


SAFETY ASSESSMENT & CONCURRENCE (SAC1)

Project Title	Automation Cancellation Ink Tests	
Project Description	“Cancelling Ink” tests across two Mail Centres Greenford & Swindon	
Proposed Schedule, Timescales if applicable	Main Start: February 2018 Main Finish: early March 2018 (4 weeks)	
Project Lead/Manager (Contact Details)	Heather Middleton heather.middleton@royalmail.com 07872816801	

	NATIONAL (SMS 8.1)	REGIONAL (SMS 8.2)	UNIT (SMS 8.3)
SAC1 Level	X		

LIST SAFETY INPUT(s) REQUIRED (indicate if applicable)	Y/ N	CATEGORY	NAME & CONTACT DETAILS
Group SHE Risk & Improvement Manager	Y	8.1	Sarah Foord
National Safety Lead (appointed by the above)	N	8.1	
National Programmes Director or Manager	Y	8.1	Heather Middleton
Head of SHE (Region/Commercial (for PFW & RMSS) /Logistics/International)	N	8.2	
SHE Advisor (as appointed by above if 8.2)	N	8.2 or 8.3	
Head of Engineering	Y	8.1	James Baker
Programmes Manager	N	8.2	
Project Manager (if different from Project Lead)	N	8.1 & 8.2 & 8.3	
Group Head of Facilities Safety & Compliance	N	8.1	
Group Engineering & Assets Safety Manager	Y	8.1	Del Roffey
SHE National Logistics team – (Vehicles)	N		
Head of National Assets and Materials Handling	N	8.1	
Ergonomist	N	8.1	

STAKEHOLDER CONSULTATION	Y / N	STAGE	NAME & CONTACT DETAILS
Is consultation necessary with the CWU	Y	8.1	 Postjet Domino cancellation ink tests Dave Joyce,
Is consultation necessary with Unite CMA	Y	8.1	Stephen C Jones
Is consultation necessary with any other stakeholder?	N		
LIST ADVICE OBTAINED	Y / N	STAGE	NAME & CONTACT DETAILS
HEALTH & SAFETY EXECUTIVE	N	As appropriate	
ENVIRONMENTAL HEALTH OFFICER	N	As appropriate	
FIRE AUTHORITY	N	As appropriate	
OTHER?		As appropriate	

CONSTRUCTION, DESIGN & MANAGEMENT	YES / NO
Does CDM apply to the project?	No
If ‘Yes’ is the project notifiable to the HSE?	No

LIST REQUIRED SAFETY INPUT	Y/ N	STAGE	NAME & CONTACT DETAILS
Strategic CDM Client	N		
Local CDM Co-ordinator	N		

STEP 1**INITIAL RISK ASSESSMENT**

List below tasks or work equipment involved & the hazards associated with them & those people affected, list all existing controls & rate the level of risk. Use separate assessment sections for each task or work equipment & add more assessment sections and expanding as needed. **If any risks are tolerable or above, move to Step 2 Risk Control.**

Task or Work Equipment	Identified Hazards	Associated Risk	People Affected	Existing Control(s)	Risk Assessment			Outcome See Matrix
					Likelihood	Severity	Total	
Modification to Existing PostJet Printer	Electrical Ergonomic	Electric shock Muscular skeletal	Contractors	Modification undertaken by approved supplier at their premises. (Post Jet).	1	2	2	Adequately controlled
Installation and connection of modified Post Jet printer	Electrical Ergonomic	Electric shock Muscular skeletal	RMG Unit Employees Contractor	Compliant and tested equipment. Installation/connection of printer undertaken by approved and trained technicians (PostJet). At two test Mail Centres	1	2	2	Adequately controlled
Maintenance of modified PostJet Printer	Ergonomic , Ink exposure (skin)	Muscular skeletal, manual handling	RMG Unit Employees Contractor	There are standard Maintenance Procedures in place that may need to revised and introduced and compliance monitored during the test. Changes in PPE are sourced and tested from an approved business supplier and made available to engineers, along with any required further information, instruction or supervision. At the time of producing this document it is not known if during the test the approved supplier PostJet will be undertaking the maintenance or RMG employees. Gloves part of current procedure in SMP .	3	2	6	Moderate
Operating and maintaining Automation Equipment	Ink exposure (skin)	Skin contact from wet ink whilst removing jams or undertaken mail piece checks or other preventive maintenance work	RMG Operators and Engineers	Existing procedures, however drying times are unknown	2	5	5	Tolerable

