



Safety, Health and Environment (SHE) Huddle



Huddle Date:	01/03/2020	Ref:	
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Audience:	Processing	Delivery	Collections	Distribution	PFW	Specific Work Area
	All Employees					

Overview:	As part of Road Safety Week, we are once again highlighting the issues surrounding Rollaways within the business and steps that can be taken to prevent them from happening.
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Message

Overview:

The March 2021 Road Safety Week, will again be highlighting the very serious issue of Vehicle Rollaways involving Royal Mail and Parcelforce Vehicles – focusing on the vitally important and ‘mandatory’ steps that drivers need to take to prevent these incidents from occurring.

Preventing Vehicle Rollaways

This Road Safety Week is aimed at reinforcing the safety standards and ‘mandatory controls’ required when parking Royal Mail vehicles, to eliminate vehicle roll-away incidents. All drivers must adopt the safety standards to prevent vehicle roll-away incidents which can and have caused very serious injuries to Royal Mail/Parcelforce drivers and even a fatality. Drivers can additionally place themselves at risk of prosecution by the Police for serious motoring offences and Royal Mail/Parcelforce may consider the Conduct Procedure if drivers ignore and fail to comply with safety control instructions.

There have been a worrying number of Royal Mail/Parcelforce vehicle roll-aways over the last year. Already this year, Royal Mail vehicles have rolled away on **137 occasions**. These are extremely dangerous, terrifying events whereby drivers are unable to take any action to prevent a collision with either other vehicles, pedestrians or third-party property. These incidents can lead to personal injury, death and many thousands of pounds worth of damage - the outcomes are pure chance. Several drivers have received serious injuries trying to stop Royal Mail/Parcelforce vans which have rolled away, some of them seriously and one of them was killed.

The introduction of parcel runs into Deliveries means that vehicles are starting and stopping far more often, and this increases the risk of a vehicle to rollaway if drivers fail to apply basic, standard safe driving procedures.

Whilst rollaways in HGVs are rare, they do happen, and the results can obviously be devastating.

Driver Activity

- **Remember the HIT acronym** – **H**andbrake on, **I**n Gear, **T**urn the wheels
- **Applying the handbrake** – apply the handbrake with the footbrake applied and pull the lever ‘over the ratchet’ – click, click, click. **DO NOT** depress the handbrake lever button as this can allow it to drop 1 or 2 clicks when you release it. Apply it **fully** and check that it is fully applied as **most rollaways occur when handbrakes are only partially applied**.
- **Handbrake sensors** – some vans are now fitted with sensors which measure the tension in the handbrake cables and will warn the driver if the handbrake has not been sufficiently applied.
- **Electric handbrakes** – some newer vehicles have a ‘switch’ operated electric handbrake which are very effective – ensure drivers are fully aware of the operation.

- **Handbrakes are not perfect** - and can fail for several reasons. Mechanical failures do occasionally occur, drivers can fail to apply them fully, and sometimes drivers can forget to apply them altogether. **ALWAYS LEAVE THE VEHICLE IN GEAR**, even on level ground. Slight inclines, pot-holes or even the camber of the road can start a vehicle rolling.
- **Automatic vehicles** – if you drive an automatic, leave the vehicle in ‘Park’ or the equivalent for that vehicle. Automatic HGVs may need to be left in neutral.
- **Turn the Wheels** – to the kerb, or to a safe point. If the vehicle were to roll, where would you want it to go?
- **Never leave a vehicle idling** – if it’s idling, it’s not in gear! The vehicle will also be unlocked.
- **Thieves are targeting Royal Mail/Parcelforce vans** – always leave the vehicle secure, locked and with any mail items out of site in the rear load space – and not on view!
- **LGV Drivers follow the BLACK process when uncoupling/coupling, to avoid rollaways/runaways:**
 - **B**rake – apply the trailer brake
 - **L**egs – lower the landing legs
 - **A**irlines – disconnect all airlines / leads
 - **C**lip – unclip the dog clip
 - **K**ingpin – release the kingpin by pulling the handle
 - Reverse the process when coupling – KCALB
- **NEVER try to stop a moving vehicle** – this is when serious injuries occur

Managers Activities

- Deliver the weekly road safety communications to all drivers
- Check parked vehicles in the yard – if they aren’t parked correctly there, they may not be when on the road either
- Drivers to complete the Roll-away Knowledge test and return to Managers (This test is to increase awareness and encourage drivers to ‘stay-alert’)
- Print the poster and seat drop leaflets on site. Display and distribute the poster and seat drop leaflets within the unit
- Assist the front-line manager in promoting the campaign
- Work with and involve the Union's ASRs and WSRs during this important campaign.
- Managers to update the SHE Calendar to confirm completion of activity



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