

Title	Road Safety Campaign – Preventing Vehicle Rollaways	Month of Deployment	March 2021
Programme Lead	Olesha Rhoden – Road Safety Programme Manager		
Proposal	For the RS campaign in March 2021; We are once again highlighting the issues surrounding Rollaways within the business and steps that can be taken to prevent them from happening. The campaign aims to reinforce the mandatory controls required when parking vehicles, to eliminate all vehicle rollaway incidents. All drivers must adopt these standards to prevent future incidents. Highlight to all drivers that they place themselves at risk of prosecution of a serious motoring offence and/or disciplinary action if they fail to comply with the controls in place.		
Objective(s)	<p>For all drivers:</p> <ul style="list-style-type: none"> ➤ Follow the RMG H.I.T policy (Handbrake On - In Gear – Turn Wheels – remembering that vehicles MUST ALWAYS BE LEFT IN GEAR ➤ Drivers to be reminded to remember that the three controls are required to fully secure a vehicle so that it does not roll away ➤ ALWAYS apply the handbrake firmly – do not press the button when applying the handbrake ➤ ALWAYS leave the vehicle in a low gear – use first gear if facing uphill or on level ground and use reverse if facing downhill. Automatic vehicles must be left in ‘Park’. ➤ ALWAYS turn the wheels – if a kerb is present, turn away from it when facing uphill, and towards it if downhill. If there is no kerb, turn towards the pint of least danger (usually the side of the road). <p>LGV Drivers follow the BLACK process when uncoupling/coupling, to avoid rollaways/runaways:</p> <ul style="list-style-type: none"> ○ Brake – apply the trailer brake ○ Legs – lower the landing legs ○ Airlines – disconnect all airlines / leads ○ Clip – unclip the dog clip ○ Kingpin – release the kingpin by pulling the handle ○ Reverse the process when coupling – KCALB <p>For Managers:</p> <ul style="list-style-type: none"> ➤ Deliver the weekly road safety communications to all drivers ➤ Check parked vehicles in your yard – if they aren’t parked correctly there, they won’t be on the road either ➤ Drivers to complete the Rollaways Knowledge test and return to Managers ➤ 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 the union's ASRs and WSRs ➤ Managers to update the SHE Calendar to confirm completion of activity 		
Beneficial Deliverables	Reduce the number of rollaways happening within the business Increased compliance with Royal Mail Group policy		

Scope of the proposal	Campaign to be relevant to all drivers, including drivers who use their own cars for work purposes where driving on delivery is temporarily permitted.
Method	<p>*Messages have been requested to be delivered through all available channels: Considering the current COVID-19 pandemic, a number of these channels may not be available for us to use, subject to ongoing communication of the situation.</p> <ul style="list-style-type: none"> • Regional Updates • Intranet • Posters and Seat drop leaflets to be printed on site, distributed & displayed to support the campaign • WorkPlace Platform <p>Seek activity from all managers and ASRs with responsibility for fleet (With current social distancing measures in place)</p>
Dependencies	<ul style="list-style-type: none"> • Promotion by SHE Field Team • Delivery of Comms and completion of activities by Managers • Support from Union Area Safety Representatives
Risks and Opportunities	<p>Risks</p> <ul style="list-style-type: none"> • Availability of communication channels due to the current COVID-19 Crisis/Pandemic <p>Opportunities</p> <ul style="list-style-type: none"> • Improved compliance with RMG Policy and the law • Increase awareness amongst drivers and managers
Stakeholders	All drivers and managers with responsibility for Fleet, SHE Team, RM Fleet, CWU and Unite
Action Required	<ul style="list-style-type: none"> • SHE Field Team • SHE Business Partners • Reiterating RMG Policy and the law regarding speeding • Deliver Communications • Safety Reps – complete ASR activities • Support front Line Managers in deployment