Task or Work Equipment	Identified Hazards	Associated Risk	People Affected	Existing Control(s)	Risk Assessment			Outcome See Matrix
					Likelihood	Severity	Total	
Ink usage	Inhalation	Inhalation may cause coughing, tightness of the chest and irritation of the respiratory system. Inhalation of vapour may cause shortness of breath	RMG Engineers	It has been confirmed by the SME that existing ventilation controls and testing arrangements are suitable. Standard Maintenance Procedures revised and introduced and compliance monitored during the test. Any changes in PPE are sourced/tested from approved business suppliers and made available to engineers. To include any required further information, instruction or supervision. At the time of producing this document it is not known if during the test the approved supplier PostJet will be undertaking the maintenance or RMG employees.	1	2	4	Adequately controlled
Ink Storage	Ink Storage Inhalation	Inhalation may cause coughing, tightness of the chest and irritation of the respiratory system. Inhalation of vapour may cause shortness of breath	RMG Engineers.	It has been confirmed by the SME that existing COSHH storage containers are suitable. The test ink must be stored separately and permitted maximum volumes will be confirmed. Standard Maintenance Procedures revised and introduced and compliance monitored during the test.	1	2	2	Adequately controlled
Ink usage	Spillage Inhalation/Ingestion eye/skin contact	Inhalation may cause coughing, tightness of the chest and irritation of the respiratory system. Inhalation of vapour may cause shortness of breath	RMG Engineers.	Existing procedures contained with SMP in dealing with spillages. PPE will require review.	2	3	6	Moderate
Ink Disposal	Ink Disposal Inhalation/skin/eye contact	Inhalation may cause coughing, tightness of the chest and irritation of the respiratory system. Inhalation of vapour may cause shortness of breath	RMG Engineers.	Existing suitable, labelled containers for disposal. Arrangements for disposal will be confirmed with supplier	2	3	6	Moderate

STEP 2		RISK CONTROL							
List all tasks or work equipment rated in Step 1 as tolerable or above. Identify & record the additional control measures necessary to ensure risks are removed or reduced to an acceptable level. On the assumption these risk controls will be introduced complete the risk assessment assessing their impact on the risk rating. Where any additional controls are proposed but cannot be immediately implemented add them at Step 5. Where necessary obtain advice from the Safety Lead to the project. Use separate assessment sections for each task or work equipment & add more assessment sections and expand as necessary.									
Task or Work Equipment	Outcome See Step1	Additional Control Measures	Completion Date	By Whom	Completed?	Risk Assessment			Outcome See Matrix
						Likelihood	Severity	Total	
Maintenance of modified PostJet Printer	Moderate	Standard Maintenance Procedures to be reviewed and revised and compliance monitored during the test. Changes in PPE (Googles) are sourced and tested from an approved business supplier and made available to engineers, along with any required further information, instruction or supervision. At the time of producing this document it is not known if during the test the approved supplier PostJet will be undertaking the maintenance or RMG employees	31/1/2018	Brian Mordue/Jude Coates		1	2	2	Adequately controlled
Operating and maintaining Automation Equipment	Moderate	Drying time and risk of residual ink on the skin of operators and engineers must be identified and any additional controls introduce as required.	31/1/2018	Jude Coates		2	2	4	Adequately controlled
Ink Usage	Moderate	Controls and preventive measures identified within the COSHH assessment including use of PPE have been introduced before introduction of the test	31/1/2018	Jude Coates		1	2	2	Adequately controlled
Ink Usage Spillage	Moderate	Update SMP to reflect PPE and process to manage any spillage occurrences	31/1/2018	Brian Mordue		2	2	4	Adequately controlled
Ink Disposal	Moderate	Suitable arrangements to be made with the approved business contractor for waste disposal	31/1/2018	Clare Babe Jude Coates		1	2	2	Adequately controlled

Use the Risk Matrix in SMS 2.1 Risk Management Standard to assess the task or work equipment in all sections above.

Overall Assessment

When the additional control measures are identified progress with the risk assessment based on the new information.

All those assessed as Adequately Controlled or Tolerable

Go to Step 5

Any that are assessed as Moderate or above

Go to Step 3

DETAILED RISK ASSESSMENT

List all tasks or work equipment rated as moderate or above in Step 2 in the Detailed Assessment section below, where the additional controls introduced or intended for introduction in

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Step 2 cannot control the risks to at least an adequate level. It is essential at this point that the Safety Lead for the project is consulted. With their assistance identify which of the additional detailed risk assessments are required. These assessments should be used to identify and record any specific control measures the technical safety specialist completing the assessment feels are necessary to ensure risks are removed or reduced to an acceptable level. Where possible additional controls should be implemented straight away. Where additional controls are proposed but not yet implemented add them at Step 5. Add more assessment sections and expand as necessary to record your findings.

