes - ongoing as per specific course	Ongoing - as per specific course	Delegate / Attendee	1	4	4	Tolerable
002	Trainer and delegates use of training	Moderate	<ul style="list-style-type: none"> <li>• Confirmed availability of the training room for the agreed dates and times</li> <li>• Agreed maximum number of delegates</li> </ul>	Yes - ongoing as per specific	Ongoing - as per specific	Site Manager/ Training Coordinator	1	4	4	Tolerable

	room/area		<p>on the course and that this is planned appropriately to the venue and session room</p> <ul style="list-style-type: none"> <li>• Training room/area layout is designed with 2m social distancing in mind for the maximum number of individuals <u>Note: Where 2m cannot be achieved, review any potential mitigation with approval of a SHE Business Partner</u></li> <li>• The site and training room/area signage, floor markings and instructions are adequate to facilitate COVID-19 controls.</li> <li>• The training the room/area has been operational with closely located toilets and welfare facilities have remained in use.</li> <li>• Adequate arrangements of hand hygiene are available (sanitiser, soap and water).</li> <li>• adequate bins/means of disposable for waste including clinical waste if identified as part of the course requirements</li> <li>• The training room/area has adequate ventilation (Ventilation Assessment required for portable fans and stand-alone AC)</li> <li>• The meeting room/area is subject to the site cleaning regime.</li> <li>• Site rules and specific instructions communicated to attendees in advance of training session including location of room and reception arrangements</li> <li>• Training plan structured to ensure a minimum amount of time on site both for the delegates and trainer</li> <li>• Complete relevant SAC1 Unit Level</li> </ul>	c course	ic course					
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			Action Plan for each site to confirm controls are in place							
002	Trainer and delegates use of training room/area	Moderate	<ul style="list-style-type: none"> <li>Ensure adherence to RMG general COVID-19 controls</li> <li>Ensure adherence to site-specific COVID-19 controls</li> </ul>	Yes - ongoing as per specific course	Ongoing - as per specific course	Trainer	1	4	4	Tolerable
002	Trainer and delegates use of training room/area	Moderate	<ul style="list-style-type: none"> <li>Avoidance of touching common touchpoints wherever possible</li> <li>Avoidance of personal contact, e.g. shaking hands.</li> <li>Avoidance of sharing stationary/ancillary items</li> <li>If required by the site, or at own discretion, wear protective items such as a face mask or disposable gloves</li> <li>Frequent hand hygiene including washing hands on arrival, throughout the visit and on leaving. Employees to take their own supply of hand sanitiser.</li> <li>All attendees to take their own water-bottle and, if canteen facilities not appropriate, food</li> <li>Adherence to RMG general COVID-19 controls</li> <li>Adherence to site rules and training manager/coordinator instructions at all times. Concerns, politely raised and if required leave the building</li> <li>Adhere to RMG general COVID-19 controls</li> </ul>	Yes - ongoing as per specific course	Ongoing - as per specific course	Delegate / Attendee	1	4	4	Tolerable
003	Deployment of training (RMG Trainer on	Moderate	<ul style="list-style-type: none"> <li>Controls as per 001 above</li> <li>Controls as per 002 above.</li> </ul>	Yes - ongoing as per specific	Ongoing - as per specific	All	1	4	4	Tolerable

