




ROYAL MAIL GROUP RISK MANAGEMENT

SAFE SYSTEM OF WORK (Appendix 2)

This SSOW provides sufficient INFORMATION and INSTRUCTION to allow managers to control safety risks identified during risk assessments. It is used by work area managers to inform and instruct operators, at induction and refresher training events, how a task they are involved in or work equipment they are using can be completed / used safely. A record should be retained to show that this information and instruction has been shared with those employees affected.

Task / Work Equipment Description	
Generic Task / Work Equipment (SSOW Title)	York Container Cardboard sleeve Additional Requirements 
Associated Risk Assessment	York Container Cardboard sleeve SAC1 & WECSA
SSOW Version No:	2.3 SSoW to be read in conjunction with and in addition to York & Mini-York SSoW version 3.1.

Risks Controlled By This SSOW		
Identified Risk	Risk Rating (ref. SMS2.1 Risk Matrix)	Control
Additional information for York container to take account of the functionality.		
Muscular injures	Tolerable	<ul style="list-style-type: none">• SSOW• Training• Raised base of York• Manufacturer assurances of material quality• Noise assessment
Abrasions / bruising	Adequately Controlled	
Striking injuries		
Noise		
Discomfort to hands		

INSTRUCTIONS

Core Standards

As per current York containers.

Approved loads:

- York's fitted with Cardboard sleeves are primarily designed for use with small parcels and other loads that are not well retained by other York containers.
- DO NOT tip bags into cardboard sleeves.
- Only to be used for customer contracts when Alps sleeves cannot be supplied.
- In addition, Cardboard sleeves can be used in exceptional circumstances for example during peak pressure periods.
- Maximum gross weight for all loads is **250kg**.
- DO NOT use sleeves for parcels weighing more than 10kg

Base Position:

- For use with small parcels that will be manually unloaded the base must be put into the higher position before loading starts.
- For small parcels that will be unloaded by automated tipping and all other streams the base should be in its lower position.



Base: Lower position for automation / other streams



Base: 200mm base support in higher position
deploy in manual only

Pre Use Checks – Additional Requirements:

- The Cardboard sleeve must be properly attached and there be no significant damage that could cause injury or loss of mail.
- Cardboard must be stored in a dry environment.
- Damaged cardboard must be disposed of locally.
- Use the false base and cross support in correct streams.

Loading- Additional Requirements:

- When sorting from a sleeve, position the York to minimise twisting – use your feet to turn and not your body.
- As with other versions of the York container it must not be loaded above the sidewalls or a maximum gross weight of 250kg.
- Before moving the York, fully close the sleeve to retain the contents.

Unloading – Additional Requirements:

- The panel should be opened in stages when unloading taking care that the parcels do not fall out.
- Unload parcels directly in front of the top and lower it carefully to prevent parcels from falling out as you open it.
- To unload parcels at the back, pull them closer before lifting them out and support yourself by holding onto the side with one hand if necessary to reach the lower parcels.
- Fully open the lower panel if required.
- It is good practice to rotate between unloading and other tasks.

Nesting – Additional Requirements:

- All cardboard parts must be removed and segregated ready for re-use before nesting.

Loading / Unloading on to Vehicle – Additional Requirements:

[Refer to load plan in 'Transport of Yorks and RSC's' in Royal Mail Vehicles' SSOW](#)

Assembly of Sleeve:

Side Pannels:

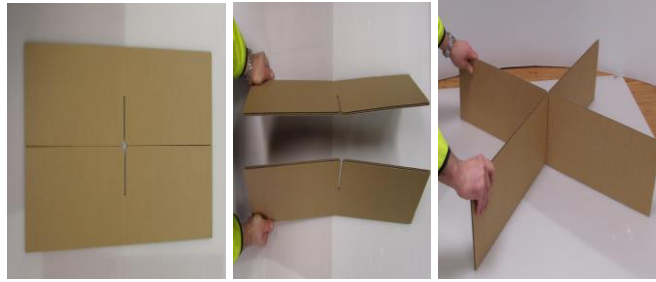
- Assemble the left side first followed by the right. Sides are interchangeable.
- The right side panel fits on the outside of left panel.
- The sides with no instructions/art work should be placed on the side.



