The communications union

LETTER TO BRANCHES

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ROYAL MAIL MATERIALS HANDLING CONTAINERISATION UPDATE & CHRISTMAS ARRANGEMENTS 2018 - HEALTH & SAFETY ASPECTS

To: All Branches with Postal Members

Dear Colleagues,

Below is a summary update on Materials Handling containerisation arrangements for the 2018 Christmas period. The contents of this LTB have been discussed and agreed with Royal Mail HQ, Central Containers Team:-

1. York Containers

Royal Mail have purchased an additional 15,000 Mk3 York Containers and these, along with 240,000 (Mk1, Mk2 and Mk3) York Containers held in storage, will be injected into the system via the Parcel Sort Centres, RDCs and Amazon. All will be in the network by early December. A total fleet of around 565,000 Yorks will be in service during the Christmas pressure period.

Royal Mail will be looking for Yorks to be filled with the maximum 7 layers of 4 trays (28 Max), wherever possible subject to safe systems of work, weight constraints of the Container and subsequently the vehicle weight limits on to which they will be loaded so as to comply with Safe Systems of Work and Road Traffic Act Legislation.

York Containers primarily carry mainly trays, mailbags and parcels in ALP (Auto-Level Packet) Sleeves. They do have other uses, referred to below.

All MK3 York Containers introduced in previous years have now been reworked **(Details See Appendix 1)**

The full 10,000 Mk4 York Containers we purchased will be all put into circulation for Xmas. The current 8 PSM Plants. Swindon, HCN, Greenford, Chelmsford. Warrington,South Mids MC, Jubilee and Gatwick will use the MK4's to move Machinable parcels to all of the other MCs not just the current 16 MC plants. This will be for November / December only. After Xmas it will revert back to just the 16 Plants.

Mk4 yorks should not be used for customers as the amount we have is best used in our network and open for abuse/Misuse at customers

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Additional MC plants will be trained before the roll out of the additional MK4s which should only be used to send back to the PSM plants and not to be used for DOs or customers in these areas.

1a. ALP Sleeves

Royal Mail, over the last 3 years purchased 120,000 new ALP Sleeves all of which were released into the network. A further 20,000 ALP Sleeves were purchased this year. These, along with 30,000 which were previously held in storage, will now be put into the network.

A further 1,300 Green ALP sleeves (For use of Special Delivery items only) have also been purchased and will be put into the system over the next few weeks.

2. RSCs Rigid Stackable Container

4,000 RSC's will be released from storage between November and Christmas into the RDC network.

RSCs are not intended to go inside mail centres and delivery offices and are primarily for the Distribution Centre's network and warehouse environments where there is sufficient space and where risk assessment and Safe Systems of Work requirements apply, in respect of workplace transport hazards from FLTs and crush hazards etc. Specific PPE regulations requirements also apply in these work environments, e.g., high visibility clothing and protective footwear. RSCs may only be used in risk controlled working environments as per the Safe Systems of Work.

3. FSC Folding Stackable Containers

Royal Mail has purchased 500 new FSC's this year (A folding version of the RSC). 20,500 FSCs have now been purchased since 2011. These will be used in areas where they give best cost benefits. I.e. Sites with limited floor space and gaining sites that can repatriate the units back out more cost effectively as they can be folded down.

Safe Systems of Work (SSoW) are located on a plate on the side of the container. **(See Appendix 8).**

MCs/DOs should not receive FSCs, However, if received they should be returned to the local RDC as soon as possible.

4. Cardboard RSCs

As originally reported in LTB 632/05 and successfully utilised during successive Christmas pressure periods since 2005, Cardboard RSCs were introduced to provide additional storage for Mailsort Christmas deferred mailings, empty bags and empty trays. These are used primarily in the RDC Network over the Christmas period and are being introduced for the storage of empty bags; empty trays and Mailsort 3 Christmas deferred mailing items during the Christmas pressure period. They will also be used for some bagged Customer Postings.

These are folding, heavy duty cardboard containers with the base fixed to a standard wooden pallet.