	RMG Site)			c course	ic course					
003	Deployment of training (RMG Trainer on RMG Site)	Moderate	<ul style="list-style-type: none"> <li>Training programme adapted to: <ul style="list-style-type: none"> <li>ensure listed COVID-19 controls are adhered to</li> <li>where face to face engagement needs to take place, social distancing increased to a minimum of 3 metres or alternative (listed in Specific Actions below)</li> </ul> </li> <li>Ensure all Trainers understand and are competent in the course delivery and control measures required.</li> </ul>	Yes - ongoing as per specific course	Ongoing - as per specific course	Training Programme Manager	1	4	4	Tolerable
003	Deployment of training (RMG Trainer on RMG Site)	Moderate	<ul style="list-style-type: none"> <li>Confirmation that identified controls are in place</li> <li>Deliver training as per approved method including COVID-19 agreed controls</li> </ul>	Yes - ongoing as per specific course	Ongoing - as per specific course	Trainer	1	4	4	Tolerable
003	Deployment of training (RMG Trainer on RMG Site)	Moderate	<ul style="list-style-type: none"> <li>Adhere to all requirements of the training programme.</li> </ul>	Yes - ongoing as per specific course	Ongoing - as per specific course	Delegate/Attendee	1	4	4	Tolerable
004	Deployment of training (Third Party Trainer on RMG Site)	Moderate	<ul style="list-style-type: none"> <li>Controls as per 001 above</li> <li>Controls as per 002 above.</li> <li>Controls as per 003 above</li> </ul>	Yes - ongoing as per specific course	Ongoing - as per specific course	All	1	4	4	Tolerable
004	Deployment of training (Third Party Trainer on	Moderate	<ul style="list-style-type: none"> <li>Obtain documentation from Third Party assuring delivery of training in a COVID-19 secure way including: <ul style="list-style-type: none"> <li>Risk Assessment</li> <li>Policy/Instructions</li> <li>Any accreditation/independent</li> </ul> </li> </ul>	Yes - ongoing as per specific course	Ongoing - as per specific course	Training Programme Manager	1	4	4	Tolerable



	RMG Site)		<p>guidance adhered to</p> <ul style="list-style-type: none"> <li>Issue the Third Party: <ul style="list-style-type: none"> <li>the relevant RMG Unit Level Task Risk Assessment</li> <li>site-specific rules and instructions</li> <li>Training SAC1</li> </ul> </li> </ul>	course	course					
004	Deployment of training (Third Party Trainer on RMG Site)	Moderate	<ul style="list-style-type: none"> <li>By means of risk assessment assure and adapt training content and methods against: <ul style="list-style-type: none"> <li>Any accreditation/independent guidance</li> <li>The RMG risk assessments</li> <li>Compliance with legal standards and best practise</li> </ul> </li> <li>Review to be completed by RMG SHE Business Partner where required</li> <li>Where required and to provide assurance of course compliance, arrange a site-visit in advance with the RMG Training Coordinator</li> </ul>	Yes - ongoing as per specific course	Ongoing - as per specific course	Third Party Training Provider / SHE Business Partner	1	4	4	Tolerable
004	Deployment of training (Third Party Trainer on RMG Site)	Moderate	<ul style="list-style-type: none"> <li>Complete relevant SAC1 Unit Level Action Plan for each site to confirm controls are in place</li> </ul>	Yes - ongoing as per specific course	Ongoing - as per specific course	RMG Training Coordinator	1	4	4	Tolerable
004	Deployment of training (Third Party Trainer on RMG Site)	Moderate	<ul style="list-style-type: none"> <li>Confirmation that identified controls are in place</li> <li>Deliver training as per approved method including communication and enforcement of COVID-19 agreed controls</li> <li>Concerns, politely raised and if required leave the building</li> </ul>	Yes - ongoing as per specific course	Ongoing - as per specific course	Third Party Trainer	1	4	4	Tolerable
004	Deployment of training (Third Party Trainer on RMG Site)	Moderate	<ul style="list-style-type: none"> <li>Adhere to all requirements of the training programme.</li> <li>Concerns, politely raised and if</li> </ul>	Yes - ongoing as per	Ongoing - as per	Delegate / Attendee	1	4	4	Tolerable

