

Slow manoeuvring – Parking and reversing

January 2018

Intended audience: All Drivers

Managers' brief

Introduction

It's vital everyone drive safely on our roads and make the right decisions when parking or reversing their vehicle.

Whilst a driver may be less likely to injure themselves or passengers when involved in a collision at low speed, they may injure pedestrians, other road users, or cause third party collisions or accidents.

Slow manoeuvring collisions are a particular issue for Royal Mail, accounting for 50% of all our collisions.

Actions

Please remember the five key points before executing a slow manoeuvre:

1. Avoid unnecessary reversing

- Is it necessary to drive into a restricted space, such as a customer's driveway or premises?
- Make sure you understand how reversing aids work and they're functioning (i.e sensors/camera).

2. Reverse park,, where possible

- Reverse parking allows you to be more aware of your immediate surroundings and assess any potential risks.
- Check over your shoulder and use your mirror to ensure blind spots are observed.
- Turn your radio down and open the window to listen out for potential warnings.

3. Always assess your surroundings

- Upon return to your parked vehicle, always make sure another vehicle or obstacle hasn't blocked your path.
- If you cannot practically reverse park, when you return to your vehicle, look all around, getting out if necessary.
- Don't park on pavements or junctions.

4. Know your blind spots

- They can be to the front, rear and side of your vehicle.
- Generally, the larger the vehicle - the larger the blind spot.

5. Maximise vieweing ability - make sure mirrors/reversing aids are clean and well positioned

- Always look in your mirrors when reversing.
- Don't forget to use your passenger's door mirror.
- Switch your view between mirrors when reversing.

The film, 'Slow Manoeuvring', can be accessed on Content on Demand or via [Group Safety here](#).

Please play this film for your team as part of your WTLL for January's Road Safety Week and display the poster that will be sent directly to your unit.

Ask you drivers if they have experienced incidents similar to those shown in the film, which could have put themselves or others at risk and discuss with your team how they can avoid these circumstances in the future.

Remind your team to identify vulnerable areas where slow manoeuvring can be more of a risk such as children's nurseries, schools, care homes, hospitals, Royal Mail yards and customer premises.

Further information for assessing route risks can be found on the safety, health & environment knowledge database: risk

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management intranet pages [here](#).

Preparing your WTLL session

Before delivering this session it would be beneficial to view the film with your area safety rep, workplace coach and/or your workplace safety rep so you are all familiar with the content and prepare for any questions you may receive.

Facilitation tips

Speak to your unit safety representative and workplace coach and explain to them what you hope to get out of the session. Request that they assist you in delivering the session.

Running the session

Check that your Content on Demand system is working or you can access the film from the intranet.

Play the film, answer any questions that are raised, and raise anything you cannot answer with your local SHE Advisor.

A poster to support the session has been sent to your unit and must be displayed on noticeboards. A suite of videos and further copies of the posters can be accessed from the [Road Safety Week intranet site here](#).