1,000 Cardboard RSCs have been held in storage and are available as a contingency for an additional container during the Christmas peak period and intended:

- For use for Deferred Mailings during the Christmas peak period.
- For use anywhere in Royal Mail's network and at customer premises.

- For storage of empty bags and trays to release RSCs into the network.
- For conveyance of empty Bags to customers.
- For empty Bags, empty Trays and Bags of Mail.

Cardboard RSCs are intended to be:

- A reusable container.
- Used indoors and in the RDC network, but NOT for external storage where they may get wet.
- Folded flat when being stored empty.

Cardboard RSCs are:

- NOT compatible with the standard Steel RSC and must not be stacked with any other container type.
- NOT to be used for Bundled/strapexed mail, Trayed Mail, small loose parcels or any heavy items.

Cardboard RSCs must be kept under the roof and not exposed to outside elements or humidity. A minimum four uses per cardboard RSC must be achieved. Damaged cardboard RSCs must be cannibalised to maintain serviceable stocks. Vehicles can accommodate more empty cardboard RSCs than steel RSCs per trip. Prioritise the repatriation of serviceable cardboard RSCs ahead of steel RSCs. Cardboard RSCs are produced by, 'DS Smith'. They are constructed of triple ply corrugated cardboard and are approximately 1.2m wide x 1m deep x 950mm High. They consist of 3 parts: A cardboard tray mounted on a standard 1200 x 1000 mm wooden pallet. A folding sleeve which folds to fit inside the base tray and can be assembled to construct the Pallet Box. A Cardboard lid which fits over the sleeve when assembled and over the Base Tray when the sleeve is folded flat inside the Base Tray. They have a carrying capacity of 650kg as a single or double stack. The Approximate weight filled with empty trays is 85 kg - filled with bags of mail 340 kg.

Cardboard RSCs may only be stacked as follows:

- 3 high when assembled and loaded with empty bags and empty trays.
- 2 high when assembled and loaded with mail.
- IF IN DOUBT OF THE CONTENTS - ONLY STACK 2 HIGH.
- 10 high when delivered new, strapped and unused.
- 8 high when empty and folded flat.

Cardboard RSCs may be moved by:

- MHE stacked 2 high assembled and 8 high when empty and folded flat.
- Using a Forklift, a Powered or a Hand Pallet Lifter.

Cardboard RSCs may be secured and moved by vehicle.

The Cardboard RSC SSoW (V7) – **(See Appendix 2)**

5. 'A' Frame Roll Container

As originally reported in LTBs 838/06 and 840/06, a supermarket type "Roll Cage" was introduced in 2006 by Royal Mail Group Procurement Operational Equipment Team, manufactured by "Palletower" and Cargo Pak.

Currently around 12,000 are in Mail Centres and DO's for use in the operational environment to free up much needed York's.

- They are fitted with 2 front independent foot operated castor brakes.
- Risk assessments have been carried out and Safe Systems of Work documents are available for each type of cage (**See Appendixes 7 and 8**).

(a) The A Frame containers are only to be used in the DO/MC/RDC Environment,
(b) They cannot be used for transporting mail items to and from the DO/MC/RDC,
(c) They cannot be used for Movement outside the DO/MC/RDC,
(d) They cannot be used for Movement on uneven grounds/floors,
(e) The A Frame containers are not be used to transport Mail, Packets, Parcels, Pouches etc., to and from the DO/MC/RDC to vehicles in the yard,
(f) A Frames must not be overloaded.

When moving and repositioning A Frames:-

- Follow the SSoW at all times,
- Only move one cage at a time,
- Move the cage no faster than walking speed,
- Always push the cage as this is ergonomically better than pulling it,
- Seek help if necessary,
- Stack heavier items at the bottom to lower the centre of gravity, position storage 'A' Frames in suitable areas, where possible close to where they are most needed and readily accessed as required,
- Eliminate unnecessary materials handling.

'A' Frame/Roll (DORC) Container SSoW (**See Appendix 6**). Joint Statement **(See appendix 7).**

6. York Container - Cardboard Sleeves

This Year Royal Mail have centrally purchased a further 20,000 New Red ALP sleeves with 20,000 still to be put into the network over the next few weeks.