	Party Trainer on RMG Site)		required leave the building	specific course	specific course					
005	Deployment of training - offsite (Third Party Trainer on Third Party Site)	Moderate	<ul style="list-style-type: none"> <li>Controls as per 001 above</li> <li>Controls as per 002 above.</li> <li>Controls as per 003 above.</li> </ul>	Yes - ongoing as per specific course	Ongoing - as per specific course	All	1	4	4	Tolerable
005	Deployment of training - offsite (Third Party Trainer on Third Party Site)	Moderate	<ul style="list-style-type: none"> <li>Obtain documentation from Third Party assuring delivery of training in a COVID-19 secure way including: <ul style="list-style-type: none"> <li>Risk Assessment</li> <li>Policy/Instructions</li> <li>Any accreditation/independent guidance adhered to</li> </ul> </li> <li>Review to be completed by RMG SHE Business Partner where required</li> <li>Issue to the Third Party the Training SAC1</li> </ul>	Yes - ongoing as per specific course	Ongoing - as per specific course	Training Programme Manager/SHE Business Partner	1	4	4	Tolerable
005	Deployment of training - offsite (Third Party Trainer on Third Party Site)	Moderate	<ul style="list-style-type: none"> <li>By means of risk assessment assure and adapt training content and methods against: <ul style="list-style-type: none"> <li>Any accreditation/independent guidance</li> <li>The RMG risk assessments</li> <li>Compliance with legal standards and best practise</li> </ul> </li> <li>Ensure Delegates/attendees are briefed of rules and instructions on arrival at site</li> </ul>	Yes - ongoing as per specific course	Ongoing - as per specific course	Third Party Training Provider	1	4	4	Tolerable
005	Deployment of training - offsite (Third Party)	Moderate	<ul style="list-style-type: none"> <li>Complete relevant SAC1 Unit Level Action Plan for each site to confirm controls are in place</li> </ul>	Yes - ongoing as per specific course	Ongoing - as per specific course	RMG Training Coordinator	1	4	4	Tolerable

	Trainer on Third Party Site)			course	course					
005	Deployment of training - offsite (Third Party Trainer on Third Party Site)	Moderate	<ul style="list-style-type: none"> <li>Deliver training as per approved method including communication and enforcement of COVID-19 agreed controls</li> <li>Concerns with delegate behaviour politely raised and if required leave requested to leave the building</li> </ul>	Yes - ongoing as per specific course	Ongoing - as per specific course	Third Party Trainer	1	4	4	Tolerable
005	Deployment of training - offsite (Third Party Trainer on Third Party Site)	Moderate	<ul style="list-style-type: none"> <li>Adhere to the site rules and instructions of the site</li> <li>Adhere to all requirements of the training programme.</li> <li>Concerns, politely raised and if required leave the building</li> </ul>	Yes - ongoing as per specific course	Ongoing - as per specific course	Delegate / Attendee	1	4	4	Tolerable

<b>STEP 3</b>	<b>DETAILED RISK ASSESSMENTS</b>
Please consult with a member of the SHE team for guidance on what risk assessments either need to be completed or reviewed.	
<b>POSSIBLE DETAILED RISK ASSESSMENTS</b>	
<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	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
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		<b>completed</b>		<b>Step 4</b>
N/A				

**STEP 4**

<b>CONCURRENCE ACTION PLAN</b>	<b>Completion Date</b>	<b>By Whom</b>	<b>Completed? Y/N</b>
Ensure the training has been adapted to: <ul style="list-style-type: none"> <li>• Ensure listed COVID-19 controls are adhered to</li> <li>• If face to face engagement needs to take place, social distancing increased to a minimum of 3 metres or alternative (listed in Specific Actions below)</li> <li>• Controls are communicated by the trainer to the delegates at the start of the session</li> </ul>	Ongoing - as per specific course	Training Programme Manager	Ongoing - as per specific course
Design a communication of the essential activities, to be shared with: <ul style="list-style-type: none"> <li>• The RMG Training Coordinators</li> <li>• The relevant Trainers</li> <li>• The relevant Unit Manager(s)</li> <li>• The relevant delegates/attendees</li> </ul>	Ongoing - as per specific course	Training Programme Manager	Ongoing - as per specific course
Confirm the training room is available for the agreed dates and times	Ongoing - as per specific course	Unit Manager/Training Coordinator	
Confirm the maximum number of delegates on the course and that this is planned appropriately to the venue and session room	Ongoing - as per specific course	Unit Manager/Training Coordinator	Ongoing - as per specific course
Confirm access/egress to reception and communal areas can be managed whilst maintaining 2m social distancing.	Ongoing - as per specific course	Unit Manager/Training Coordinator	Ongoing - as per specific course
Confirm that the training room/area layout is designed with 2m social distancing in mind for the maximum number of individuals Note: Where 2m cannot be achieved, review any potential mitigation with approval of a SHE Business Partner	Ongoing - as per specific course	Unit Manager/Training Coordinator	Ongoing - as per specific course
Confirm that the site and training room/area signage, floor markings and instructions are adequate to facilitate COVID-19 controls.	Ongoing - as per	Unit Manager/Training	Ongoing - as per specific

