

## Hazards

### Roof work and work at height

- You are not allowed access onto Royal Mail Group roofs (external or internal mezzanine) without a site specific Risk Assessment and Method Statement (RAMS) and a signed RAMS authorisation from an approved person (e.g. Principal contractor or Property & Facilities Solutions Ltd. H&S Consultant).
- If you do not have this, you will not be authorised to access the roof.
- You must bring your own work at height equipment.
- Use the right equipment for the job (N.B. ladders are a means of access; they should only be used for short duration jobs of less than 30 minutes).
- Roof work must be adequately planned. Fragile roofs and/or unprotected roof edges must be considered with mitigation in place to prevent access.



## Hazards

### Electricity

- Do not work on electrical systems unless you are qualified and approved (18th edition).
- Only Property & Facilities Solutions Ltd approved suppliers can work on High Voltage. Access may only be granted via the Authorising Engineer.



### Vehicles

- Leaks or spills from the vehicles must be cleaned up and the soiled materials disposed in line with current waste legislation. Such incidents must be reported to the PiC, your Royal Mail Group contact, the National Service Centre and to ERICA.

## Hazards

### Asbestos

- If your proposed work is in a Red Flagged area, or an Area Under Investigation, access is only permitted in line with the area specific Red Flag Access Instructions (PFS2\_026Af).
- Leave it to the experts – only asbestos consultants and licensed asbestos removal contractors are permitted to sample or work on presumed or known asbestos materials.
- If your work is intrusive, a Project Asbestos Plan (PAP) PFS2\_026Ac must be produced and available on site. If not, or if you are not sure, or if you do not understand the plan or controls, stop and contact the National Service Centre.

## Hazards

### Confined spaces

- You are not allowed to access or work in a confined space without Risk Assessment Method Statement (RAMS) review and authorisation by either a Principal Contractor or Property & Facilities Solutions Ltd (via their health and safety framework contractor). If you cannot prove this at site level, you will not be authorised to access the confined space.



### Incidents or accidents

- You must report accidents or incidents on site to the PiC, your Royal Mail Group representative and the National Service Centre. You must support any follow up investigation as required.

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## Hazards

### Vehicles

- We have lots of vehicle movements on site. Check with the PiC when the busy times for vehicle movements are and avoid construction deliveries or construction vehicle movements during this time.
- Park in the allotted area and follow pedestrian walkways.
- Keep clear of reversing vehicles.
- A High Viz jacket must be worn in all areas where vehicles operate including loading bays. This must be Category 3 unless the site confirms otherwise.
- Where loading and unloading activities take place, work needs to be fully segregated and must be authorised by the PiC.



## Hazards

### Asbestos

- As a trade contractor/engineer you must have accredited trade based asbestos awareness training in the last 12 months. If your training has expired, you are not permitted to work on the Royal Mail Group estate.
- Check the asbestos register for known or presumed materials in your work area. If there are any, and you didn't already know about it, stop and contact the National Service Centre.



Report any issues related to contractors or engineers to the National Service Centre on: 0333 005 0312.

Record reported injuries, environmental incidents or dangerous occurrences via ERICA, in addition to the National Service Centre.

# Contractor Health, Safety & Environmental Guide

Carry this with you.  
Use the Site Log Book  
Talk to the Person in Control (PiC).  
National Service Centre number:  
0333 005 0312



**Royal Mail**

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## When you arrive on site

### You should expect:

- Your identity to be checked.
- A site induction which includes: the site rules & precautions e.g. the minimum standard PPE as detailed in the Be Safe Rules PFS2\_003u, any one-way systems and welfare facilities.

### To be made aware of:

Local operations and rules, including (but not limited to):

- Fire safety rules, evacuation and fire muster point to be used.
- Emergency arrangements and how to report incidents.
- Any site-based activities that may impact on your safety and/or work e.g. expected vehicle movements.
- Other contractors, engineers or consultants on site and the work being undertaken so that you can co-ordinate your activities.

## Construction Design Management

### Planned or Major Projects Requirements:

Principal Contractor / Project Manager / Principal Designer / Site Manager Requirements on Royal Mail Group sites:

- Attend or hold pre-start meetings with the site Person in Control, Project Manager, or Principal Designer in addition to construction team, Union Representatives and SHE Advisors.
- During work, undertake daily/weekly project reviews with the PiC.
- Control the work site to ensure unauthorised entry is not permitted.
- Provide contact details for the site manager/supervisor for induction and to the PiC.

## Construction Design Management

### Contractor / Worker

- Ensure you understand the requirements for safe working and follow these at all times.
- Ensure you report any incidents or near misses to the site manager or supervisor immediately.
- Clear any spills and remove any trip hazards when you see them, don't walk by.
- Dispose of waste safely and compliantly.
- Only undertake work you are competent to do – stop work if anything appears unsafe.

Please note: this guide is intended to be a summary of key safety and environmental requirements. For detailed information on our standards and guidance, please see the relevant section on the CRD.

## Plan your work

### You must be operating under permit to work conditions for:

- Hot works – cutting, grinding, welding.
- Confined space entry.
- High voltage work.
- Work on or near live electrics.
- Short term cuts of fire safety systems.
- Work in restricted areas.
- Excavations and demolition.
- LV isolations – where two or more supplies enter a switchboard.
- Pressure system isolations – when working on a charged system or any work on a medium temperature or high temperature hot water system.
- Working on or near overhead or underground services.

Ensure the relevant safety and environmental documentation, including permits are provided

## When you arrive on site

### You will be asked to:

Sign in to the Site Log Book which will confirm that you have referred to, read and understood:

- The Asbestos Register (Section 2) and identified if the proposed working area has any presumed or known asbestos containing materials (see asbestos section overleaf for further information).
- Property Hazard Information (Section 2) and checked any safety and environmental hazards identified in your work area have been addressed in your Construction Phase Plan or Risk Assessments and Method Statements (RAMS).
- The 'Safe Working Requirements for Engineers & Contractors' and 'Site Rules' held in Section 4 of the Site Log Book.

Explain what you are doing, referring to your relevant documents.

## Construction Design Management

- Clearly display the PFS Be Safe Rules (PFS2\_003u).
- Ensure a competent manager or supervisor is present during all construction activities.
- Provide daily site briefing, led by the site manager or supervisor and the site board used to identify significant risk activities.
- Maintain good housekeeping standards.
- Segregate waste and ensure consignment notes and waste transfer notes are held within the site health and safety file until project completion.
- Ensure clear fire and emergency plans are in place, including emergency rescue arrangements where MEWPs or other access equipment is used, or confined space entry is required.

## Construction Design Management

### Minor Construction Work

(applicable only to Property & Facilities Solutions Limited)

Routine maintenance and reactive repairs may involve minor construction work. Where this is the case, the following are required prior to work commencement:

- PFS2\_003a Minor Works Plan (a copy must be placed in Section 4 of the Site Log Book).
- A Construction Phase Plan.
- Suitable and sufficient Risk Assessments and Method Statements (RAMS) which must be authorised prior to work starting and should be followed at all times.
- The work area to be clearly segregated with barriers to prevent unauthorised people entering the area.

## Plan your work

### You must have the following with you:

- If the works are construction, a construction phase plan (you must not start works without this).
- Where waste is to be generated, a waste management plan and details of waste contractors and paperwork to be used, demonstrating compliance with the Waste Management Duty of Care.
- Risk assessment, method statement and safe system of work (where appropriate).
- If the work requires authorisation, your authorisation form.
- Your trade-based competence cards.

### If anything changes?

- Please Be Safe and protect the environment, think again, stop and report back to your manager and the National Service Centre.