However, as Royal Mail move further into the busiest period at Christmas, and Parcel volumes begin to peak, the need to move Parcels through the network quickly becomes critical and demand for ALP Sleeves increases. Despite the fact that Royal Mail have put 310,164 additional York Containers and 214,225 additional ALP Sleeve in to the network over the last six years, additional to the existing 240,000 York's in circulation with over half of those containing an ALP Sleeve, Royal Mail have informed us that with increasing parcel volumes and large tracked customers there may be problems with sites struggling to get sufficient numbers of ALP Sleeves to meet their operational requirements. The Central Container Team will continue to push the Zonal areas to ensure that they clear their Delivery Offices every day and repatriations from gaining sites take place but they may still struggle to meet the demand at key locations. Royal Mail have assured CWU/HQ that they will do everything possible to ensure that Zonal areas repatriate as many York Containers and ALP Sleeves as possible out of their Delivery Offices however the business is now seeing the continued increase in parcel volumes and traffic. As a result Zonal areas will probably struggle to get sufficient ALP Sleeves back into their Parcel Sort Centre operations and losing Mail Centres to meet demand. As and when critical, emergency situations are reached in Offices, Royal Mail have proposed and CWU/HQ have agreed that as a Christmas contingency only, the use of Cardboard Sleeves/York Inserts will be permitted as a last resort - with agreement with the RM CPC / Container Team as follows:-

(a) As a contingency at Mail Centre's, PSCs and RDC's for outward dispatches

(b) For Outward dispatches by Mail Centres and Parcel Sort Centres.
(c) For 2nd class parcel dispatches from Mail Centres to PSC's.
(d) Before this contingency is implemented however the site must ensure that all efforts have been made to get ALPs back from their DO's and that permission has sought and been given by the RM Container Team.

IMPORTANT: - If Cardboard Sleeves/York Inserts are used as a contingency, the site must ensure that:-
(a) the CWU Area Safety Representative and Area Processing Representative are consulted should this contingency need to be implemented.
(b) that the SSoW is followed at all times, rotating duties if necessary and
(c) that the mandatory cross-members and false bases must be fitted and used correctly in Cardboard Sleeved York Containers. Any offices found not to be compliant with this instruction will be asked to investigate reasons why this has happened and furnish a report on remedial action taken with the report shared with the CWU Area Safety Representative. Such breaches of the SSoW by Management will be viewed as serious!

Once the Christmas pressure period is finished, the contingency use of Cardboard Sleeve inserts will be withdrawn and Offices will revert back to Business as usual with Cardboard Sleeves used on the agreed Amazon/Tracked Contracts only and the parcel operation must revert back to using ALP Sleeves for Inward transfers to DOs and Outward dispatches to Mail Centres and Regional Distribution Centres.

The cardboard MUST be in good order; the cross member and base must be inserted following the SSoW.

Under no circumstances is damaged cardboard to be used and must be discarded locally.

The current, agreed York Container SSoW includes section on the use of Cardboard Sleeves, extract below:-

ROYAL MAIL MATERIALS HANDLING CONTAINERISATION UPDATE & CHRISTMAS ARRANGEMENTS 2018 - HEALTH & SAFETY ASPECTS
"Additional Requirements for York Container Cardboard Sleeves

- **Only to be used for Approved Contracts** (Not permitted for any other mail stream)
- In addition, Cardboard sleeves can be used in exceptional circumstances **only with the approval of CPC / Container Team.**
- DO NOT use sleeves for packets weighing more than 10kg
- Use the false base and cross support at all times.
- When sorting from a sleeve, open the lower part of the sleeve to improve access to packets at the bottom.
- When sorting from a sleeve, position the York to minimise twisting – use your feet to turn and not your body.
- DO NOT tip bags into cardboard sleeves.
- Before moving the York, close the sleeve to retain the contents.**"**

The Safe Systems of Work (SSoWs) for York Containers (V3.1) the new design Cardboard Sleeves (App2) are attached as **Appendix 3 and 4.**

6. (a). Parcels of a Shoe Box Size or larger.