Side assembly

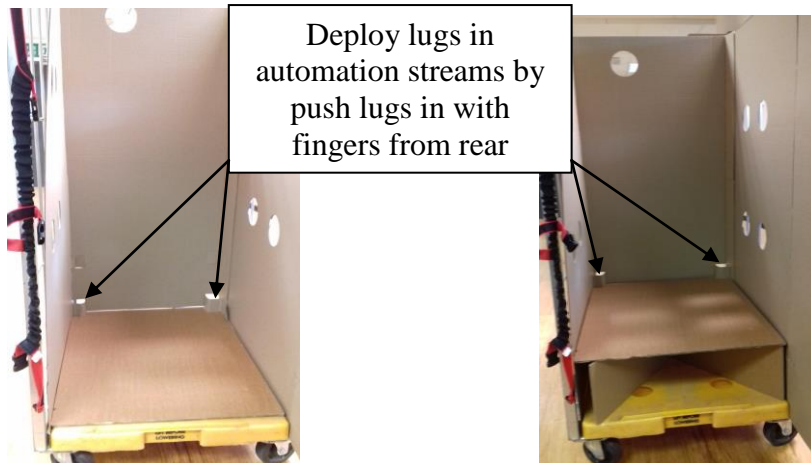
Base support:

- Assemble parts to form a cross section.



3 stage base support assembly

Base:

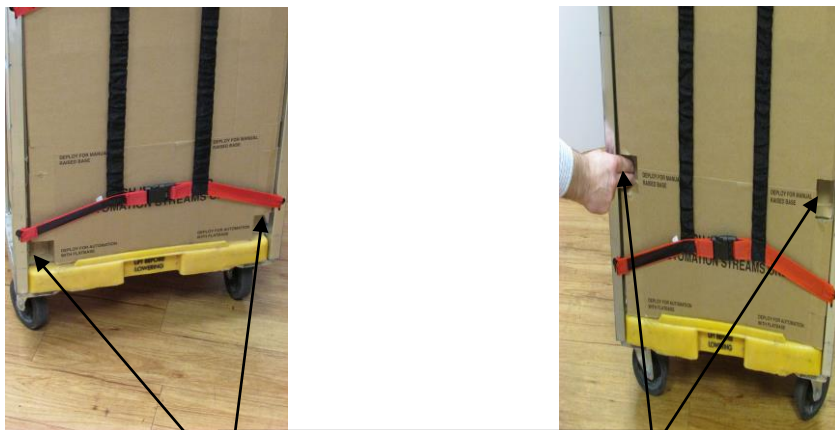


Deploy lugs in automation streams by push lugs in with fingers from rear

Insert base only in non-manual streams. Deploy rear lugs in automation streams only.

Insert 200mm cross member support and base in manual streams only. Deploy lugs in automation streams.

Automation Lugs:



Deploy lugs in automation streams from front by pushing lugs in with fingers.

Front panel:

- To fix front panel in position, close panel shut and secure lower panel with York strap.
- When loading with unstable loads e.g small parcels the gate should be fixed in position in lower stage to allow good access whilst loading and the load is retained as required.



Closing panel 1	2	3	4
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- Once the panel is in position, lock with the York straps across the front.

COMPETENCY

Training	Format (Course/Certificated/Qualification)
N/A	

PERSONAL PROTECTIVE EQUIPMENT

Item	Ordering details	Comments
No additional – reference RMG PPE Matrices		

SAFETY SIGNAGE

Item	Ordering details	Comments
No additional		

SSOW AUTHORISATION

	Name	Signed	Date
Author	J. Wood	<i>J Wood</i>	13.03.2018
Safety Support (where applicable)	C. Parsons	<i>C Parsons</i>	13.03.2018
I have authorised this SSOW for deployment			
Safety Authorisation: (As defined in Levels of Authority Appendix 4)	J. Cannon	<i>J Cannon</i>	13.03.2018
On deployment in the Work Area a copy of the SSOW should be retained for reference			

SSOW LOCAL ARRANGEMENTS

SSOW Title	
Region	
Unit (Where applicable to individual Unit)	

(For use where a Unit Manager wants to add local arrangements to a Group or Business Unit SSOW)

While the SSOW provides sufficient INFORMATION and INSTRUCTION to allow managers to control safety risks for a specific task &/or item of work equipment it is possible that local circumstances within a Unit could introduce additional risks. Where local risk assessment indicates this to be the case LOCAL ARRANGEMENTS could be prepared help to remove or reduce the additional risks to an acceptable level. This additional INFORMATION and INSTRUCTION must be used within the Unit(s) affected to inform and instruct those employees affected. It should also be used at induction and refresher training events to inform employees how a task they are involved in can be completed safely &/or how work equipment they are using can be used safely. Any training or briefing using the SSOW should be recorded to show where the additional information and instruction has been given.

NOTE: Local amendments to a SSOW cannot be less stringent than the national version.

LOCALISATION		
Locally Identified Risk	Risk Rating (ref. SMS2.1 Risk Matrix)	Control

LOCAL SIGN OFF	Signature	Date
Local Author		
Safety Authorisation: (As defined in Levels of Authority set out in the Standard)		