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Severe Weather –Royal Mail Group Actions and Communications:

To: All Branches

Dear Colleagues,

With temperatures continuing to fall, this week began with heavy snowfalls in parts of the UK and the week has seen power cuts, major travel disruptions involving Air, Road and Rail plus thousands of schools closed. The Met Office said on Monday that "increasingly frequent" snow showers would be affecting parts of Scotland, Northern Ireland, the Midlands and Northern England.

Hundreds of homes and businesses were without power in Scotland and the West Midlands and the Police reported "numerous collisions" on the roads. The Met Office issued a yellow "be aware" warning for snow and ice.

Severe Weather Risk Assessment Tool (SWRAT) and E-Learning Package:

A communication was issued on Monday by Royal Mail Group which reminded all Managers at all Offices to ensure that appropriate precautions are taken and that managers should familiarise themselves with the 'Severe Weather Risk Assessment Tool' and a communication was circulated with a Link to the SWRAT, instructing that they should complete a severe weather risk assessment where appropriate. The materials on the severe weather support site should be used to prepare and managers should inform staff of the precautions that they can take when faced with severe weather. Another link was included in the communication to access the support site.

SWRAT e-Learning:

The Communication also reminded managers that a new e-learning package has been prepared to assist managers in the management of severe weather. The e-learning will help managers understand the principles of managing severe weather, the stages for doing this and the recommended ways of minimising the risks. The e-learning also shows a manager's view on dealing with severe weather and a guide for the completion of the Severe Weather Risk Assessment. The communication advised office managers that to access the e-learning, they should input "Severe Weather Management" in the search tool within the Royal Mail Success Factors Site (Learning tab). *(Copy Attached)*.

Safety News Message issued in All Regions Monday 11 December 2017:

A Safety News Message also went out to all Royal Mail Regions on Monday reiterating the severe weather amber warning, with parts of the UK experiencing extremely low temperatures,

ice, snow and freezing fog and **reminding all units that they need to be using their Severe Weather Risk Assessment tool on a daily basis.**

The Safety News reminded managers that the safety of Royal Mail's people is the Business's priority and **the severe weather risk assessment tool will help managers to assess whether deliveries, collections or distribution can be undertaken. A link to access the tool was included.**

The Safety News circular reiterated the availability of the SWRAT e-learning guide for the completion of the Severe Weather Risk Assessment. *(Copy Attached)*

Take Extra Care - Severe Weather A third safety communication headed 'Take Extra Care - Severe Weather' was also issued with the strapline **"If it doesn't feel safe don't do it, and leave a large gap when driving."**

This communication asked the workforce to please take extra care and precautions as you go about your work this week following the significant snowfall across the UK.

Shaun Davis, RMG Global Director of safety, health, wellbeing and sustainability issued a clear statement in this communication as follows; "Please ensure that you take the appropriate precautions. Check the local weather forecasts regularly and complete a dynamic risk assessment where appropriate. Please remember to wear PPE which is really important. Make sure you adhere to severe weather risk assessment controls and he said: - **If it isn't safe - or doesn't feel safe - don't do it.** Also, if driving in severe weather, make sure you drive slowly and leave a large gap behind the vehicle in front. The materials on the severe weather support site can be used to prepare and inform colleagues of the precautions they can take when faced with severe weather." *(Copy Attached)*

PDA Message

This message was put out on all PDAs last Saturday; 'Don't forget to complete your vehicle checks, make sure you take a warm drink and something to eat in winter weather, drive slowly and leave a large gap behind the vehicle in front.'

UK Severe Weather Amber Warning Report

A communication was also issued referring to the UK Severe Weather Amber Warning Report with links again to the RM Severe Weather Risk Assessment and a second link to the Met Office Severe Weather Website, where you can see more detail for your local area. *(Copy Attached)*.

Plasma Screens

A 'Severe Weather Driving' Screen Shot was circulated on the Office Plasma Screens, advising drivers to drive slowly in severe weather and leave a large gap between your vehicle and the vehicle in front. *(Copy Attached)*.

Intranet

A Severe Weather article capturing the above key points also went up on the RM intranet home page which is up there now.

Further reports will be issued as necessary.

Yours sincerely



Dave Joyce
National Health, Safety & Environment Officer