In previous years both Royal Mail, Tracked Customer and Amazon had concerns about the shortage of York Containers across the Network and additional costs incurred by losing approximately 15% of York fill capacity when inserting Cardboard Sleeve false bases into York Containers. In line with the York Container SSoW V3, York Containers will be filled with parcels/packets **larger than shoe box size** without any form of Cardboard Sleeve or False

Base etc. This approach is only applied to larger items and will not be removed for smaller packet items, i.e, those smaller than a shoe box size. Those packets will continue to be loaded into York Containers with either an ALP Sleeve (preferable) or a full Cardboard Sleeve with a cross-member and false basis fitted. This was jointly examined and found to be the best approach.

York Container SSoW Version 3 states under the heading of 'Approved Loads' as follows:- 'Loose strapped bundles, Boxes, provided they are of sufficient dimensions, such as they will be retained by the load retention straps and container framework.' **(Attached as Appendix 10).**

This approach has been ergonomically tested and approved prior to concluding the York Container SSoW. It makes both safety and business sense to apply this
Principle for larger parcels which are not suitable for loose loading into sleeved Yorks in many cases.

6. (b) Shrink-Wrap/Cling-Film

The existing agreed national policy remains as follows "There is no agreement what-so-ever to use "Shrink-Wrap/Cling-Film" on York Containers under any circumstances. Also, **Opsflash - CPC (2008) No 167** instructs all sites that have received new trays delivered on pallets and shrink wrapped to remove and dispose of the shrink wrap immediately. There are NO circumstances where the Shrink-Wrapping of Yorks is acceptable. This practice must not be allowed at any RM site.

7. Loose Loading of Mail Bags - Xmas 2018

Further to enquiries and concerns raised by Branches and Area Safety Reps in previous years regarding possible loose loading, Royal Mail have confirmed they will be taking a number of steps to ensure that loose loading of mail should only take place in exceptional circumstances.

If loose loading has to occur, local CWU Reps will be consulted and the Manual Handling/Loose Loading SSOW will be adhered to.

Clear instructions have been issued by Royal Mail HQ CPC that should any service which is normally containerised, have to be loose loaded then the dispatching unit must inform the receiving unit in advance so that they can provide any additional staff resources and working arrangements which may be necessary to ensure health and safety standards are maintained.

Extract from Loose loading Core Risk Assessment:-

It is a Royal Mail goal that no manual handling task will exceed risk level 2. Mail Bags average 7kg, Maximum gross weight 11kg. Lifting frequency up to 7 bags/min over a 30 min period (then rest). Vehicle doors are adequately maintained and must be in good working order.

Priority Services bags could exceed 11kgs but they should be clearly labelled with the weight so that special consideration can be given to lifting. NB: No Priority Services bag exceeding 11kgs should contain more than 1 item. All equipment is used in accordance with the appropriate Safe System of Work. All staff to have received manual handling training and instruction or refresher during the past 3 years. All staff to understand and operate the appropriate Safe System of Work. If there are any tasks that are not listed, the manager must consult the safety team for further advice. No pregnant worker or person under 18 should undertake tasks greater than risk level 1.

8. Plastic Letter Trays

Last year RM purchased 1m trays which stayed in the system. Royal Mail has purchased an additional 1m Trays this year and all will be released from stores During October, November and December.

9. Crates and Skates

These are not in the current Xmas plan but could be used as a contingency if required and would be nationally hired and controlled if used.

This piece of equipment was first brought to the attention of the Health, Safety & Environment Department in 2005. Any proposed use should be first discussed with the RM National Containerisation Manager and CPC before use. Any safety issues that Branch ASRs have with this equipment should be raised with this Department and it will be taken up with Royal Mail.

The equipment comprises a wheeled base and a number of large Trays which can be stacked onto the base for storage. They are purely for storage purposes, to be used on site, but not to be used to transport mails on vehicles.

See attached Photos and Safe System of Work (SSoW) for Crates & Skates - **(Appendix 5).**

10. Tray Dollys Mk1, Mk2 & Mk3

Please refer to LTB 760/15.