	specific course	Coordinator	course
Confirm that the training room/area has been operational with closely located toilets and welfare facilities have remained in use.	Ongoing - as per specific course	Unit Manager/Training Coordinator	Ongoing - as per specific course
Confirm that adequate arrangements of hand hygiene are available (sanitiser, soap and water).	Ongoing - as per specific course	Unit Manager/Training Coordinator	Ongoing - as per specific course
Confirm that there are adequate bins/means of disposable for waste including clinical waste if identified as part of the course requirements	Ongoing - as per specific course	Unit Manager/Training Coordinator	Ongoing - as per specific course
Confirm that the room/area has adequate ventilation (Ventilation Assessment required for portable fans and stand-alone AC)	Ongoing - as per specific course	Unit Manager/Training Coordinator	Ongoing - as per specific course
Confirm that the meeting room/area is subject to the site cleaning regime.	Ongoing - as per specific course	Unit Manager/Training Coordinator	Ongoing - as per specific course
Communicate site rules and specific instructions to attendees in advance of training session including location of room and reception arrangements	Ongoing - as per specific course	Unit Manager/Training Coordinator	Ongoing - as per specific course
Confirm training plan is structured to ensure a minimum amount of time on site both for the delegates and trainer	Ongoing - as per specific course	Unit Manager/Training Coordinator	Ongoing - as per specific course
Where training/visits are for multiple employees, if possible, arrange for those individuals from the same location to attend together (plan to minimise variances in site attendees)	Ongoing - as per specific course	Unit Manager/Training Coordinator	Ongoing - as per specific course
Remind employees of the instruction about self-isolation and that they should not attend if they develop symptoms.	Ongoing - as per specific course	Unit Manager/Training Coordinator	Ongoing - as per specific course
Check with employees attending if they are classed as clinically vulnerable or they or someone they live with are extremely clinically vulnerable Note: If yes, employee is not to attend.	Ongoing - as per specific course	Unit Manager/Training Coordinator	Ongoing - as per specific course

If employees have been working from home, complete a COVID-19 Workplace Assessment prior to appointment on the site visit within PSP. Note will only be permitted if the outcome of the risk assessment is that the employee is permitted to return to the workplace.	Ongoing - as per specific course	Unit Manager/Training Coordinator	Ongoing - as per specific course
Confirm instruction to delegates/attendees including: <ul style="list-style-type: none"> <li>• If using trains/buses/taxis - ensure hand sanitiser and face covering is available for use. Avoid car-sharing.</li> <li>• Adhere to site rules and training manager/coordinator instructions at all times. If there are concerns, politely raise these and if required leave the building</li> <li>• Avoid touching common touchpoints wherever possible</li> <li>• Avoid personal contact, e.g. shaking hands.</li> <li>• Avoid sharing stationary/ancillary items</li> <li>• Ensure arrival just in time and leave immediately on completion to minimise amount of time on site</li> <li>• If required by the site, or at own discretion, wear protective items such as a face mask or disposable gloves</li> <li>• Ensure frequent hand hygiene including washing hands on arrival, throughout the visit and on leaving. Employees to take their own supply of hand sanitiser.</li> <li>• All attendees to take their own water-bottle and, if canteen facilities not appropriate, food</li> <li>• Adhere to all requirements of the training programme.</li> <li>• Any concerns to be politely raised and if required leave the building</li> </ul>	Ongoing - as per specific course	Unit Manager/Training Coordinator	Ongoing - as per specific course
Confirm that the Trainer(s): <ul style="list-style-type: none"> <li>• Are competent to deliver the approved training content</li> <li>• Will comply with site rules</li> <li>• Will adhere to and enforce COVID-19 control measures</li> </ul>	Ongoing - as per specific course	Unit Manager/Training Coordinator	Ongoing - as per specific course
Confirm in the immediate lead up of any local outbreak or particular instruction from Public Health to close some or part of the workplace. <u>Note: If this is the case, the training cannot proceed</u>	Ongoing - as per specific course	Unit Manager/Training Coordinator	Ongoing - as per specific course