POSSIBLE DETAILED RISK ASSESSMENTS

1	Work Equipment Change Safety Assessment (Mandatory for all change to work equipment)	7	Detailed Redesign Assessment (Fundamental change to the project/process)
2	Ergonomic Assessment	8	Hazard & Operability Assessment/Study (HAZOP)
3	CDM Assessment	9	Epidemiological Assessment
4	Property & Facilities Structural Assessment (Fundamental change in building structure)	10	Health effects Assessment/Study/Surveillance
5	Yard risk Assessment	11	Noise Assessments
6	Fire Survey and/or Fire risk Assessment	12	Other Assessment – specify – PUWER, Ergonomics, LOLER

Task or Work Equipment	Outcome See Step 2	Detailed Risk Assessments	Completion Date	By Whom	Completed Yes?	Risk Assessment			Outcome See Matrix
						Likelihood	Severity	Total	
PostJet Printer Ink K7+		COSHH Assessment	9/1/2018	Paul Brown					

Use the Risk Matrix in SMS 2.1 Risk Management Standard to assess the task or work equipment.

RESIDUAL RISKS

If there are any residual risks moderate or above after step 3, take the following action:

RESIDUAL RISK ACTIONS FOR RISKS ABOVE MODERATE

	YES	NO
1. Safety Lead to escalate all risks moderate or above for advice on a way forward to the Group Safety Risk Improvement Manager (8.1) or the most Senior Safety Professional in the Business Unit (ex. Operations & Modernisation), Region, Logistics or Support Function (8.2/3)		
2. Safety Lead takes appropriate course of action having escalated the issues:		
a) Abort the Project - Do not progress		
b) Abort the Project - Seeking an alternative product/service solution, then start the Safety Assessment & Concurrence process again		
c) Review steps 1 to 3. Include additional proposals suggested by the Group Safety Risk Improvement Manager (8.1) or the Senior Safety Professional implementing the additional controls identified during the review of the process. Where controls cannot be implemented immediately – go to Step 5 and add to the concurrence actions.		

CONCURRENCE ACTION PLAN

Record from Step 2 'Risk Controls' any outstanding actions that still need to be implemented and any additional risk controls from Step 3 'Detailed Risk Assessment' or Step 4 'Residual Risks' that are outstanding. Responsibility and timescales for completion should also be determined. These are part of the conditions of concurrence. It is important to record any actions

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in this section that are essential to the project but which cannot be deployed before sign off of this process, as such they will become concurrent actions.			
CONCURRENCE ACTIONS – PROJECT LEVEL	Completion Date	By Whom	Completed? Y/N
Standard Maintenance Procedures revised, tested and introduced with compliance monitored during the test at set intervals.	31/1/2018	Brian Mordue	
Standard Maintenance Procedures monitored during the test at set intervals.	31/1/2018	Jude Coates	
Drying time and risk of ink residual on the skin of operators and engineers must be identified and additional controls introduced where deemed necessary.	31/1/2018	Jude Coates	
Changes in PPE are sourced/tested from approved business suppliers and made available to engineers, along with any required further information, instruction or supervision.	31/1/2018	Jude Coates	
Controls and preventive measures identified within the COSHH assessment have been introduced before introduction of the test.	31/1/2018	Jude Coates	
Communication pack produced and supplied to the unit, with specific briefing produced and issued.	31/1/2018	Jude Coates Heather Middleton	
Arrangements in place to monitor progress and findings from the test with formal arrangements to feedback	31/1/2018	Jude Coates Heather Middleton Steve Manning	
Suitable arrangements are in place with the approved business contractor for waste disposal during the test period	31/1/2018	Clare Babe Jude Coates	
CONCURRENCE ACTIONS – UNIT LEVEL these will be completed at each site, confirmed via the Gateway Q&A document	Completion Date	By Whom	Completed? Y/N
Deployments of local communication pack and ensure all engineering are familiar with procedural changes including local trade unions.	31/1/2018	Jude Coates Heather Middleton	
Monitor test progress and findings from the test with formal arrangements to feedback. (Option for a joint working group to facilitate clearer communication and engagement)	31/1/2018	Jude Coates	

SAFETY RECOMMENDATION

By signing below you agree that one of the below statements applies to you:

I am satisfied in relation to the Programme, Project or Product deployment, including in relation to hazards during the operational use of work equipment where applicable that

1. There are no safety risks for my area of responsibility. I am able to recommend it for final safety concurrence.
2. The safety risks for my area of responsibility are adequately controlled or have been reduced to a tolerable risk. I am able to recommend it for final safety concurrence.