Royal Mail have formally notified the CWU Health, Safety & Environment Department that all Tray Dollys are withdrawn from service and should not be used at any Office for any operation or storage either during the Xmas pressure period or at any other time.
Any tray dolly's being used or found in the system should be flagged to local Assets/ Container team

11. New Blue Bags for International Dispatches

2.5 million new blue bags for international dispatches have been purchased this year and will be fed into Mail Centers via direct delivery Novemeber ready for the DSL Operation

12. Pallets – Transportation, Processing, Unloading and Stacking of Pallets.

This year Royal Mail has faced an increased requirement from bulk customers to accept and process palletized loads, including shrinks/stretch wrapped palletized traffic.
The SSoWs have therefore been reviewed in order to ensure sufficient up to date information and instruction is available to allow Offices and managers to control safety risks for the specific tasks and ensure the correct work methods are adopted and materials handling equipment deployed for this increasing area of work to ensure it can be completed safely. The new, updated SSoW and associated, embedded SSoWs are attached. This included embedded documents – Pallet Truck SSow, DDT SSoW, Paletising of Trays SSoW, Manual Handling SSoW. **(See Appendix 9).**

13. Repair of Faulty & Damaged Containers

All damaged containers must be withdrawn and repaired before being brought back into service. The following instructions relate to the repair of the individual containers:

(a) Letter Trays

- Royal Mail has an agreement with one51 plastics for the recycling of RM Letter Trays, for which Royal Mail receives payment. For this to be cost effective AAC

Ltd will only accept complete trailer loads of trays, equating to 5200 trays. This process describes the use of a collection point to ensure that trays are recycled and do not build up in offices.

- Trays must be removed from use if damaged and not suitable for use if, for example:

    - There are any obvious physical defects such as breakages or holes (other than those designed).
    - The tray sides or bottom are split.
    - The handle is damaged (e.g. split).
    - The label holder is damaged in such a way as to render it unusable.

- The tray is NOT deemed damaged if only:

    - The barcode or barcode clip is missing.
    - The tray bottom is bowed.
    - Only the corners are chipped and then only if the break does not leave a jagged or pointed edge.

- Ensure the damage sustained to trays meets the criteria described above. All Mail Centres and Delivery Offices should have a process for identifying damaged trays and for isolating them from operational use. Delivery Offices should label the trays as damaged and send them to their local Mail Centre for consolidation and recycling.
- All damaged trays should be loaded to RSCs. The trays should be nested, where possible 8 to a layer and 9 layers high, where the height of the trays does not exceed the height of the RSC sides. RSCs of damaged trays should be labelled as shown below and then sent to the local RDC for onward movement to NDC. Spare capacity on existing runs only should be utilised.

  DAMAGED TRAYS:
  SEND TO AAC via NDC

- NDC consolidate the RSCs of damaged trays and, when a trailer is loaded to capacity, forwards them to one51 plastic.

(b) York Containers

Examples of damage:

- Sharp, jagged or pointed hazards.
- Anything, which prevents proper assembly.
- Anything, which prevents proper movement.
- Temporary or amateur repairs.
- Broken welds.
- Excessive corrosion.
- Damaged or missing wheels.
- Missing wheel retaining nuts, pins or clips.
- Poor brake operation.
- Damaged or defective towing arrangements.
- Missing or damaged straps or clips.

The repair process is as follows:

- A number of sites have been nominated to receive a scheduled visit by a York repair team (currently Romec).

- Some sites also act as a consolidation site looking after a catchment area of other offices. For example SDC in Wishaw receives all of the damaged/strapless Yorks in Scotland and Northern Ireland.
- A contact at each site has been developed and a location for the storage and repair of Yorks identified.
- Each Thursday a count of damaged Yorks is submitted by each site to the royal mail mhe_cpc e-mail inbox and the figures are used to plan a schedule for the following week's site visits. Some offices may have a team that visits every day whilst others will be visited by mobile teams as required. The minimum requirement is that there be 50 Yorks needing repair on site.
- A repairer can replace anything up to 100 straps per day but, if there are structural repairs also needing to be done, the overall number can reduce substantially. The repairer will check each damaged York for other possible problems and does not solely rely on the fault noted by Royal Mail staff.