**ADDITIONAL (AS REQUIRED) - THIRD PARTY TRAINERS ON ROYAL MAIL PREMISES - SPECIFIC ACTIONS**

Obtain documentation from Third Party assuring delivery of training in a COVID-19 secure way including:	Ongoing - as per	RMG Training Programme	Ongoing - as per specific
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<ul style="list-style-type: none"> <li>• Risk Assessment</li> <li>• Policy/Instructions</li> <li>• Any accreditation/independent guidance adhered to</li> </ul> Review completed by SHE Business Partner as required	specific course	Manager/Third-Party Training Provider/SHE Business Partner	course
Issue the third-party provider <ul style="list-style-type: none"> <li>• the relevant RMG Unit Level Task Risk Assessment</li> <li>• site-specific instructions and rules</li> <li>• RMG Classroom/Non-Operational Training SAC1</li> </ul>	Ongoing - as per specific course	RMG Training Programme Manager	Ongoing - as per specific course
Where required and to provide assurance of course compliance, arrange a site-visit in advance with the RMG Training Coordinator	Ongoing - as per specific course	Third Party Training Provider	Ongoing - as per specific course
Agreement that any concerns to be politely raised and if required leave the building	Ongoing - as per specific course	RMG Training Programme Manager/Third-Party Training Provider	Ongoing - as per specific course
<b><u>ADDITIONAL (AS REQUIRED) - THIRD PARTY TRAINERS ON A THIRD-PARTY SITE - SPECIFIC ACTIONS</u></b>			
Obtain documentation from third-party assuring delivery of training in a COVID-19 secure way including: <ul style="list-style-type: none"> <li>• Risk Assessment</li> <li>• Policy/Instructions</li> <li>• Any accreditation/independent guidance adhered to</li> <li>• Site-specific instructions and rules</li> </ul> Review completed by SHE Business Partner as required	Ongoing - as per specific course	RMG Training Programme Manager/Third-Party Training Provider/SHE Business Partner	Ongoing - as per specific course
Issue the third-party provider <ul style="list-style-type: none"> <li>• RMG Classroom/Non-Operational Training SAC1</li> </ul>	Ongoing - as per specific course	Training Programme Manager	Ongoing - as per specific course
By means of risk assessment assure and adapt training content and methods against: <ul style="list-style-type: none"> <li>• Any accreditation/independent guidance</li> <li>• The RMG risk assessments</li> <li>• Compliance with legal standards and best practise</li> </ul>	Ongoing - as per specific course	Third Party Training Provider	Ongoing - as per specific course
Agreement that any concerns to be politely raised and if required leave the building	Ongoing - as per specific course	Training Programme Manager/Third-Party Training Provider	Ongoing - as per specific course

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)				
Environment and Sustainability Manager				
SHE Process Improvement and Policy Simplification	1	James Cannon	<i>J Cannon</i>	30/6/20
Engineering & Assets Manager SHE Manager				
SHE Business Partner				
SHE Strategic Business Partner				
Project Safety Lead				
Subject Matter Expert (specify job title)				
Other (please specify as required)				

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
SHE Process Improvement and Policy Simplification Manager		James Cannon	<i>J Cannon</i>	30/06/20
BUSINESS UNIT SHE CONCURRENCE (Parcelforce and Logistics only)		NAME	SIGNATURE	DATE
SHE Strategic Business Partner				



UNIT SHE CONCURRENCE	NAME	SIGNATURE	DATE
SHE Business Partner			

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
Learning Services Commercial Manager	Richard Hutchinson	<i>R Hutchinson</i>	30/06/20



**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