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3. The safety risks for my area of responsibility have been identified and while the concurrence actions have not yet been deployed, they have been recorded for implementation via the Safety Management Plan or the Safety Assessment Concurrence Questions & Actions document. I am able to recommend it for final concurrence on the understanding these actions are completed before the project is deployed and the handover completed at Unit level.

CATEGORY (8.1), CATEGORY (8.2) & CATEGORY (8.3) (As identified on the first page - not all will apply)	Which statement above applies 1, 2 or 3?	NAME	SIGNATURE	DATE
National Safety Lead	3			
Head of SHE (where not final signatory below)	N/A			
SHE Advisor (where not final signatory below)	N/A			
Project Manager (if different from Project Lead)	3			
Group Head of Facilities Safety & Compliance	3			
CDM Co-ordinator	N/A			
Group Engineering & Assets Safety Manager	3	DEL ROFFEY		
SHE National Logistics Team – (Vehicles)	N/A			
Head of Engineering		JAMES BAKER		
National Assets Team	3		_____	_____
Ergonomist	3		_____	_____

FINAL SAFETY CONCURRENCE

By signing below you agree that you are satisfied the programme/project/product has received adequate safety considerations and that you are prepared to give final safety concurrence on the understanding that any actions in this document or the Safety Management Plan or the Safety Concurrence Gateway Questions & Actions document are completed before final deployment of and the movement of the programme/project/products and any associated work equipment to business as usual the.

CATEGORY 1 SAFETY CONCURRENCE (8.1 only)	NAME	SIGNATURE	DATE
Group SHE Risk & Improvement Manager	SARAH FOORD		January 18
National Programmes Manager (as applicable)	HEATHER		January 18

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	MIDDLETON		
CATEGORY 2 SAFETY CONCURRENCE (8.2 only)	NAME	SIGNATURE	DATE
Head of SHE			
Programmes Manager			
CATEGORY 3 SAFETY CONCURRENCE (8.3 only)	NAME	SIGNATURE	DATE
SHE Advisor			

NOTE: For final sign off on Unit Level (8.3) projects refer to the Safety Handover Compliance Certificate

RISK MATRIX

		Likelihood of injury/incident					SEVERITY (consequence of injury/incident)
No history or any indication of future incidents but cannot be ruled out	Improbable	1	1	2	3	4	
Some history but over a long period of time and in very small numbers	Remote	2	2	4	6	8	
Historical evidence indicates occurrence at least monthly	Foreseeable	3	3	6	9	12	
Historical evidence indicates occurrence at least weekly	Probable	4	4	8	12	16	
Historical evidence indicates occurrence throughout the day	Likely	5	5	10	15	20	
		1	2	3	4	5	
		Superficial injury/damage <i>Minor injury or ill health (laceration/bruising/swelling) causing no absence from work. Damage resulting in low cost repair</i>	Moderate injury/damage <i>Injuries or ill health resulting in absence from work (of less than 7 days). Damage causing temporary disruption to operations of around an hour</i>	Significant injury/damage <i>Major injury or ill health, temporary physical disability resulting in absence from work (of more than 7 days) Damage causing significant disruption to or cessation of operations of around one day</i>	Serious injury/damage <i>Permanent physical & health disability. Damage causing long term termination of operations for more than one day</i>	Fatality/catastrophic damage <i>Premature death. Complete destruction of property and permanent termination/relocation of operations until rebuild completed</i>	

Risk Level	Control action and timescale (nominally from BS8800)	Risk Rating	Suggested Minimum Controls	
Adequately controlled	No additional control measures required. Current controls suitable and sufficient to reduce the risk to adequately controlled. Good practice would be to record the assessment and share findings with operators	1 - 3	Visual Aids	
Tolerable	Some additional controls would be beneficial to further reduce the risk. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.	4 - 5	Safe Working Instructions plus Visual Aids	
Moderate	Efforts should be made to reduce the risk, although the costs of prevention should be carefully measured within a cost/benefit analysis to ensure the control is appropriate. Risk reduction measures should be implemented within a defined time period. Where the risk level is associated with Serious and Significant Injuries consequences, further task assessment and/or task redesign may be necessary to achieve suitable control measures.	6 - 12	SSOW plus Visual Aids	
Substantial	Task should be prohibited until the risk has been reduced. Resources may have to be allocated to redesign the task in order to reduce the risk. Where the task is already in progress, it should be stopped when it is safe to do so.	15-16	Prevent task until suitably controlled by task redesign or similar	These two bands usually fall outside the normal day to day risk assessment and ought to be reserved for concurrence processes
Intolerable	Task should be prohibited. If it is not possible to reduce the risk, even with unlimited resources, the work has to remain prohibited. Alternative solutions should be found that avoid the need to complete the original task.	20 - 25	Prevent task, look for alternative solutions. Invoke permit to work system	