Damaged Yorks may be moved, on existing services, from non-repairing sites to a consolidation site (see repair process above) to await repair. Damaged Yorks should be labelled accordingly so that the receiving site is aware.

Damaged Yorks must not, however, be used to form part of a movement order to another site and should never be sent to a customer. Neither should damaged Yorks knowingly be used to convey mail through the Network.

Some straps have given the appearance of losing their elasticity but tests have been carried out at the manufacturers and replicated by our engineers in Swindon and the results show that this does not affect load retention or the safety of the York. It is not, therefore, necessary to replace such straps.

Short Strap repairs, can be carried out locally at any site for more information contact **container.control@royalmail.com**

(c) RSC and FSC

- Examples of damage to an RSC/FSC are as follows;

    - Sharp, jagged or pointed hazards
    - Anything which prevents proper assembly or movement.
    - Temporary or amateur repairs.
    - Broken welds.
    - Broken side wires bent inwards or outwards.
    - Excessive corrosion.
    - Mis-aligned feet or spigots which hinder stacking.

- In these circumstances, an ***Out of Service*** label must be attached and the nature of the problem noted on the label.
- Damaged RSCs/FSC's should be moved to a designated area to await repair. They may only be stacked if the uprights are intact and make contact with the RSC/FSC above at all 4 corners. They may not be stacked if to do so would leave an unstable stack. If in doubt - DO NOT STACK.
- Damaged RSCs/FSC's must be forwarded to NDC for onward movement to MK Stores for repair. Movements of damaged RSCs should be agreed with the local Container Equipment Manager beforehand.

(d) Auto Levelling Packet Sleeves

- A minimum of 25 sleeves will be presented for repair in a single consignment. Sleeves are to be packed in Rigid Stackable Containers (each containing 25 sleeves).
- Clearly labelled damaged RSCs are to be returned to SWDC for onward movement back to the manufacturers Jacon.

(e) York Cardboard Sleeves

- Cardboard Sleeves are not repairable. Any damaged sleeves must be disposed of by local arrangement.
- Any re-usable parts of cardboard sleeves must be returned to Amazon; whether by direct transfer or via the nearest RDC.
- Cardboard inserts to be stored / transferred in York's or palletized on at Regional Distribution Centre's using good pallets.
- If held/stored onsite ahead of transfer they must be kept undercover or protected from the weather.
- All component parts must be in good order (certainly not water damaged or torn) and ready to use. Any not meeting these criteria should be disposed of locally.
- Yorks must be individually packed i.e., no mixed component parts please. Yorks to separately contain X Member/Sides/Bases which must be stacked neatly.
- Any transfers arriving at Amazon that do not meet these criteria may be refused by the Amazon Team.

(f) Cardboard RSCs

Any damage needs to be checked. The following damage would render the Cardboard RSC unusable:

- Water damaged/wet cardboard.
- Tears greater than 25%/¼ of the length of any one side or along any seam.
- Tears in 2 adjoining corners of the tray or lid.
- Staples in the seam undone with exposed points.
- Broken Pallet Base such that the wooden planks are broken or the corner blocks are damaged such that they would not support a load.
- The following would not necessarily render the Cardboard RSC unusable:
- Small holes in the side walls, for example made by fork lift tines.
- Small tears, i.e., less than 25%/¼ of the length of any one side or along any Seam. One tear in the corner of the tray or lid.

If there is any doubt as to the safe condition of the Cardboard RSC, then it must be considered damaged. Any damage which renders the sleeve unusable needs to be reported and the damaged part (i.e., the lid, sleeve or tray) marked with a cross from a thick marker pen. Only the damaged part needs be marked as the undamaged parts may be used as spares.

Transport and transfer equipment must meet the receiving customer's safety requirements.

(g) Wheeled Container Repair Process (Other than York & Mini-York Containers)

The following process should be used to keep wheeled containers functional:

- 1. When a wheeled container (other than a York or Mini York) is found to be faulty, remove it from operational service and label it accordingly.
- 2. Log the fault with the **Properties & Facilities Helpdesk** on **0870 850 1000**, who will give a reference number. The helpdesk will then contact Romec, who allocates the work to the local coordinator. A Romec engineer then plans and completes the repair.

- 3. If the repair is not economical, the engineer condemns the equipment and advises the Unit Manager. The Unit Manager then decides if they want it replaced, and completes a Requisition Form ECF01 and sends it to the Asset Support Team.
- 4. When the repair is completed, Romec invoice through the Inter Business Agreement, which is funded from the central assets budget. Area budgets are not affected.

(h) General note on containers:

If there are any surplus containers on site that are not damaged and you are unsure of where to send them, you should consult your Regional Head of Assets for Yorks, Trays and Sleeves or your Container Equipment Manager for RSCs.

14. Contacts & Phone Numbers

Should Area Safety Representatives wish to discuss any issues or questions in relation to Container Control or Container Equipment, the following field managers can be contacted for all Royal Mail Container related issues:-

National Team Contacts

Head of Container Equipment	Mark Fletcher 07889 124741
National Container Supply & Development Manager	Jason Wood 07801 095605

Container Manager Scotland / NI/ NWest Belfast, SDC, Edinburgh, Perth, Inverness and Aberdeen, Warrington, Chester,NWDC, NWPSC	Ian MacDonald 07436560875
Container Manager North of England Tyneside, Darlington, Preston, Chorley, Carlisle, Manchester, Stockport, Leeds, Bradford, York, YDC, Sheffield, Doncaster and Hull, Nottingham, NEPSC, East Midlands Airport	Kishan Patel 07722261849
Container Manager East/ South HCN, NHCDC, Greenford, PRDC, Jubilee, Guilford and Woking, Derby, Coventry, Leicester, Pete bough, Cambridge, Norwich and Ipswich Chelmsford, Southend, Medway, SEDC, Canterbury, Tonbridge, Croydon, Gatwick, London Central, South Warwick, Victoria, Romford and Whitechapel	Sid Rajan 07802 921737
Container Manager West Midlands Crewe, Shrewsbury, South Midlands, Birmingham, Worcester, North West Midlands, NDC, Atherstone PSC, Coventry Parcel force Hub	Clare Smith 07872816461
Container Manager South West and South Wales Cardiff, Bridgend, Swansea, Bristol, SWDC, Gloucester, Swindon, Southampton, Dorset, Exeter, Plymouth and Truro	Chris Rogers 07860 172019
Container Manager International HWDC and LAMU	Nalin Mandalia 07715480197

15. Health & Safety Processes

From a Health and Safety point of view the CWU Health, Safety & Environment Department will proceed to continue our joint work with Dennis Welton Royal Mail Head of Central Postal Control, Mark Fletcher Royal Mail National Containers Manager, Jason Wood National Container Supply and Development Manager and the Principal RME Project Manager as well as the RMG Safety, Health and Environment Team and the RMPFS Property Safety and Compliance Team.

16. IR Aspects

The IR aspects of the Xmas pressure period are dealt with by the Postal Department. All Operational enquiries should be addressed to the appropriate Postal Dept Operational Officer.

Appendixes:-

1. *York Container Mk 3 updated version.*
2. *Cardboard RSC – SSoW (V7)*
3. *Operation and Use of York and Mini York Containers V3.1*
4. *Crates and Skates SSoW & Photos (Renta Crate)*
5. *Roll Cage/'A' Frame SSoW (DORC)*
6. *Roll Cage/'A' Frame 'Joint Statement' (DORC)*
7. *FSC – SSoW*
8. *Pallets - SSoW (for Transportation, Processing, Unloading & Stacking of Pallets. – Embedded Docs – Pallet Trucks SSoW, DDT SSoW, Palletising of Trays SSoW, MH SSoW).*
9. *York SSoW V3*
10. *York Mk 4 SSoW (Appendix 2)*
11. *York Mk 4 Unit Manager Brief*
12. *York Mk 4 Staff Training Brief*
13. *SSoW York Container Cardboard Sleeve Additional Requirements V1.3*

Yours sincerely



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